



Urinalysis

Tactics, Techniques, and Procedures (TTP)



Force Readiness Command
(FORCECOM)

CGTTP 1-16.5
January 2016

This page intentionally left blank.



CGTTP 1-16.5
27 JAN 2016

COAST GUARD TACTICS, TECHNIQUES, AND PROCEDURES 1-16.5

Subj: URINALYSIS

Ref: (a) Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10
(b) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
(c) Standard Distribution List, COMDNOTE 5605
(d) Military Justice Manual, COMDTINST M5810.1 (series)

1. PURPOSE. To provide Coast Guard units with Coast Guard tactics, techniques, and procedures (CGTTP) on conducting urinalysis testing.
2. ACTION. This CGTTP publication applies to all Coast Guard Members involved in the urinalysis testing program. Internet release authorized.
3. DIRECTIVES/TTP AFFECTED. None.
4. DISCUSSION. Discrepancies in urinalysis testing have an adverse effect on the accuracy of results needed for the overall mission of the Coast Guard. Standardizing urinalysis testing processes ensures efficient and precise outcomes. This TTP publication supports the policy in reference (a) and aids unit urinalysis coordinators performing urinalysis tasks.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is itself a rule. It provides guidance for Coast Guard personnel and does not impose legally-binding requirements on any party outside the Coast Guard.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. While developing this publication, Integrated Process Team (IPT) members examined environmental considerations under the National Environmental Policy Act (NEPA) and determined they are not applicable.
7. DISTRIBUTION. FORCECOM TTP Division posts an electronic version of this TTP publication to the CGTTP Library on CGPortal. In CGPortal, navigate to the CGTTP Library by selecting **References > Tactics, Techniques, and Procedures (TTP)**. FORCECOM TTP Division does not provide paper distribution of this publication.

8. RECORDS MANAGEMENT CONSIDERATIONS. Integrated Process Team (IPT) members thoroughly reviewed this publication during the TTP coordinated approval process and determined there are no further records scheduling requirements per Federal Records Act, 44 U.S.C. Chapter 31 § 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This publication does not have any significant or substantial change to existing records management requirements.
9. FORMS/REPORTS. None.
10. REQUEST FOR CHANGES. Submit recommendations for TTP improvements or corrections via email to FORCECOM-PI@uscg.mil or through the TTP Request form on CGPortal. In CGPortal, navigate to the TTP Request form by selecting **References > Tactics, Techniques, and Procedures (TTP) > TTP Request.**

Info COMCOGARD FORCECOM NORFOLK VA//FC-P// on message traffic containing lessons learned applicable to this TTP publication.

PATRICK J. SHAW
Commander, U.S. Coast Guard
Acting Chief, FORCECOM TTP Division (FC-P)
By Direction of Commander,
Force Readiness Command

Table of Contents

Table of Figures	ii
Table of Tables.....	iii
Chapter 1: Introduction	1-1
Section A: Introduction	1-2
Section B: Notes, Cautions, and Warnings.....	1-3
Chapter 2: Urinalysis Duties, Designations, and System Access	2-1
Section A: Overall Description of Duties.....	2-2
Section B: Obtain Designation as Urinalysis Coordinator, Alternate, or Observer	2-4
Section C: System Access	2-5
Section D: Request General Assistance from Points of Contact	2-8
Chapter 3: Urinalysis Preparation.....	3-1
Section A: Procure Necessary Supplies.....	3-2
Section B: Unit Roster	3-7
Section C: Prepare Labels and Ledgers	3-10
Section D: Establish Preparation Location and Restrooms	3-17
Section E: Review Procedures with Urinalysis Observers before Testing.....	3-18
Chapter 4: Specimen Collection	4-1
Section A: Check-In Member for Specimen Collection.....	4-2
Section B: Collect Specimen	4-4
Section C: Process Collected Specimen.....	4-5
Chapter 5: Specimen Storage	5-1
Section A: Identify Adequate Storage Location	5-2
Section B: Store Collected Specimens	5-3
Chapter 6: Specimen Packaging and Shipment	6-1
Section A: Prepare Shipment Documentation	6-2

Section B: Prepare Specimen Box for Shipment	6-8
Chapter 7: Record Management	7-1
Section A: Maintain Documentation	7-2
Section B: Obtain/Maintain Results	7-3
Chapter 8: Major Command Coordinators	8-1
Section A: Accessing Results	8-2
Section B: Results Portal	8-5
Chapter 9: Miscellaneous	9-1
Section A: Additional Authorities for Testing	9-2
Section B: Steroid Testing	9-5
Appendix A: Glossary and Acronyms	A-1
Appendix B: Urinalysis Preparation Checklist.....	B-1
Appendix C: Sample Urinalysis Collection Guidance	C-1
Index	I-1
Table of Figures	
Figure 2-1 FTDTL Portal	2-5
Figure 2-2 Self Registration Form	2-5
Figure 3-1 "Enterprise Menu"	3-7
Figure 3-2 Register CAC information	3-10
Figure 3-3 "Coast Guard Drug Testing Program" logo.....	3-12
Figure 3-4 "Identify Roster File" screen.....	3-12
Figure 3-5 "Ignore Header" checked	3-13
Figure 3-6 "Testing Parameters" screen	3-14
Figure 3-7 "Print Product" screen	3-15
Figure 4-1 Proper tape application.....	4-6
Figure 4-2 Proper two tape application.....	4-7
Figure 6-1 TPI.....	6-3

Figure 6-2 DD Form 2624 blocks 9-10 6-3

Figure 6-3 DD Form 2624 blocks 11(A)-11(D)..... 6-4

Figure 6-4 DD Form 2624 corrections for untested members 6-5

Figure 6-5 Location of staples 6-8

Figure 6-6 Packaging specimen 6-9

Figure 6-7 Taping box..... 6-9

Figure 6-8 Placement of signature 6-9

Figure 6-9 Placement of envelope on box 6-10

Figure 6-10 TAMC address 6-11

Figure 8-1 “System Access Request” link..... 8-3

Figure 8-2 “Laboratory Results” checked 8-3

Figure 8-3 “Laboratory Results Web Portal Access Request Information” screen..... 8-4

Figure 8-4 “Results Portal” link 8-5

Figure 8-5 “Results” page..... 8-6

Table of Tables

Table 3-1 Urinalysis supplies..... 3-3

Table 3-2 Supply list from alternate vendor 3-5

This page intentionally left blank.

Chapter 1: Introduction

Introduction This chapter overviews the contents of this Urinalysis tactics, techniques, and procedures (TTP) publication, and defines notes, cautions, and warnings.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Introduction	1-2
B	Notes, Cautions, and Warnings	1-3

Section A: Introduction

A.1. Introduction

The Coast Guard uses Urinalysis testing to deter and detect drug abuse. To maintain security and integrity, the Coast Guard conducts periodic urinalysis screening of personnel using a Department of Defense (DOD) drug testing facility to analyze the collected specimens.

Unfortunately, discrepancies can occur throughout different stages of urinalysis testing. This inaccuracy hinders the results needed to support the overall mission of the Coast Guard, and can possibly endanger an individual's career. Standardizing urinalysis testing processes ensure efficient and precise outcomes.

A.2. Purpose

This TTP does not supersede current COMDTINST or other applicable policies but provides a set of best practices and guidance for use by all members performing and participating in urinalysis testing.

A.3. Scope

[Chapter 3: Urinalysis Preparation](#) through [Chapter 7: Record Management](#) of this TTP is for conducting Administrative Inspections. For conducting a urinalysis under any other authority, see [Chapter 9: Miscellaneous, Section A: Additional Authorities for Testing](#).

Section B: Notes, Cautions, and Warnings

B.1. Overview The following definitions apply to notes, cautions, and warnings found in TTP publications.

NOTE: **An emphasized statement, procedure, or technique.**

CAUTION: **A procedure, technique, or action that, if not followed, carries the risk of damaging a potential prosecution by creating inadmissible evidence or other risk of the case being lost.**

WARNING: *A procedure, technique, or action that, if not followed, carries the risk of evidence contamination, further victim traumatization, or harm or injury to person(s) involved.*

This page intentionally left blank.

Chapter 2: Urinalysis Duties, Designations, and System Access

Introduction This chapter discusses personnel and system requirements for urinalysis testing.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Overall Description of Duties	2-2
B	Obtain Designation as Urinalysis Coordinator, Alternate, or Observer	2-4
C	System Access	2-5
D	Request General Assistance from Points of Contact	2-8

Section A: Overall Description of Duties

A.1. Urinalysis Coordinator

The urinalysis coordinator:

- Maintains and administers the command urinalysis program, including:
 - Training alternate coordinators and observers.
 - Shipping uncompromised specimens to Tripler Army Medical Center (TAMC) Forensic Toxicology Drug Testing Laboratory (FTDTL).
- Supervises all specimen collections.
- Makes all urinalysis ledger entries.
- Knows the references and responsibilities associated with the duty of a coordinator.
- Knows the Personnel Service Center (PSC) Drug Testing link:
<http://www.uscg.mil/psc/psd/fs/DrugTesting.asp>.

NOTE:

Make coordinator changes in ample time before testing and upon permission of the command.

A.2. Alternate Urinalysis Coordinator

An alternate urinalysis coordinator provides additional confirmation that members follow the procedures properly.

CAUTION:

Properly performing the procedures is critical in a court-martial or administrative proceeding.

NOTE:

Although there is no limit on the number of alternate coordinators assigned, commands should use discretion in appointing them. Best practice is to minimize the number of alternate coordinators at the unit, typically limited to one alternate.

A.3. Observers

Observers:

- Escort test subjects to and from the restroom.
 - Observe specimen collection.
 - Testify at an administrative hearing or at a court-martial.
-

**A.4. Testing of
Urinalysis
Coordinators
and Observers**

Per reference (a), Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10, command urinalysis coordinators and observers must not include their own samples in the same batch when conducting urinalysis. To ensure this does not happen, the unit should complete a Memorandum of Understanding with another command to provide random urinalysis testing for unit coordinators and observers. If this is not possible because of remote or isolated assignments, the command should have at least one alternate coordinator and several observers. Commands are to ensure primary coordinators and observers are providing samples throughout a fiscal year.

If the command requires a unit sweep:

- Use a coordinator or alternate coordinator from another command.
- Have a Memorandum of Understanding with the other command to provide random urinalysis testing.
- Request for assistance at least a couple days in advance (if there is a need for assistance).

Limit access to the urinalysis ledger and specimen collection materials to:

- Commanding officer (CO).
 - Executive officer (XO).
 - Primary urinalysis coordinator.
 - Alternate urinalysis coordinator(s) (when access is necessary).
-

Section B: Obtain Designation as Urinalysis Coordinator, Alternate, or Observer

B.1. Designate Urinalysis Coordinator

The CO designates, in writing, urinalysis coordinator in their command administration list (collateral duties list).

