

- g.* Does the ASAP check the DAMIS for prior enrollment information on Soldiers currently evaluated and/or enrolled?
- h.* Is a DA Form 4466 completed and entered in DAMIS for each Soldier in a PCS loss or gain status?
- i.* Has an effective monitoring procedure been implemented to ensure that open file cases on Soldiers who are in a PCS status are forwarded to the gaining ASAP?
- j.* Does the counseling staff provide timely input to the ADCO for completion of the quarterly DUI/UA Report?

## **Appendix E**

### **Standing Operating Procedures (SOP) For Urinalysis Collection, Processing, and Shipping**

#### **E-1. General**

This SOP provides guidance and standardizes urinalysis collections throughout the U.S. Army. (The DTC Guidebook and Commander's Guide and UPL Urinalysis Collection handbook contain additional guidance and DA requirements. These handbooks are designed to assist the unit commander, UPL and DTC by providing detailed information on collection, handling, processing and shipping procedures for urinalysis specimens.)

#### **E-2. Applicability**

This SOP is applicable to all urinalysis collections conducted on all Soldiers, regardless of component.

#### **E-3. Related material**

The ACSAP Commanders Guide and UPL Urinalysis Collection handbook, ACSAP DTC Guidebook and DOD Instruction 1010.16, Technical Procedures for Military Personnel Drug Abuse Testing Program.

#### **E-4. Pre-collection procedures**

- a.* The unit commander will—
  - (1) Direct that a urine test be conducted, identify individual Soldiers, parts of the unit, and/or the entire unit for testing, and ensure identified Soldiers are available for testing.
  - (2) Select an adequate location for testing and a holding area for Soldiers waiting to render a urinalysis specimen.
  - (3) Ensure the UPL is certified to collect urinalysis specimens for drug testing.
- b.* The UPL obtains supplies for testing—
  - (1) The DOD prescribed urine specimen bottles with boxes.
  - (2) Optional wide mouth collection cup (for females).
  - (3) Tamper evident tape.
  - (4) Specimen bottle labels.
  - (5) Unit ledger (unit ledger).
  - (6) DD Forms 2624.
  - (7) Disposable rubber gloves.
  - (8) Disinfectant for disinfecting specimen collection area.
  - (9) References: AR 600-85, ACOM/ASCC/DRU SOP, Installation SOP, Unit SOP, and Commander's Guide and UPL Urinalysis Collection handbook.
- c.* Personnel to be tested are notified. Notification will take place no more than 2 hours prior to reporting time.
- d.* Commander appoints Observers, E-5 or above, of the same gender as Soldier being tested, (no more than 3 observers will be assigned to each UPL at any given time) and a holding area NCO/officer, E-5 or above, to maintain control of personnel waiting to be tested.
- e.* The UPL will brief observers on their duties and responsibilities and demonstrate the observers' tasks (see fig E-4 for an example). The observers will sign an affidavit to acknowledge understanding of their duties and responsibilities as observers.
- f.* The UPL will inspect latrines and post "Off Limits" signs on them; they will also post signs for "Holding Area" and "UPL Testing Station" at those locations.
- g.* Commander or designated representative will brief all Soldiers selected for testing (see fig E-2 for an example).
- h.* The UPL will brief the selected Soldiers on the specimen collection procedure (see fig E-3 for an example).
- i.* Each Soldier will remain in the holding area until a specimen is provided unless the commander temporarily permits the Soldier to leave and an NCO or officer escorts the Soldier.
- j.* If more than one UPL conducts the collection, avoid having each DD Form 2624 handled by more than one UPL (see paragraph E-7b).

## **E-5. Collection procedures**

All steps of this procedure must be followed in the correct sequence.