Urinalysis coordinators submit the Direct Access User Access Authorization form (CG-7421B) with a copy of the designation via a Pay and Personnel Center (PPC) Customer Care trouble ticket to request for the “Unit Urinalysis Coordinator” user role.

NOTE:

Do not send designations for coordinators and observers to Commandant (CG-1221) or Commander (CG PSC-PSD-FS).

B.2. Designate Alternate Urinalysis Coordinator

Commands should use an alternate coordinator to assist in urinalysis procedures. Normally, as best practice, only one alternate coordinator has access to the urinalysis ledger and specimen collection materials.

To request for the “Unit Urinalysis Coordinator” user role, follow the instructions in [Chapter 2: Urinalysis Duties, Designations, and System Access, Section B.1: Designate Urinalysis Coordinator](#).

B.3. Designate Urinalysis Observers

The CO designates, in writing, urinalysis observers in their command administration list (collateral duties list). Use observers of the same gender as the members providing the specimens. Using senior personnel as an observer avoids risk of intimidation, adds credibility, and shows leadership support for the drug testing program.

Section C: System Access

C.1. Register for DTP (Drug Testing Portal) Lite

Use the following procedures to register for DTP Lite:

1. Go to the following site:

https://ftdtl-dapp1.amedd.army.mil/portal/page/portal/unauthenticated/UNAUTHENTICATED_HOME_PAGE

The iFTDTL Portal main page opens.

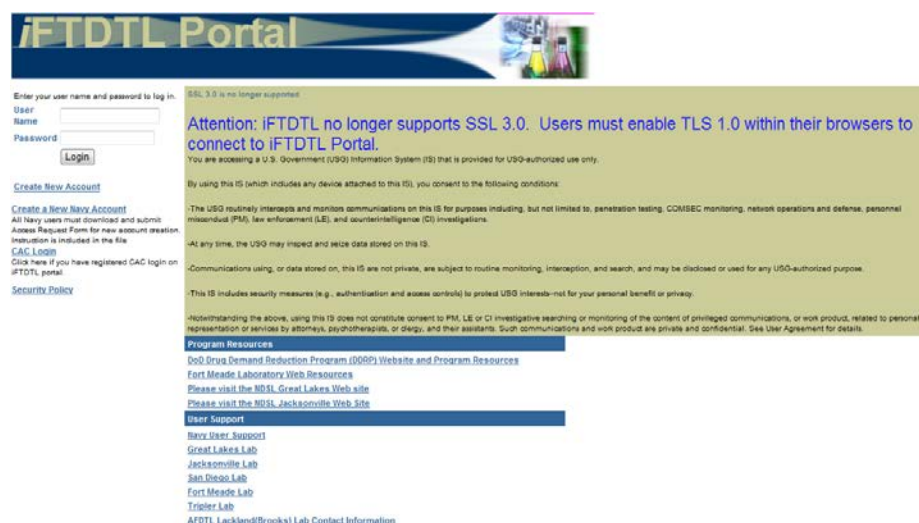


Figure 2-1 FTDTL Portal

2. In the iFTDTL Portal page, click on **Create New Account** and complete the form shown in Figure 2-2 Self Registration Form.

Self Registration

Complete the form and press the 'REGISTER' button

Last Name	<input type="text"/>	
First Name	<input type="text"/>	
Middle Name	<input type="text"/>	
Rank	<input type="text"/>	
Work Phone	<input type="text"/>	
Email	<input type="text"/>	
Verify Email	<input type="text"/>	
Service Branch	<input type="text"/>	
Username	<input type="text"/>	(Must be at least 5 characters)
Password	<input type="text"/>	(Must be at least 14 characters in length with 2 numbers, 2 upper, 2 lower, 2 special characters)
Verify Password	<input type="text"/>	
<input type="button" value="Register"/> <input type="button" value="Reset"/>		

Figure 2-2 Self Registration Form

3. Log back into the Web site.
4. Log into the iFTDTL portal using your name and password (at this point when you see a RED arrow, register common access card (CAC)).

NOTE: **As a best practice, bookmark the iFTDTL portal for ease of access.**

C.2. Direct Access (DA)

Urinalysis coordinators, through an authorizing official (AO), can obtain and maintain unit rosters through DA.

NOTE: **“By direction” is not authorized. Only the CO/officer in charge (OIC), XO/executive petty officer (XPO) or division or branch chiefs at headquarters / DCMS/CGPSC/PPC/FORCECOM (and their sub-units), districts or sectors have authority to sign as authorizing officials. The CO/OIC has authority to sign their own application.**

To grant urinalysis coordinators permissions in DA, use CG-7421B. Follow the procedures below:

1. Complete the first section (blocks 1 through 7) of the form. Use Chapter 1 of reference (b), Personnel and Pay Procedures Manual, PPCINST M1000.2 to find user role descriptions.
2. In block 7, click the **CGURINALYSIS** level of access.
3. In block 8, user electronically signs.
4. Click **Click Here-Email form to AO**.
 - a. **Click Here-Email form to AO** appears an email.
 - b. The user
 - (1) Enters the AO’s email address.
 - (2) Forwards the form for approval.
5. In blocks 9-12, the AO fills out the following:
 - a. In block 9, enter AO EMPLID.
 - b. In block 10, enter AO RANK.
 - c. In block 11, enter AO TITLE.
 - d. In block 12, enter AO PHONE.
6. In block 13, AO electronically signs.
7. AO clicks **Click Here-Email form to PPC**.
 - a. **Click Here-Email form to PPC** opens a formatted email addressed to

PPC's tracking system.

b. The AO clicks **Send**.

NOTE:

Do not make changes to the formatted message to PPC.

PPC Customer Care Branch (CCB) enables command user privileges in DA. When the CG-7421B has been received, the CCB emails the user.

NOTE:

Times for processing forms varies. Ensure you request access as early as possible.

NOTE:

The member retains the original CG-7421B until after PPC processing.

Section D: Request General Assistance from Points of Contact

D.1. Assistance with Urinalysis

For assistance with the urinalysis testing policy and procedures, contact PSC-PSD for field support. Visit the web site (below) or email the address (below).

Web site: <http://www.uscg.mil/psc/psd/fs/DrugTesting.asp>

Email address: ARL-PF-CGPSC-PSDFS-DRUGTEST@uscg.mil.

D.2. FTDTL Support

For FTDTL Portal support, contact the above email address with the nature of the assistance request.

Chapter 3: Urinalysis Preparation

Introduction

Complete all preparations for collecting urine samples before beginning urinalysis collection. Proper preparation before the test mitigates error and allows for a more fluid process. The sections below list the steps to take to ensure proper preparation.

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Procure Necessary Supplies	3-2
B	Unit Roster	3-7
C	Prepare Labels and Ledgers	3-10
D	Establish Preparation Location and	3-17
E	Review Procedures with Urinalysis Observers before Testing	3-18

Section A: Procure Necessary Supplies

A.1. Procure Necessary Supplies

Perform the following steps to procure the necessary supplies for urinalysis testing:

1. Determine the number of supplies needed for the fiscal year (FY).

NOTE:

As best practice, maintain enough urinalysis supplies to cover the current FY and an additional two FY. This will prepare for a full unit sweep.

2. Ensure a locked container is available to store all supplies.

CAUTION:

The CO, XO, urinalysis coordinator, and alternate urinalysis coordinator are the only personnel to possess access to the locked container.

NOTE:

Ordering and obtaining testing supplies can take considerable time, especially if ordering from the General Services Administration (GSA) and not ordering a full container worth of products. Ensure the procurement official knows the importance of a timely shipment, so the order can be coded to ship sooner. Order supplies as soon as possible and practical.

3. The following table lists urinalysis supplies and associated information.

ITEM	SOURCE OF SUPPLY	STOCK NO.	UNIT OF ISSUE
Shipping Box with 12 bottles	SMS (contracted vendor)	6640-00-165-5778	PG (120)
Shipping Box for 6 bottles	GSA	8115-00-183-9505	BD (25)
Shipping Box for 4 bottles	GSA	8115-00-079-8447	BD (25)
Wide Mouth Bottles (for female)	SMS (contracted vendor)	6530-01-048-0855	PG (400)
Mailing Pouch-White	SMS (contracted vendor)	6530-01-304-9762	PG (1000)
Absorbent Pads	SMS (contracted vendor)	6530-01-304-9754	PG (1000)
Envelope Packing Lists	GSA	8105-00-857-2247	HD (100)
Tape, Gummed Kraft	GSA	8135-00-598-6097	RO (450 ft)
Tape, Tamper Resistant	SMS (contracted vendor)	6640-01-204-2654	RO (72 yd)
Tape, Pressure Pack Nylon	GSA	7510-00-290-8035	RO (60 yd)
Gloves, Rubber	SMS (contracted vendor)	6515-01-519-6343	PG (50 prs)
Retractable Ball Point Pen, Black	GSA	7520-00-935-7135	DZ (12)
Envelope, Plain, White #10 Business	GSA	7530-00-286-6970	BX (500)
Label, Pressure Sensitive, 2" x 4" in size	GSA or commercial store	Avery 5163	BX (1000)

Table 3-1 Urinalysis supplies

NOTE:

Shipping boxes for six and four bottles are available if needed. However, those boxes do not include the bottles or dividers. Use absorbent pads between bottles as replacement dividers.

4. Complete form CG-4940 (SURF Requisition Log) to order the supplies needed (https://www.uscg.mil/forms/cg/CG_4940.pdf).

NOTE:

Form CG-4940 is a MILSTRIP form.

- a. Block (1): Unit operating facility(ies) (OPFAC) and unit identification code (UIC) (example: 14-71114).
 - b. Block (2): Sheet number.
 - c. Block (3): Office/department symbol.
 - d. Block (4): Source of supply.
 - e. Block (5): Stock number.
 - f. Block (6): Unit of issue.
 - g. Block (7): Quantity.
 - h. Block (8): Unit cost per unit of issue.
 - i. Block (9): Completed by the procurement official.
 - j. Block (11): Completed by the procurement official.
 - k. Block (12): Total cost of the item (block 7 x block 8).
 - l. Block (13): The date the item is received.
 - m. Block (14): Actual cost.
 - n. Block (15): Description of the item ordered.
 - o. Block (15): On the very bottom of the page, indicate the accounting line and signature approval from the supervisor and funds manager (the person who handles the budget).
5. Turn in the Requisition Log to the procurement official.

NOTE:

Ensure you indicate when you need the supplies so that they are ordered accordingly.

NOTE:

Many of these MILSTRIP items have several vendors to order from, and not all of them are batched the same way or are the same products. Table 3-2 lists some items that use the same stock number as those in Table 3-1 but are ordered from a different vendor.





BOT1055	Urine Specimen Bottle with Box	120 bottles per case	NSN #6640-00-165-5778	\$20.54/ case	
CUP4050	Female Specimen Collection Container	300 bottles per case	NSN #6530-01-048-0855	\$45.00/ case	
LBL1010	Tamper Evident Tape	60 Strips per box	NSN #6640-01-204-2654	\$2.00/ Box	
GLO1010	Vinyl Exam Glove (Med)	100 Gloves per box	NSN #6515-00-339-7860	\$5.75/ box	
BAG1045	Biohazard Bag with absorbent	60 bags/case		\$6.99/ case	
BAG1519	White Shipping Bag 11 x 15	100 Bags/case	NSN #6530-01-304-9762	\$31.70 case	
ABS1021	Absorbent Pouch 750ml Capacity	100 Pouch/ case	NSN #6330-01-304-9754	\$35.00/ case	
CAI1061	Male Shipper Carton	25 Mailers w/ dividers per case		\$17.20/ case	

Table 3-2 Supply list from alternate vendor

NOTE:

The Gummed Kraft Tape can also be substituted with a self-adhesive flatback masking tape (Figure 3-3). Purchase this tape through Grainger at 1-800-468-8326. The information for the item is “Flatback Masking Tape, Brown, 3 inches x 60 yards, Part #15D745, charge by the roll.”



Figure 3-3 Self-adhesive flatback masking tape

Section B: Unit Roster

B.1. Unit Roster in DA

Use the following to run unit roster reports through DA upon system access (see [Chapter 2: Urinalysis Duties, Designations, and System Access, Section C: System Access](#) for authorization procedures):

1. On the Enterprise Menu, select the following:
 - a. Global Payroll & Absence Mgmt.
 - b. USCG Payroll Processes.
 - c. Payroll Reports.
 - d. Payee Name and SSN by DeptID (department identification).

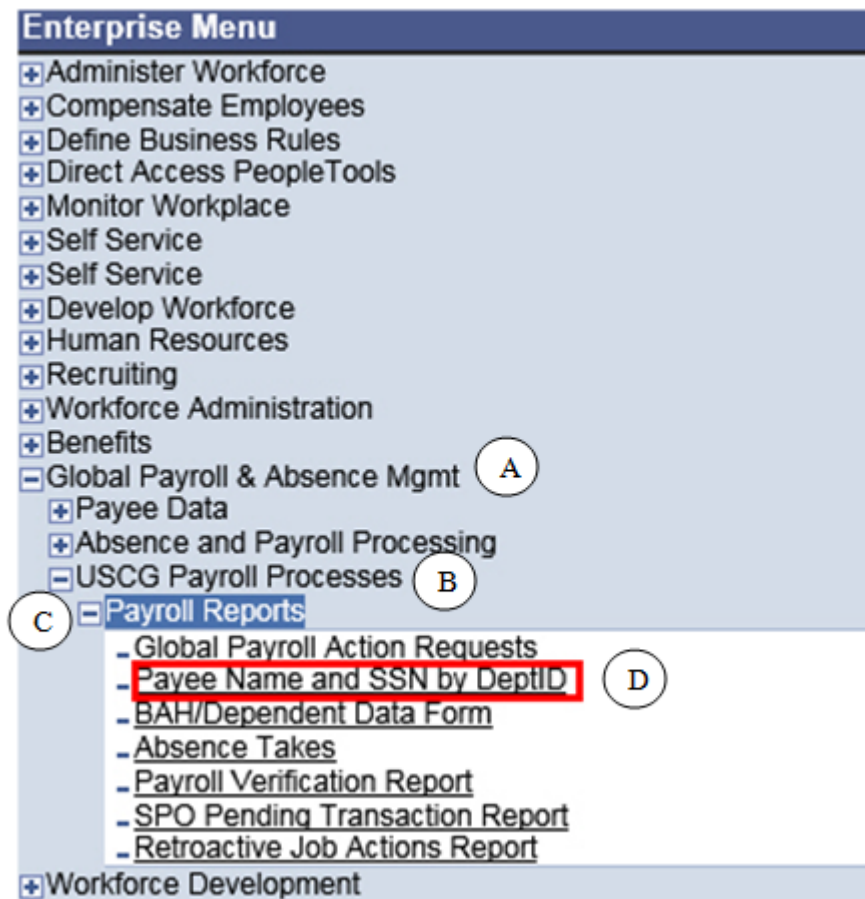


Figure 3-1 “Enterprise Menu”

2. Complete the report parameters:
 - a. Set ID: 000010 USCG Shared.
 - b. DeptID: Enter the DeptID for the unit.

NOTE: **The report does not join sub departments.**

3. Click **View Results**.
4. When the report results appear, click **Download Results**.
5. Save a copy of the results.

CAUTION:

Take care to protect the file. It contains sensitive personally identifying information (PII). Do not allow the file to leave the Coast Guard Data Network without encryption.

B.2. Requesting Unit Roster

If you cannot obtain a unit roster through DA, request a roster from PPC by submitting a customer care trouble ticket (<http://www.uscg.mil/ppc/ccb/>).

On the PPC page, click the **Trouble Ticket** tab and perform the following tasks:

1. Fill out the fillable form.
2. User Role for this issue: **I am a Command, SPO, or Admin User**.
3. Category: **Personnel Action**.
4. Type: **HR Data Request**.
5. Reason: **ADHOC Report**.

NOTE:

In the “Note” section of the customer care trouble ticket, state “Request a urinalysis roster for _____” (indicate unit name or DEPTIDs/OPFACs). Remember to indicate the information need date.

6. Save this roster in a drive/folder to which only the Urinalysis Coordinator and Alternate Urinalysis Coordinator has access; title it “DTPRoster.xls.”

NOTE:

There are two options for ensuring the unit roster remains accurate. The best practice is to follow the preceding procedures to request a new roster prior to every urinalysis. Alternatively, a unit may make updates/additions/deletions to the Excel roster, maintained by the urinalysis coordinator. If using this alternate procedure, ensure a unit procedure is in place to inform the urinalysis coordinator of all arrivals, departures, and track TDY/ADASSIGNED personnel.

Section C: Prepare Labels and Ledgers

C.1. Prepare Labels and Ledgers

Enter into the DoD Drug Testing Portal Home Page:

1. Log into the iFTDTL Portal with the newly registered or existing user name and password.
2. A RED arrow will appear pointing to Register **CAC Information**.
3. Click on the **RED arrow** to register your CAC.

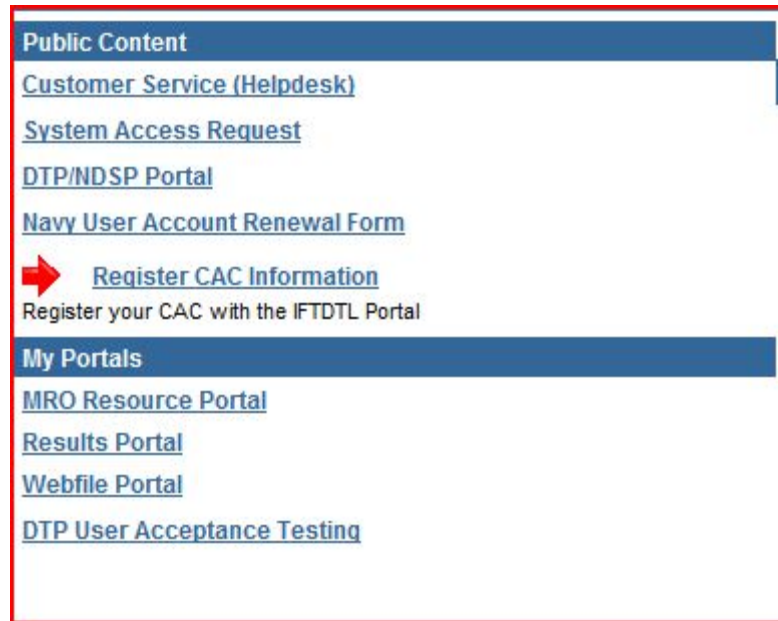


Figure 3-2 Register CAC information

NOTE: From this point forward, after initially registering a CAC, click “CAC Login” to access the site in the future.

3. To enter the Portal, click on **DTP/NDSP Portal**.

Marine Corps DTP Download Section

[USMC DTP 5.2.6.1](#)

[USMC DTP 5.2.4](#)

[DTP Lite - Marine Corps version 5.4.1.1](#)
with DoD EDP-PI support

[DTP Lite Java version 1.2](#)
with DoD EDI-PI support

[DTP 5.2.6.1 Installation Guide](#)

[DTP 5.2 User Guide](#)

Air Force DTP Download Section

[Air Force DTP version 5.4](#)
With DoD EDI-PI support. updated 9/10/2015

[DTP 5.4 Installation Guide](#)
updated 9/10/2015

[DTP 5.4 User Guide](#)

Coast Guard DTP Download Section

[USCG DTP Lite 5.4.1.1](#)
Supports EDI-PI

NDOD DTP Download Section

[NDOD DTP 5.2.6.1](#)

[DTP Lite - NDOD Version 5.3.3](#)

[DTP 5.2.6.1 Installation Guide](#)

[DTP 5.2 User Guide](#)

4. Under the header **Coast Guard DTP Download Section**, click on **USCGDTP Lite 5.4.1.1**.

NOTE:

At the time this TTP's promulgation, the current version of DTP Lite is 5.4.1.1. Ensure you are using the most current version of DTP Lite. Software updates include changes to forms, etc.

5. When prompted, **Do you want to run or save DTPLiteUSCG.exe from ftdtl-dapp1.amedd.army.mil:**
 - a. Click the drop down menu in save.
 - b. Click **save as**.
 - c. Save document in the same folder as the **DTPRoster.xls** sheet.
6. Open this folder and click on the application titled **DTPLiteUSCG**.
7. When the **Coast Guard Drug Testing Program** logo appears, click on the **x** to close it or wait until it closes on its own.



Figure 3-3 “Coast Guard Drug Testing Program” logo

A box titled **Identify Roster File** appears.