- a.* The UPL puts on disposable rubber gloves.
- b.* Soldier approaches the UPL station with their military ID card when prepared to give a urinalysis specimen. If the Soldier does not have an ID card in their possession, the commander (or 1SG or XO) will positively identify the Soldier and verify the Soldier's SSN by a reliable method (see paragraph E-12a).
- c.* Soldier will remove excess outer garments such as battle dress uniform or Army combat uniform jackets, coats, or sweat tops.
- d.* The UPL initiates all required paperwork (if preprinted forms and labels are used, the UPL will verify all information with the military ID Card). If a clerical mistake is made while filling out entries on the DD Form 2624, the specimen bottle label, or the unit ledger prior to the discrepancy inspection required by the DTC, the mistake may be corrected by its maker by lining through (single line) the mistake, placing the corrected information above the mistake, initialing and dating the corrected entry. No other method of correction is authorized except by memorandum, titled "Certificate of Correction," as described in paragraph E-8b.
  - (1) The UPL prepares label with the following information:
    - (a)* Date Specimen Collected (YYYYMMDD).
    - (b)* BAC.
    - (c)* Soldier's SSN.
  - (2) The UPL prepares a DD Form 2624 with the following information (See the Commanders' Guide and UPL Urinalysis Collection handbook for specific guidance on completing the DD Form 2624):
    - (a)* Block 1 will have the unit information for the unit conducting the collection.
    - (b)* Block 2 will have the installation ASAP (in garrison), state JSAPC/O (NG units in garrison), RSC (USAR units in garrison), or BACM information (all deployed units).
    - (c)* BAC (block 3). This is the unique code for reporting results.
    - (d)* Unit Identification Code (UIC) (block 4).
    - (e)* Document/Batch Number (block 5). Begin with batch '0001' each day.
    - (f)* Date Specimen Collected (YYYYMMDD) (block 6).
    - (g)* Soldier's SSN (block 8).
    - (h)* Test Basis (block 9). For each DD Form 2624, use only one appropriate code (IR, IU, IO, CO, PO, RO, MO, AO, VO, NO, OO) (see para 4-5).
    - (i)* Test Information (block 10). Designate letter "A" for E-4 and below and letter "B" for E-5 and above and officers. Leave the remaining rows blank if less than 12 specimens are collected.
- (3) UPL prepares the unit ledger with the following information (see the Commanders Guide and UPL Urinalysis Collection handbook for specific guidance on completing the DD Form 2624):
  - (a)* Date Specimen Collected.
  - (b)* Batch and Specimen number (blocks 5 and 7 from DD Form 2624).
  - (c)* Soldier's Rank.
  - (d)* Soldier's printed name (Soldier will sign upon completion of specimen collection procedure).
  - (e)* Soldier's SSN.
  - (f)* Test basis.
  - (g)* Observer will print and sign their name on the unit ledger upon completion of specimen collection procedure.
  - (h)* Comments and Disposition.
- e.* The UPL directs the Soldier to verify the information on the specimen bottle label, unit ledger, and DD Form 2624. The Soldier will then initial the specimen bottle label indicating that all data is correct.
- f.* The UPL will remove a new specimen bottle from the box in front of the Soldier and replace it with the Soldier's military ID Card. The UPL will then affix the label to the specimen bottle, in full view of both the Soldier and the observer, and hand it to the Soldier. The UPL will remind the observer not to take possession of the specimen bottle and to constantly maintain direct eye contact with the bottle until the UPL places it in the collection box.
- g.* The Soldier will ensure that the observer has full view of the specimen bottle at all times until the UPL takes custody of the specimen. At no time will the observer take custody of the urine specimen.
- h.* If the Soldier is female, the optional wide mouth collection cup will be issued to the Soldier at this time.
- i.* The Soldier and observer will move to a secure latrine; the Soldier will walk in the front with the specimen bottle held above their shoulder to keep it in full view of the observer. The observer will keep the specimen bottle in sight at all times.
- j.* Once in the latrine, the observer will direct the Soldier to wash their hands without the use of soap. The Soldier will then move to the appropriate facility (urinal or toilet) to collect the specimen.
- k.* The Soldier will remove the cap of the specimen bottle in full view of the observer, and will hold it or place it face up on a clean surface. The specimen bottle and cap must be in full view of the observer.

*l.* The Soldier will then fill the specimen bottle with at least 30 mL of urine (approximately half the specimen bottle). The observer must see urine leaving the Soldier's body and entering the specimen bottle (or collection cup). The Soldier will recap the specimen bottle in full view of the observer.