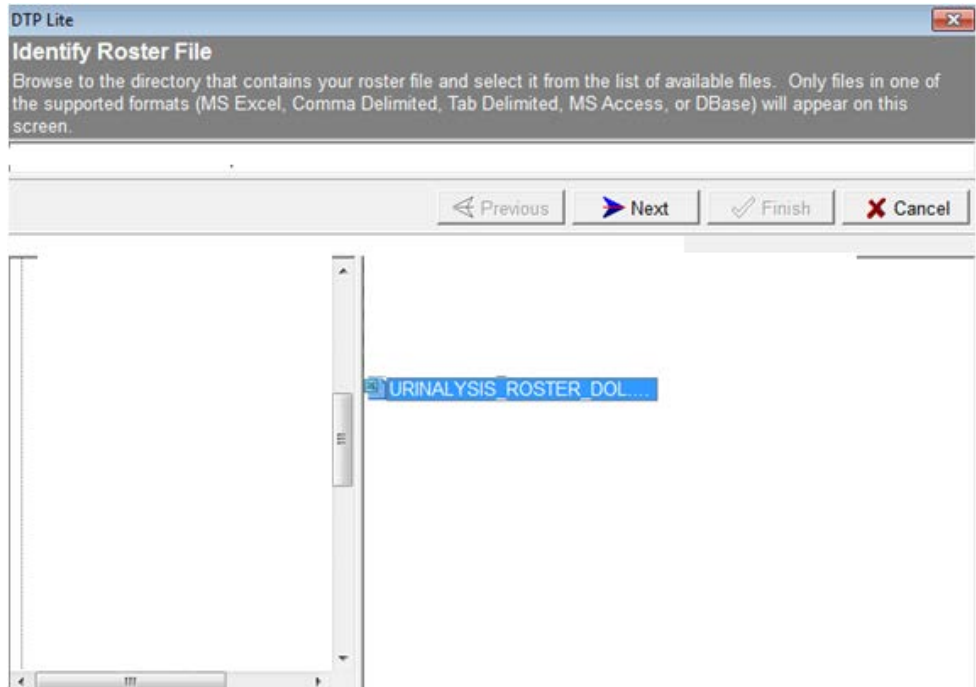


Figure 3-4 “Identify Roster File” screen

8. In the Identify Roster File screen;
 - a. Search for the appropriate **DTPRoster.xls** file.
 - b. Click on the **file**.
 - c. Click the **Next** button.

The Excel roster will appear in the **Format Roster** screen.

9. Click on **Do Not Import** above each column needed for your labels, and select the name of the column that coincides with it:
 - a. DOD ID.
 - b. Last name.
 - c. First name.
 - d. Middle name.
 - e. Sex (gender).
 - f. Grade (rank).
 - g. Descr (organization).
10. Click on the box next to **Ignore Header**.

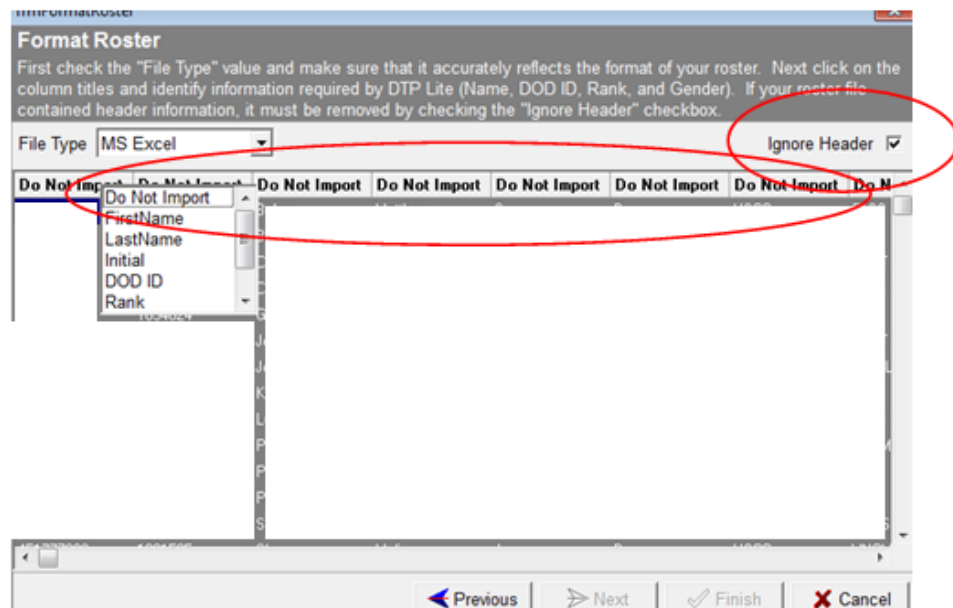


Figure 3-5 “Ignore Header” checked

11. Click **Next**.

12. Fill in the following:

- a. Location Code: Use the drop down menu and select **US United States**.
- b. Testing Premise: Use the drop down menu and select the appropriate one.
- c. Selection Method: Select **Total Number**.

NOTE:

“Probability” is also an option for “Selection Method.” However, “Total Number” is the recommended option.

- d. Testing Count: Input the number of people you want to test.
- e. Click **Finish**.

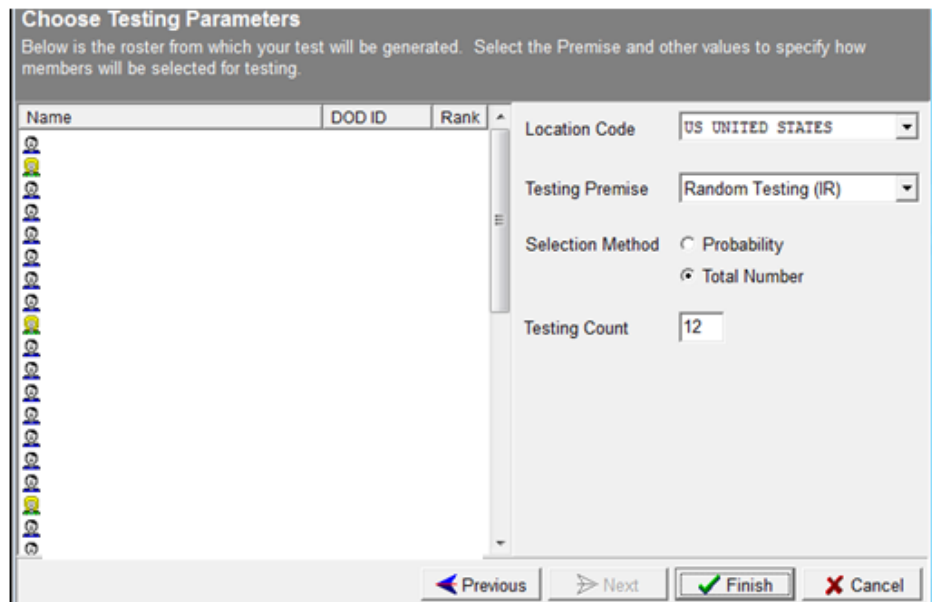


Figure 3-6 “Testing Parameters” screen

13. On the Print Products screen:

- a. Base Area Code (BAC): Enter the BAC.
 - (1) Enter the BAC from the annual ALCGPSC allocation message (<http://www.uscg.mil/psc/psd/fs/DrugTesting.asp>).

NOTE:

This message is the only authoritative source for current USCG BACs.

- b. UIC: If you do not know your UIC, check the latest Standard Distribution List (SDL) per reference (c), Standard Distribution List, COMDTNOTE 5605. The UIC is the last five digits of your OPFAC.
- c. Specimen Custody Document-Drug Testing (DD Form 2624) Block (1): Type the unit's name, address, city, state, and zip code.
- d. DD Form 2624 Block (2): Type in the major command short title per reference (c), followed by the name of the urinalysis coordinator conducting the test and phone number (with area code).
- e. Collection Date: Input the date of testing.
- f. Starting Batch: Input a four-digit number.

Figure 3-7 “Print Product” screen

NOTE:

Use 0001 as the four-digit number. You can use different numbers for different tests, but this is not required.

- g. Check all of the printouts.

NOTE:

Testing Register, DD Form 2624 (front and back), and the bottle labels must be printed.

NOTE:

At the time of this TTP's promulgation, date of the current version of DD Form 2624 is NOV 2014. Ensure you are using the most current version of DTP Lite so that the correct version of DD Form 2624 is used.

14. As each printout appears on the screen:

- a. Click the **print icon** (upper left corner of the screen).
- b. Click **Close**.
- c. The next printout will appear; repeat this step for each printout.

NOTE:

Pages 1 and 2 of DD Form 2624 must be printed on a single sheet of paper (front and back), as per reference (a), Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10.

15. **Starting Label Position** screen appears after all of the printouts are completed:

- a. Select the **Starting Page Position**.
- b. Click **OK**.
- c. Click the **print icon**.
- d. Close.

16. After receiving all printouts, click **Close**.

Section D: Establish Preparation Location and Restrooms

D.1. Establish Preparation Location and Restrooms

Use the following steps to establish preparation location and restrooms:

1. Decide which restrooms to use for the testing. If possible, have one restroom reserved for females and one restroom for males.

NOTE:

If possible, select restrooms close to the location of the urinalysis coordinator. This maintains members' privacy to the maximum extent.

2. Secure the restrooms by placing a sign on the doors stating that the restrooms are not usable during urinalysis testing. For example, the sign can read: "THIS RESTROOM IS RESERVED BETWEEN 0800 AND 1000 FOR URINALYSIS TESTING."

NOTE:

Securing a restroom is often difficult and not viable depending on workplace circumstances. It is best practice and highly recommended to secure a restroom in this manner when possible and permissible.

Section E: Review Procedures with Urinalysis Observers before Testing

E.1. Review Procedures with Urinalysis Observers before Testing

Before testing, the urinalysis coordinator reviews procedures with the observer. Coordinators ensure that the observers perform/adhere to the following:

1. Observers are the same gender as the member providing the specimen.
2. Observe the process from the time the member receives the bottle from the urinalysis coordinator until the time the sample is put into the box.
3. Have full view of the specimen bottle at all times.
4. Male members use the urinal during the test.
5. Female members keep the stall door open during testing.
6. The observer has a clear view of the urine entering the bottle.
7. Female members pour their sample from the wide mouth container into the specimen bottle. Discard the wide-mouth container.
8. Remind members to provide AT LEAST 30 milliliters (about one-third of the bottle) of urine and then tightly cap it.
9. Once the member provides AT LEAST 30 milliliters of urine in their bottle and tightly caps it, the observer is to escort the member back to the coordinator table.

CAUTION:

If the member cannot supply AT LEAST 30 milliliters of urine, the observer escorts the member with bottle in hand back to the coordinator. The command can require the member to remain in a controlled area until the member is ready to complete the task; utilizing this authority is a recommended best practice in this situation. In addition, it is recommended that any member allowed to depart have an escort until a specimen is provided later.

10. The observer does NOT handle the specimen bottle at any time, unless the observer is also the coordinator.

CAUTION:

As a best practice, do not use the same individual as both the coordinator and the observer. In certain circumstances, it may be necessary to have the coordinator and observer duties filled by the same person (e.g, small units, personnel constraints, etc.). In this case, the coordinator/observer must take extra care to protect the integrity of the testing materials and the collected specimens. This can be accomplished by keeping the coordinator's table inside the restroom being used for testing, or locking the unattended testing materials and collected specimens in an empty room while collecting a specimen as the observer.

11. The observer initials the label (affixed to the urine specimen bottle) and signs the urinalysis ledger using a black ballpoint pen. Initial the label on the specimen bottle using a black ballpoint pen.

NOTE:

By initialing the label and signing the urinalysis ledger, the observer certifies that the urine provided in the bottle belongs to the member and is not contaminated or altered in any way.

This page intentionally left blank.

Chapter 4: Specimen Collection

Introduction

Properly collecting specimens is imperative to ensure successful urinalysis execution. Improper collection procedures undermine program credibility. This chapter highlights the steps and best practices for specimen collection.

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Check-In Member for Specimen Collection	4-2
B	Collect Specimen	4-4
C	Process Collected Specimen	4-5

Section A: Check-In Member for Specimen Collection

WARNING:

The testing materials and the collected specimens on the coordinator's table cannot be left unattended. To protect the credibility of the test, the coordinator and/or observer must maintain control/visibility of all testing supplies and collected specimens at all times.

A.1. Check-In Member

Complete the following tasks for proper member check-in:

- Member submits his or her CAC when ready to submit a sample.
- Properly identify the member, then present the Drug Testing Register and ask the member to:
 - Verify name.
 - Verify DOD ID.
 - Verify batch and specimen number.
 - List any prescription or over the counter drugs taken, as per reference (a), Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10. Reference to a dated entry in the member's medical record will suffice (if information is recorded).
- Have the member verify and sign their name on the Drug Testing Register.
- Present DD Form 2624 and have the member verify their DOD ID, batch number, and specimen number.
- Remove an empty bottle from the box in front of the member and:
 - Remove the cap.
 - Verify with member and observer that the bottle is clean and that there is no foreign matter in the bottle.
 - Recap the bottle in full view of the member and observer.

- Place the member's DOD ID in the same slot from which the bottle was removed. This acts as a placeholder and will prevent you from confusing samples.
 - Give the specimen bottle to the member in the presence of the observer.
 - Direct an observer to walk the member to the designated restroom and provide a sample.
-

Section B: Collect Specimen

B.1. Specimen Collection

Perform the following to ensure proper collection of specimen:

1. The observer has full view of the specimen bottle at all times.
2. The member maintains custody of the specimen bottle from the time the coordinator gives the member the bottle until it is filled and capped.
3. The observer escorts the member from the coordinator's table to the restroom or collection point.
4. The observer stands in a position that allows clear, unobstructed view of the urine entering the sample bottle.

NOTE:

For FEMALE collection, if wide-mouth containers are used, the observer views the member pouring the sample from the wide-mouth container into the urine specimen bottle.

5. The member provides at least 30 milliliters (roughly $\frac{1}{3}$ full) of urine.

WARNING:

If the custody is broken, the member/observer informs the coordinator, who terminates the process. The coordinator voids the specimen and destroys the specimen bottle. The member begins the process again.

6. The observer accompanies the member back to the coordinator's table.
-

Section C: Process Collected Specimen

C.1. Process Collection

When the member returns to the coordinator's desk with their sample, the coordinator ensures:

- At least 30 milliliters of urine is in the bottle.
- The cap is hand tight and not reopened.
- The sample is warm.

CAUTION:

The coordinator should personally verify a tight seal on the bottle cap. A leaking specimen bottle can result in return of the entire specimen box.

CAUTION:

If a member is unable to submit a specimen or submits less than the 30 milliliter minimum, it is permissible to require the member to remain in a controlled area under observation and drink fluids normally consumed during daily activity (e.g., coffee, water, soda) until the member produces a specimen or the balance of an incomplete specimen. The unit coordinator will maintain custody of any incomplete specimen until the member can provide the balance of the specimen in the same bottle. If an incomplete specimen is left unattended, discard it; the member must provide a new specimen. A member will not be released from duty until a specimen has been properly provided or as directed by the command authority.

- After verifying the proper amount has been provided, instruct the member to set the bottle on the table.

Provide the member with the bottle label to verify DOD ID, batch number, and specimen number. Ensure the following:

- The coordinator initials next to "DTC."
- The member providing the specimen initials next to "SM."
- The observer initials next to "OB."

CAUTION:

Do this in the presence of the member and the observer.

After all parties initial the label, the coordinator:

- Removes the label from the paper and places it around the specimen bottle in view of member and the observer.

NOTE:

The DTP Lite software application merges information. This reduces the possibility of incorrect transcription of numbers.

- Once the label is affixed, place the tamper-resistant tape on the bottle. Apply the tape by performing the following:

NOTE:

Use tamper-resistant tape on all specimens collected. Any substitute tape must be the same width and length as the stock tape.

- Fix one end near the label.
- Pull the tape directly across the widest part of the cap and down the opposite side of the urine specimen bottle.



Figure 4-1 Proper tape application

NOTE:

Either the coordinator or the member seals the bottle (in the presence of the coordinator). The coordinator should verify cap tightness and personally seal the bottle to minimize the risk of broken or improperly applied tamper resistant tape.

NOTE:

If the first piece of tape breaks, place a second piece above the first so that the tape is one continuous piece, touching the label on both ends without obscuring information. However, the second piece must be offset from the first piece and clearly distinguishable as a separate piece (Figure 4-2). Include in the shipment a Memorandum of Correction to explain the broken tape as per reference (a), Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10. (See [Chapter 6: Specimen Packaging and Shipment, Section A: Prepare Shipment Documentation](#) for instructions on Memorandum of Correction).



Figure 4-2 Proper two tape application

Upon affixing the tamper-resistant tape to the bottle:

- Remove the member's ID card and return it to the member. Place the bottle in the reserved slot.

NOTE:

As best practice, the coordinator personally removes the ID card, returns it, and places the bottle in the box.

- The observer prints their name and signs the printed register to verify they were present during the specimen collection.

NOTE:

Before the member departs the testing area, ensure that the member verified all the information on the Drug Testing Register, DD Form 2624, and the bottle label.

- Repeat the above steps for all members who require testing.

This page intentionally left blank.

Chapter 5: Specimen Storage

Introduction This chapter discusses the proper storage of specimen.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Identify Adequate Storage Location	5-2
B	Store Collected Specimens	5-3

Section A: Identify Adequate Storage Location

A.1. Identify Adequate Storage Location

The safe storage location is a restricted access area that requires an access roster. The access roster will show entries placing the specimens into safe storage and their removal.

The following are examples of safe storage areas:

- Combat Information Center (CIC) (onboard cutters).
- Radio (onboard cutters).
- GSA approved safe.

NOTE:

As a best practice, send out the specimen package on the same day of the test to avoid storing the samples overnight at your unit.

Section B: Store Collected Specimens

B.1. Store Collected Specimens

If specimens require safe storage, annotate it in block 11 of DD Form 2624. Proper annotation includes building number, room number, and/or container number as appropriate.

Only the urinalysis coordinator who places the specimens in safe storage removes the specimens from safe storage.

This page intentionally left blank.

Chapter 6: Specimen Packaging and Shipment

Introduction This chapter discusses proper specimen packaging and shipment processes.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Prepare Shipment Documentation	6-2
B	Prepare Specimen Box for Shipment	6-8

Section A: Prepare Shipment Documentation

A.1. Preparing Shipment Documentation

The original DD Form 2624 is the only document authorized for use in submission of urine specimens to the laboratory. Ensure the information on the form is accurate.

NOTE:

The form is a single sheet, two-sided document. Two sheets stapled together as one document might result in untested specimens.

Follow these steps to properly fill out DD Form 2624. Some steps require action, and are labeled as such.

1. Block (1): Review and verify complete address of submitting unit.
2. Block (2): Review and verify the unit's major command, name of coordinator, and phone number of coordinator.
3. Block (3): Review and verify the following:
 - a. Unit BAC.
 - b. UIC.

NOTE:

Ensure a "T" precedes the UIC (e.g., T 13420).

4. Block (4): Review and verify the collection date of the specimen.
5. Block (5): Review and verify the document/batch number.

NOTE:

Document/ batch numbers are assigned locally. This can be any combination of letters and numbers desired by the unit to keep track of their batches.

NOTE:

Ensure the date entered matches the date on the label.

6. Block (6): Review and verify the following:
 - a. Specimen number. Use the number pre-printed on the form. Do not change the number.
 - b. Service member's DOD ID.

NOTE:

Ensure the DOD ID number matches the number on the bottle label and ledger. Do not overwrite digits. If there is a mistake, line through the mistake, make the correct entry, date, and initial.

7. Block (7): Review and verify the appropriate testing premise identifier (TPI) Figure 6-1 lists the appropriate identifiers.

INSPECTIONS:	MEDICAL EXAMINATION:
IR – Random Samples	MO – Medical Examination
IU – Unit Sweep	SEARCH OR SEIZURE:
IO – Unit Inspection (general)	VO – Consent Testing
FITNESS FOR DUTY:	PO – Probable Cause
CO – Command Directed	OTHER:
AO – Mishap Investigation	NO – Entrance testing
RO – Rehabilitation	OO – Evaluation testing

Figure 6-1 TPI

8. Block (8): Review and verify the test information. Place an “O” in the space to signify that a full panel test is needed. Refer to [Chapter 6: Specimen Packaging and Shipment, Section A.2: Request for Full Panel Testing](#) for instructions on requesting a full panel testing for synthetic compounds.

9. Block (9): Leave blank.

10. Block (10): Leave blank.




SPECIMEN CUSTODY DOCUMENT - DRUG TESTING (Read instructions on last page before completing form.)				A. LABORATORY CONDUCTING DRUG TESTING	
1. SUBMITTING UNIT Fourteenth Coast Guard District 300 Ala Moana, 9th Floor Honolulu, HI 96850-4982		US	2. ADDITIONAL SERVICE INFORMATION (Second Echelon) CCGDPFOURTEEN HONOLULU HI/DMP//		
3. BASE and UNIT IDENTIFICATION ** CD14 T 71114 		4. DATE SPECIMEN COLLECTED YYYY MM DD 2015 10 08	C. LAB BATCH NUMBER	B. DAMAGE TO SHIPPING CONTAINER / DISCREPANCY CODES	
** Required information entry on front and back of form.		Version L0	5. UNIT DOCUMENT NUMBER** 0001	D. DRUGS TESTED	
6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)		7. TEST BASIS	8. TEST INFO	9. ACCESSION NUMBER	10. DISC CODE
(1) 001		IR			
(2) 002		IR			
(3)					

Figure 6-2 DD Form 2624 blocks 9-10

11. Block (11A): Review and verify date of sample collection.
12. Block (11B): Print the name of the urinalysis coordinator and sign above it.
13. Block (11C): Use only if there is a physical change of custody prior to shipment. Otherwise, leave blank.
14. Block (11D): Specify the reason for transfer between accountable individuals, temporary secure storage, removal from secure storage, or delivery/shipment to testing laboratory.