*m.* The following procedure applies to female Soldiers who utilize the wide mouth collection cups:

(1) The Soldier will remove the cap from the collection cup, and provide the specimen. The observer will keep the wide mouth collection cup and the specimen bottle in full view and directly observe urine leaving the body and entering the collection cup.

(2) The Soldier will then open the specimen bottle, and pour the urine from the wide mouth collection cup into the specimen bottle. The Soldier will recap the specimen bottle in full view of the observer. The observer will watch this entire procedure.

*n.* The specimen bottle must contain at least 30 mL of urine (regardless of specimen volume collected, the specimen bottle must be returned to the UPL). See paragraph E-12*b* for instructions on insufficient volume.

*o.* The Soldier should wash their hands with soap after recapping the specimen as described in steps *l* and *m* above, but the Soldier and observer must keep the specimen in full view.

*p.* The observer and the Soldier will return to the UPL's station. The Soldier will walk in front with the specimen bottle held above their shoulder. The observer will keep the specimen bottle in sight at all times.

*q.* The Soldier will hand the specimen bottle containing their specimen to the UPL; both the Soldier and observer will continue to keep the specimen bottle in sight at all times until the UPL places the specimen in the collection box.

*r.* The UPL will take the specimen bottle, verify that the cap is secure, and inspect the specimen for sufficient volume and possible adulteration. If adulteration is suspected, the UPL will secure the specimen, order the Soldier to stand fast, and ensure that the commander is notified (see para E-12*d*).

*s.* The UPL will then place tamper evident tape across the specimen bottle cap. The tape will be one continuous piece that runs across the top of the specimen bottle and touches the label on both ends without obscuring any information.

*t.* The UPL will then initial the specimen bottle label. The UPL's initials signify that they have received the specimen from the Soldier, checked the specimen for adulteration and sufficient volume, ensured the cap was secure, and placed tamper evident tape across the cap.

*u.* The UPL will place the specimen in the collection box and remove the Soldier's ID card. The UPL retains the Soldier's ID Card until the Soldier signs the unit ledger.

*v.* The observer will then sign the unit ledger in front of the UPL and Soldier to verify they complied with the collection process and directly observed the Soldier provide the specimen and maintained eye contact with the specimen bottle from the time it was handed to the Soldier until it was placed in the collection box.

*w.* The Soldier will then sign the unit ledger in front of both the observer and UPL verifying that they provided the urine in the specimen bottle and that they observed the specimen being sealed with tamper evident tape and placed into the collection box. The UPL should check the specimen bottle label, unit ledger, and DD Form 2624 and correct errors before releasing the Soldier.

*x.* The ID Card will be returned to the Soldier at this time, and they are released from testing.

## **E-6. Post-collection procedures**

After all specimens have been collected the UPL will—

*a.* Verify that all SSNs on the unit ledgers, DD Forms 2624 and specimen bottle labels match.

*b.* Ensure that all required information, signatures, and initials are on the specimen bottle labels, unit ledgers, and DD Forms 2624.

*c.* Place each DD Form 2624 into the corresponding specimen shipping container(s).

*d.* Disinfect the specimen handling area and close down the collection station.

*e.* Transport all specimens to the DTCP as soon as possible (normally the same duty day).

*f.* If unable to transport to the DTCP immediately, the specimens, DD Forms 2624, and unit ledgers will be placed into temporary storage at the unit as described in paragraph E-11.

## **E-7. Specimen Chain of Custody (Back side of DD Form 2624)**

*a.* Once the UPL accepted a complete specimen from the Soldier, the specimen chain of custody began. This chain of custody must remain continuously and forensically intact until the specimens are received by the courier/shipping agency and subsequently the drug testing laboratory (FTDTL).

*b.* If two or more UPLs conduct the collection, avoid having each DD Form 2624 handled by more than one UPL. A change of custody should be done only on a completed batch of specimens and its DD Form 2624. If the UPL cannot complete their batch due to an emergency, the DD Form 2624 (front) should be closed-out, and a change of custody to an alternate UPL should be initiated on the back side of the DD Form 2624. The alternate UPL should prepare a new DD Form 2624 with a new batch to collect specimens from the remaining Soldiers.