11. CHAIN OF CUSTODY TRACKING		BASE AND UNIT IDENTIFICATION		CD14 71114		UNIT DOCUMENT NUMBER 0001	
a. DATE (YYYYMMDD)	b. RELEASED BY		c. RECEIVED BY		d. PURPOSE OF TRANSFER		
(1)	SIGNATURE		SIGNATURE				
	NAME		NAME				
(2)	SIGNATURE		SIGNATURE				
	NAME		NAME				
(3)	SIGNATURE		SIGNATURE				
	NAME		NAME				
(4)	SIGNATURE		SIGNATURE				
	NAME		NAME				

Figure 6-3 DD Form 2624 blocks 11(A)-11(D)

NOTE:

If one of the specimens on the sheet tests POSITIVE, all paperwork relating to the positive (including DD Form 2624) is kept for the current year plus three additional years. If all are NEGATIVE, keep the paperwork for the current year plus one additional year.

When a member is **NOT PRESENT** and a sample is **NOT SUBMITTED**, make changes to DD Form 2624 as follows:

1. Black out ½ inch of the bar code and line (draw a single line) through the rest of the bar code.
2. In block (10), note “Not Tested.”
3. Place initials and date close to the “Not Tested” note.

The image shows a DD Form 2624 Specimen Custody form. The form is filled out with various details, including a barcode, submission unit information, date of collection, and specimen identification. A red circle highlights the specimen number and test basis fields. The specimen number is 001, and the test basis is IR. The form also includes a section for damage to shipping container and discrepancy codes, with 'LY FT' handwritten in the 10. DISC CODE field. A handwritten note 'NOT FULLY TESTED' is written in the bottom right corner of the form.

Figure 6-4 DD Form 2624 corrections for untested members

A.2. Request for Full Panel Testing

All Coast Guard units must request every urinalysis sample be tested for synthetic compounds. Commands request a full panel testing via memo for each urinalysis conducted (use the following link to see a sample of this memo <http://www.uscg.mil/psc/psd/fs/DrugTesting.asp>, under the “Fill-in Template Request for Full Panel Testing” link). Include this memo in the envelope with DD Form 2624 affixed to the top of the sample box. Ensure step 8 of DD Form 2624, referenced in [Chapter 6: Specimen Packaging and Shipment, Section A.1: Preparing Shipment Documentation](#), includes an “O” in all instances where there is a need for testing of other compounds.

A.3. How to Make Corrections

Only the person making the error can make corrections on DD Form 2624 or bottle label. Make corrections as follows:

1. Line (draw a single line) through the incorrect information.
2. Write the correct information directly above the incorrect information. Do not write over any number or letter.
3. Place initials and date close to the line through.

NOTE:

When correcting forms for untested members listed on the forms, complete the steps located in [Chapter 6: Specimen Shipment and Documentation, Section A.1: Prepare Shipment Documentation](#).

A.4. Memorandum of Correction

Use a memorandum of correction to amend and verify the process if the individual who made the error cannot make corrections on DD Form 2624 or on the label.

Ensure the memo:

- Notes the incorrect information as it currently reads and the correct information as it should read.
- Is signed and dated by the coordinator, and verified by the CO or a representative.
- Is not correcting the Unit Urinalysis Ledger.
- Accompanies the sample to the testing facility.

**A.5. Preparation
of the DTP
Testing Register**

Maintain a urinalysis register documenting all urine specimens collected using the Drug Testing Register (generated from DTP Lite). Retain forms at the command for two years from the date of the last entry.

NOTE:

Do not send a copy of the Drug Testing Register to the laboratory.

CAUTION:

Destroy all paperwork by burning, shredding, or pulverizing as appropriate.

Ensure the Drug Testing Register contains the following identifying information:

NOTE:

Do not use ditto (“”) marks when filling out the form.

1. Unit information.
2. Name and phone number of unit’s major command.
3. Name of urinalysis coordinator and phone number.
4. Date specimen collected.
5. Time specimen collected.
6. Batch number (a unit-derived, four-digit number assigned to each batch of 12 specimens or portion thereof).
7. Specimen number.

NOTE:

The specimen number is the same as block 6 of DD Form 2624, unless the unit submits more than 12 specimens. If this is the case a two digit sequential number is assigned to each individual batch specimen.

8. Enter the TPI.
9. DOD ID of member.
10. Tested member's signature and printed name.
11. Remarks, including any prescription or over the counter drugs the member presently takes.

NOTE:

List any prescription or over the counter drugs taken, as per reference (a), Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10. Reference to a dated entry in the member's medical record will suffice (if information is recorded).

12. Observer's signature and printed name.
-

Section B: Prepare Specimen Box for Shipment

B.1. Packaging and Mailing Specimen Box

The urinalysis coordinator prepares specimens for shipment as follows:

1. Prepare a #10 business envelope as follows for each box of specimens.
Annotate the four-digit BAC on the front of the envelope in large print.
2. Enclose the following in the envelope:
 - a. Original copy of DD Form 2624.
 - b. Original(s) of Certificate of Correction (if used).
 - c. Original of special test request (if required).
 - d. Original full panel testing memo.
3. Prepare the box of up to 12 specimen bottles as follows:
 - a. Examine the staples inside of the box located under bottle five and eight to ensure that the staples are flat.

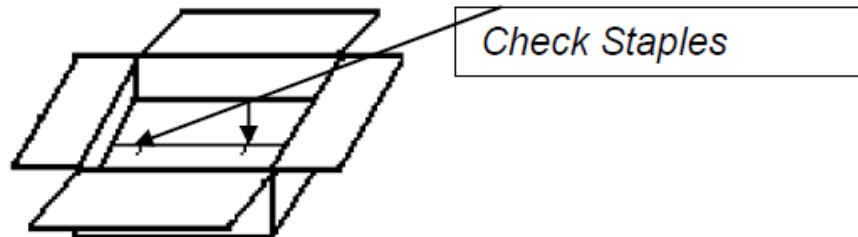


Figure 6-5 Location of staples

NOTE:

If the staples are sticking up, either flatten them with a hammer or remove them and tape the bottom closed.

- b. Carefully verify that all bottle caps are tight. If tightening breaks the tamper-resistant tape seal, follow the procedures in [Chapter 4: Specimen Collection, Section C: Process Collected Specimen](#) for how to handle broken tape once it has been applied to specimen bottle, as well as how to document the broken tape.
- c. Ensure that all specimens are in the box.
- d. Place two absorbent pouches in the box.
- e. Close the box, starting with the short extensions.

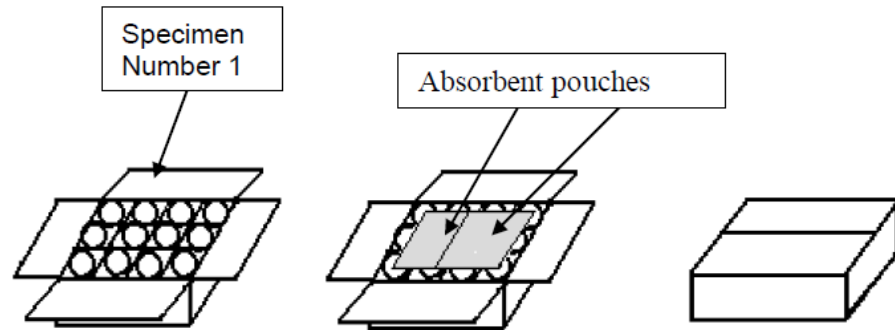


Figure 6-6 Packaging specimen

- f. Seal the box with adhesive tape around the entire length of the box covering the center of the box over the crack left by joining lengthwise flaps of the box.

NOTE:

Use mailing tape (not scotch tape) to seal the box.

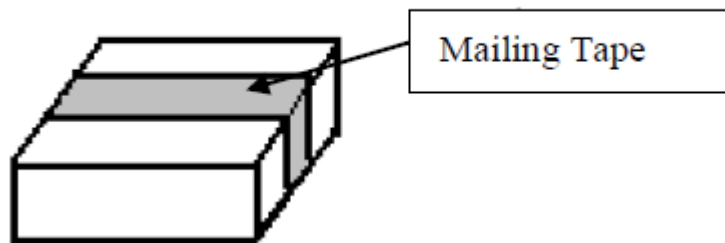


Figure 6-7 Taping box

- g. Seal each end of the box with mailing tape.

NOTE:

Ensure to cover all flaps and seams with the tape.

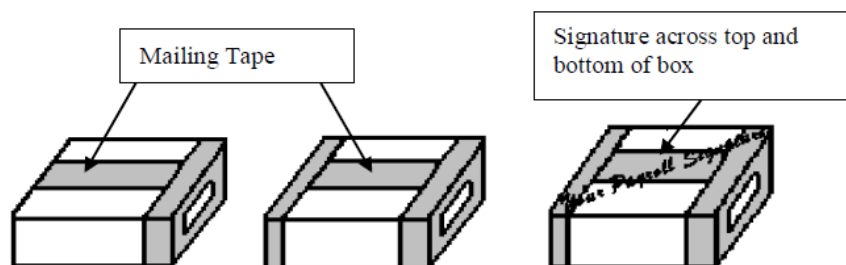


Figure 6-8 Placement of signature

4. Place the prepared #10 business envelope on top of the box.

NOTE: Enclose the prepared envelope with the original documents.

5. Tape the envelope on the box with 1 inch fiber strap tape or other suitable tape (not scotch tape).

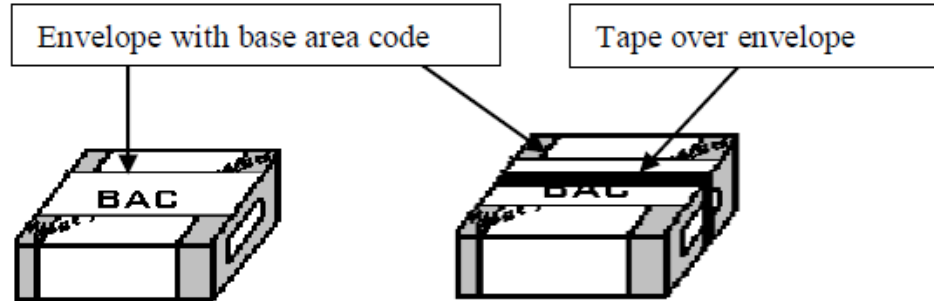


Figure 6-9 Placement of envelope on box

6. Attach the international biohazard symbol to the box.

NOTE: The biohazard symbol should not be visible after placing the box into the white plastic lead-proof bag.

7. Place the box in the approved mail pouch (white plastic leak-proof bag).

8. Seal the mail pouch.

NOTE: If there are more than 2 boxes, place each box into an individual mail pouch and then place the pouches in a larger shipping box.

9. If you need a larger box for multiple smaller specimen boxes, prepare the large shipping box. There are no specific taping instructions for this. If you don't need a larger box, proceed to step 11.

NOTE: Ensure no more than 500 milliliters are in one shipment container.

10. Prepare the box(es) for shipment:

- a. Affix a label or write unit address on the top left corner of the box.
- b. Ensure the correct address of the FTDTL is on the box. Figure 6-10 is the correct address to use.

Tripler Army Medical Center FTDTL
1 Jarrett White Road Bldg. 40, 2nd Floor
Tripler AMC, HI 96859-5000

Figure 6-10 TAMC address

- c. Handwrite or stamp, “Exempt Human Specimen” next to the FTDTL address.
- d. Mail specimen through U.S. Postal Service (USPS).

NOTE:

When using USPS, use first class mail for packages of 11 ounces and less or priority mail for packages containing more than 11 ounces.

NOTE:

Rare occasions require a faster result (e.g., when conducting a urinalysis test for probable cause or reasonable suspicion). Units can ship the specimens through USPS express mail or FedEx/UPS. Note the actual method correctly in block 11 of DD Form 2624. Attach a memorandum requesting test results immediately via facsimile or express mail.

This page intentionally left blank.

Chapter 7: Record Management

Introduction This chapter discusses proper record management. Keep all urinalysis records for the current year, plus the previous year.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Maintain Documentation	7-2
B	Obtain/Maintain Results	7-3

Section A: Maintain Documentation

A.1. Maintain Documentation

As a recommendation, use a six part folder with the following breakdown to maintain accurate record keeping:

- All current message traffic concerning Urinalysis.
- Copies of the Urinalysis checklist per reference (a), COMDTINST M1000.10, Drug and Alcohol Abuse Manual.
- Copies of Drug Testing Registers and DD Form 2624.
- Copies of all drug testing results.
- Shipping receipts.
- Signed full panel testing memo.
- Additional supporting documentation.

NOTE:

Per reference (a), if one of the specimens on the sheet tests positive, keep all the paperwork relating to the POSITIVE (including DD Form 2624) for the current year plus three additional years. If all are negative, keep the paperwork for the current year plus one additional year. Refer to reference (a) for further clarification.

Section B: Obtain/Maintain Results

B.1. Obtain/Maintain Results Approximately 10 days from the testing date, obtain results from either the major command coordinator or directly from TAMC.

B.2. Positive Results Ensure the following after a positive result:

1. Review results when received from TAMC or major command coordinator for any positive results (highlighted in red).

CAUTION:

Do not disclose a positive result to the member in question. If the member who tested positive is also the individual you report positive results to, report the positive result to that member's supervisor or another member higher in the member's chain of command.

2. Notify the correct individual within your chain of command of a positive result.
 3. Prepare and provide any testing documentation to the investigating officer.
 4. Prepare a statement regarding procedures followed while conducting the urinalysis testing.
-

This page intentionally left blank.

Chapter 8: Major Command Coordinators

Introduction This chapter outlines the procedures major command coordinators follow to access and manage urinalysis results.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Accessing Results	8-2
B	Results Portal	8-5

Section A: Accessing Results

A.1. Accessing Results

Before accessing results, commands designate major command coordinators either with a memo or through the command's published collateral duties' list.

NOTE:

Major command coordinators provide subordinate units with urinalysis testing results within two days of receiving the report from TAMC.

NOTE:

Major command coordinators provide subordinate units regarding changes with their major command.

Commands should use the following to gain system access and input and manage test results.

1. Login to iFTDTL Portal.

NOTE:

If you have not already registered, see [Chapter 2: Urinalysis Duties, Designations, and System Access, Section C: Register for Drug Testing Program \(DTP\) Lite](#) for directions on creating an account.

2. Under **Public Content**, click on the link **System Access Request**.

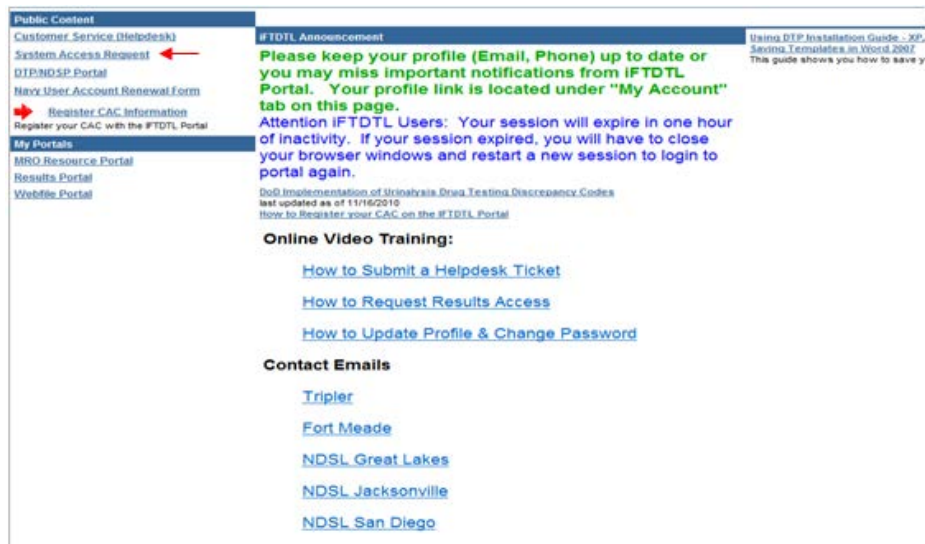


Figure 8-1 “System Access Request” link

3. A new screen will ask to **Select the System(s)** being requested. Check the box for **Laboratory Results**.

Please Select the System(s)

1 CIVILIAN STATUS

2 LABORATORY RESULTS

3 NGB (FOR NATIONAL GUARD ONLY)

Figure 8-2 “Laboratory Results” checked

4. Click **Next**.
5. On the following screen:
 - a. Enter the major command’s organization code (or BAC).

NOTE:

If the major command’s organization code or BAC is unknown, click “Find Org” and review the major commands listed under “USCG.”

- b. Select **TAMC** for Tripler Army Medical Center.
- c. Enter the command’s shipping address in the labeled box.
- d. Click **Submit**.

Please provide the following information

Laboratory Results Web Portal Access Request Information

If you need access to more than one organization, please include the additional org code in the comments block.

A Organization Code: [Find Org](#)

Laboratory: FTMD TAMC SDGO GLKS JAX BROOKS

C Shipping Address:

Comments:

D

Figure 8-3 “Laboratory Results Web Portal Access Request Information” screen

6. Inform PSC-PSD-fs of access request.

Section B: Results Portal

B.1. Results Portal

After receiving access to the Results Portal, an email notifying the results is sent. At this time, complete the following:

1. Login to iFTDTL Portal.
2. Under **My Portals**, click on the link **Results Portal**.

NOTE:

The “Results Portal” link will not appear until after approval of “System Request Access.”

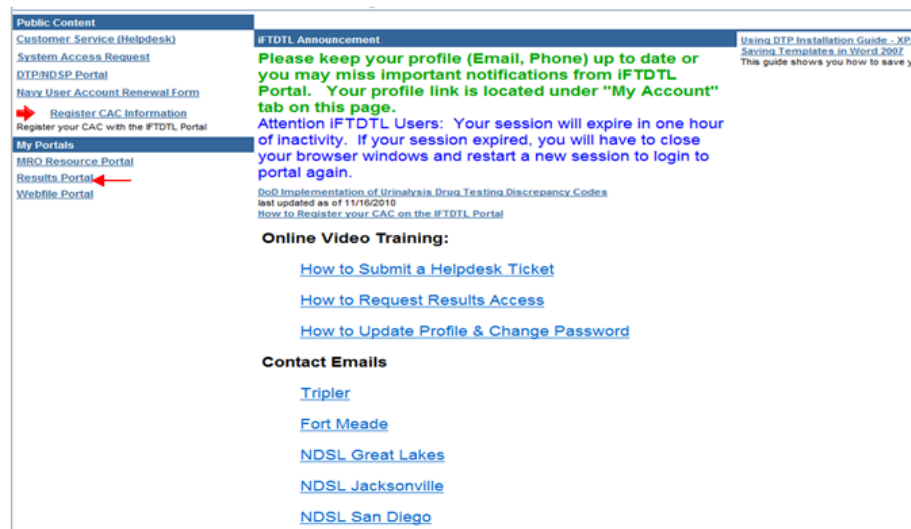


Figure 8-4 “Results Portal” link

3. Once in the **Results Portal**, the following options are available:
 - a. **View Laboratory Result Reports:**

- (1) **New Drug Testing Results:** Review the major command unit’s latest results. An email notifies users that results are ready for review.

NOTE:

New results only remain available for viewing under this tab until the next batches of results are posted.

- (2) **Reprint Drug Testing Results:** Manual search of all results previously posted under an organizational code (BAC) in a tabular view.

b. Query Results Reports:

(1) Self explanatory (description listed under each).

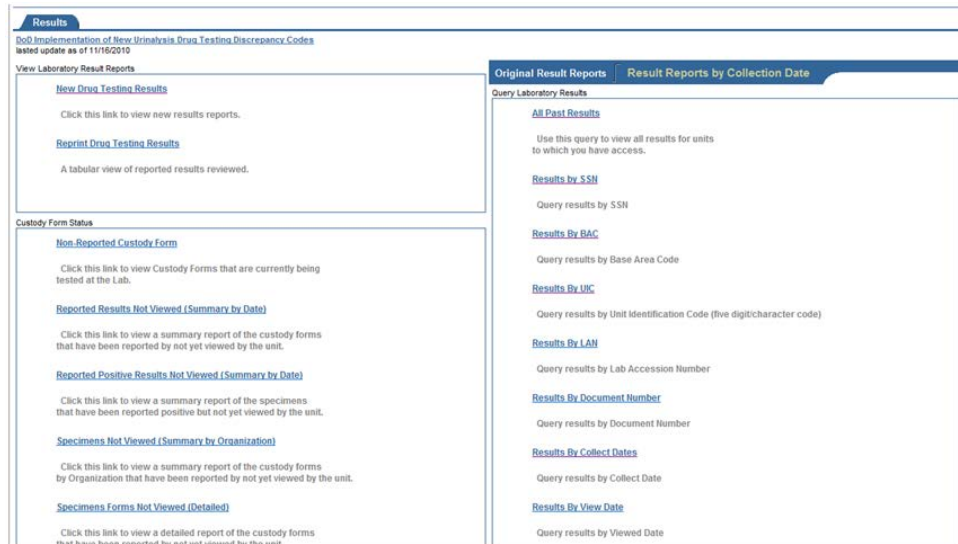


Figure 8-5 “Results” page

4. Forward results to respective units for filing.

NOTE:

Ensure major commands forward results to the respective units. Ultimately, the unit will need this information for compliance inspections.

B.2. Major Command Responsibilities Upon Portal Access

The following are additional major command responsibilities upon access to the portal:

- Whenever there is a positive urinalysis test, notify the CO of the affected unit and the local Coast Guard Investigative Service (CGIS) office within 24 hours from receiving notification of these results from iFTDTL.
- Monitor and track unit testing quotas to ensure units are meeting their quarterly and yearly testing requirements.

NOTE:

Contact the COs of units that are not meeting their quarterly or yearly quotas.

- Review monthly report(s) provided by the DTP program manager.
- Review command unit report(s) showing all units under their BAC to

ensure units are accurately represented.

NOTE:

Use discretion in forwarding reports to subordinate urinalysis coordinators.

- Act as a point of contact for all unit urinalysis coordinator questions regarding urinalysis programs.

NOTE:

If unable to provide help to the unit, contact the drug testing program manager at CGPSC-FS for further assistance.

- Provide all issues/concerns to the drug testing program manager at CGPSC-PSD-fs for correction or updates by the end of each month.
-

This page intentionally left blank.

Chapter 9: Miscellaneous

Introduction This chapter discusses miscellaneous situations pertaining to urinalysis testing.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Additional Authorities for Testing	9-2
B	Steroid Testing	9-5

Section A: Additional Authorities for Testing

WARNING:

The information in this section is policy from reference (a), Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10. Before conducting any test under these authorities, carefully review reference (a). Your chain of command should consult with a legal representative before such a test.

A.1. Additional Authorities for Testing

In addition to random urinalysis testing, the following lists additional authorities for conducting tests:

1. Consent:
 - a. The member voluntarily consents to the procedure at any time for any reason.
 - b. Obtain consent in writing.
 - c. Prior to requesting consent, advise the member that they can decline to provide a specimen per reference (d) Military Justice Manual, COMDTINST M5810.1 (series).
2. Probable cause:
 - a. Obtain a search authorization prior to pursuing the individual(s) per reference (d).
 - b. Order the member to submit a urine specimen if there is probable cause to believe the member has/is using an illegal drug and a urinalysis test will produce evidence of such offense.
3. Valid medical purpose:
 - a. Qualified medical personnel can direct urinalysis for diagnostic or treatment purposes to preserve a member's health per reference (d).
 - b. Includes follow-up tests to confirm a diagnosis or to monitor a condition, but does not include urinalysis directed by a CO.
4. Evaluation Testing:
 - a. Conduct an evaluation test when a member's urine specimen is positive for the presence of drugs, but the CO, after evaluating all the available information, remains doubtful whether the member used drugs.
 - b. Use Administrative Remarks, Form CG-3307, Performance and Discipline (General) for documentation purposes.

- c. The CO orders testing for two to six months' duration within which no more than 16 specimens are taken (e.g., two specimens per week for eight weeks, one specimen per week for 16 weeks, or up to 16 total specimens collected over a six month period at irregular intervals).
5. Urinalysis conducted in conjunction with training:
 - a. Personnel undergoing training are subject to administrative inspections using urinalysis. Therefore, all personnel are subject to random testing throughout their assignment at a Coast Guard training command. Locations include the Coast Guard Academy and Cape May Training Center.
 6. Urinalysis of prior service members upon return to active duty:
 - a. Test all personnel who report to active duty (either active duty or selected reserve) and who have a break in service of more than six months.
 - b. Test personnel in this category within three days of their arrival at their first duty station.
 - c. For those personnel with a break in service of six months or less, testing upon arrival at their first duty station is at the discretion of the unit's CO.
 7. Competence-for-duty tests:
 - a. Conduct test to determine whether a member is fit for duty.
 - b. The member's CO orders the competence-for-duty tests. However, the CO can delegate this authority to an XO or command duty officer.
 - c. Order a urinalysis test of a specific member when:
 - (1) The member has been involved in a mishap.
 - (2) There is reasonable suspicion of drug abuse and a urinalysis test has not been conducted on a consensual or probable cause basis.

- d. Results obtained from competence-for-duty urinalysis testing:
- (1) Can be used to refer a member for administrative discharge action.
 - (2) Are not to be used against the member in any disciplinary action under the Uniform Code of Military Justice (UCMJ), nor used on the issue of characterization of discharge in separation proceedings.
 - (3) Subject to the Military Rules of Evidence, results can be used for impeachment or rebuttal in any court-martial proceeding.
-

Section B: Steroid Testing

B.1. Steroid Testing

For procedures for steroid testing, see reference (a), Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10.

This page intentionally left blank.

Appendix A: Glossary and Acronyms

AO	Authorizing official.
BAC	Base area code.
CAC	Common access card.
CCB	Customer Care Branch.
CG-4940	SURF Requisition Log.
CG-7421B	Direct-Access User Access Authorization.
CGIS	Coast Guard Investigative Service.
CIC	Combat Information Center.
CO	Commanding officer.
DA	Direct Access.
DD Form 2624	Specimen Custody Document-Drug Testing
DEPTID	Department identification.
DHS	Department of Homeland Security.
DOD	Department of Defense.
DTP	Drug Testing Program.
FTDTL	Forensic Toxicology Drug Testing Laboratory.
FY	Fiscal year.

GSA General Services Administration.

ID Identification.

OIC Officer in charge.

OPFAC Operating Facilities

PII Personally identifying information.

PPC Pay and Personnel Center.

PSC Personnel Service Center.

SDL Standard Distribution List.

SSN Social security number.

TAMC Tripler Army Medical Center.

TPI Testing premise identifier.

TTP Tactics, Techniques, and Procedures.

UCMJ Uniform Code of Military Justice.

UIC Unit identification code.

USPS United States Postal Service.

XO Executive officer.

XPO Executive petty officer.

Appendix B: Urinalysis Preparation Checklist

URINALYSIS PREPARATION CHECKLIST

Ensure adequate supply of the following supplies;

- Urine Specimen Bottle with Box (12 bottles/box)
- Female Specimen Collection Containers (and lids)
- Tamper Evident Tape
- Vinyl Exam Gloves
- 2 Absorbent pouches per Specimen Box
- 1 11x15 White Shipping Bag per Specimen Box
- 1 #10 Business White Envelope per Specimen box
- Mailing tape (Cannot be Scotch style tape)
- Ballpoint Pens
- Permanent Marker for marking shipment (optional)
- Hand Sanitizer (optional)

Ensure completion/hard copies of the following paperwork;

- DTP Lite; Personnel To Be Tested (Working Copy)
- DTP Lite; Testing Register
- DTP Lite; DD Form 2624 (Front/Back Sides)
- DTP Lite; Bottle Labels
- Memorandum; Request for Full Panel Screening (Per Batch)

Building Preparation

- Secure head for each gender and post sign stating that the bathrooms are not to be used during urinalysis testing (when possible and permissible).
- Ensure preparation location is accessible and known to all personnel testing and observing.

Procedures

- Before testing begins; muster all observers and review procedures.

This page intentionally left blank.

Appendix C: Sample Urinalysis Collection Guidance

Sample Collection Guidance

1. Did the member verify the bottle is clean and empty?
Coordinator: "Open the bottle, make sure it's empty and then place the cap back on "
2. Did the member place their ID card in the box as a place holder?
Coordinator: "Place your ID in the box where your bottle was located."
3. Verify the member's specimen was not altered in any way.
Coordinator: "Is this your sample and has it been altered in any way?"
(If member acknowledges his/her sample has been altered or admits to providing a false sample immediately cease urinalysis and seek guidance from your servicing legal office. The member should be ordered to stay in collection area.)
4. Have the member verify their DOD number is correct on the sample label and then initial next to SM.
Coordinator: "Is this your DOD number? Initial next to SM"
5. Instruct the member to verify that the batch number and specimen number on the label match those on the ledger?
Coordinator: "Verify the batch and specimen numbers are the same on the label and ledger"
6. Have the member verify that the social security number and name on the ledger are correct and sign ledger.
Coordinator: "Is this your Social Security Number? Print and sign your name on the ledger."
7. Have the member list medications they are taking or notify you that medication is recorded in their health record?
Coordinator: "List any medications you may be taking or write, 'See Medical Record'."

In the space by your specimen number, write "yes" if the answer to all the questions is yes. If not, write "no" and then annotate the discrepancy in the space provided:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

This page intentionally left blank.

Index

Accessing results	8-2	Preparation of the DTP Testing Register ...	6-6
Acronyms	A-1	Preparing shipment documentation	6-2
Additional authorities for testing	9-2	Request for full panel testing	6-5
Collect specimen	4-4	Prepare specimen box for shipment	
Establish preparation location and restrooms..	3-17	Packaging and mailing specimen box	6-8
Identify adequate storage location	5-2	Process collected specimen	4-5
Maintain documentation	7-2	Procure necessary supplies	3-2
Notes, cautions, and warnings	1-3	Request general assistance from point of contacts	
Obtain designation as urinalysis coordinator, alternate, or observer		Assistance with urinalysis	2-8
Designate alternate urinalysis coordinator	2-4	FTDTL support	2-8
Designate urinalysis coordinator	2-4	Results portal	
Designation urinalysis observers	2-4	Major command responsibilities upon portal access	8-6
Obtain/maintain results		Results portal	8-5
Obtain/maintain results	7-3	Review procedures with urinalysis observers	
Positive results	7-3	before testing	3-18
Overall description of duties		Steroid testing	9-5
Alternate urinalysis coordinator	2-2	Store collected specimens	5-3
Observers	2-3	System access	
Testing of urinalysis coordinators and observers	2-3	Direct Access (DA)	2-6
Urinalysis coordinator	2-2	Register for DTP Lite	2-5
Prepare labels and ledgers	3-10	Unit roster	
Prepare shipment documentation		Requesting unit roster	3-8
How to make corrections	6-5	Unit roster in DA	3-7
Memorandum of Correction	6-5	Urinalysis preparation checklist	B-1