*c.* Each change of custody must be annotated at the time of the occurrence; do not predate or postdate the event.

When the specimens are transferred from one specimen custodian to another or to temporary storage or shipping agency, correct and complete information must be annotated in block 12a, b, c, and d on the back side of DD Form 2624 as following:

- (1) Block 12a-Date of specimen custody transfer (use U.S. date format YYMMDD to avoid confusions,).
- (2) Block 12b-Name and signature of the person or temporary storage facility (building and room) releasing custody.
- (3) Block 12c-Name and signature of the person or temporary storage facility (building and room) accepting custody.
- (4) Block 12d-Reason for transfer/change of custody (for example, "Specimens transferred to primary UPL", "Specimens placed in Temporary Storage", "Specimens retrieved from Temporary Storage", "Specimens received by DTC", "Specimens mailed to FTDTL", and so forth).

#### **E-8. Transfer of specimens at the DTCP**

*a.* At the DTCP, the unsealed specimen boxes will be opened by the DTC or the DTC's designated representative. The actions of the DTC outlined below may be performed by the DTC's designated representative. If there is no DTC, the actions will be performed by the person designated by the ADCO. The UPL (or the last person on the chain of custody before transferring specimens to the DTC) will observe the entire specimen transfer process until the DTC signs the DD Forms 2624 accepting the custody of specimens. The DTC will conduct the quality control check of the specimen (Note: a deployed UPL or a UPL without a local ASAP may have to perform this quality control check):

- (1) Ensure that the information contained on the front side of each DD Form 2624 is correct.
  - (a) Complete address of submitting unit (address of the Installation ASAP or battalion-level command or above).
  - (b) Additional Service Information (Name of unit that conducted testing and contact information (for example, phone number, e-mail address, and so forth)).
  - (c) Base area code.
  - (d) Date Specimens Collected.
  - (e) Social Security Number.
  - (f) Test Basis (Correct code for the type of urinalysis and only one code per DD Form 2624).
  - (g) Test Information.
- (2) Ensure that the information contained on the unit ledger is correct and corresponding with the information on the DD Form 2624:
  - (a) Name of unit that conducted testing (block 2 on DD Form 2624—Additional Service Information).
  - (b) Unit UIC.
  - (c) Date Specimens Collected.
  - (d) Batch and specimen numbers.
  - (e) Rank, Name, SSN, and signatures of the Soldiers.
  - (f) Test Basis.
  - (g) Names and signatures of the observers.
  - (h) Comments and disposition (unusual circumstances and/or testing status of a Soldier or specimen).
- (3) Ensure that the information contained on the specimen bottle label is correct and corresponding with information on the DD Form 2624. At a minimum, each specimen bottle label must contain the Date Specimen Collected, SSN, BAC, Soldier's initials and UPL's initials.
- (4) Ensure minimum 30 mL of urine is contained in each specimen bottle and that an unbroken piece of tamper evident tape is correctly placed on each specimen bottle.
- (5) Ensure the chain of custody (back side) on the DD Form 2624 is complete and accurate. Each event of change of custody must be annotated:
  - (a) Correct dates of change of custody.
  - (b) Names and Signatures of UPL or temporary storage releasing custodian.
  - (c) Names and Signatures of UPL or temporary storage accepting custodian.
  - (d) The "Purpose of change/remarks" column clearly explains each change of custody.

*b.* If a discrepancy is found during the check, the DTC shall initiate appropriate action to correct the discrepancy or error, if possible. All discrepancies that can be corrected must be explained in a memorandum titled, "Certificate of Correction," which explains:

- (1) The discrepancy.
- (2) The circumstances.
- (3) The corrective action taken.
  - (a) All personnel involved including the person(s) who made the error and the DTC must sign this certificate.
  - (b) If the error is a missed entry or an incorrect entry either on the specimen bottle label or on the DD Form 2624, corrections will not be made on the label or on the form. The evidence that a correction was made will be the memorandum titled, "Certificate of Correction" (see fig E-1).

(c) The memorandum titled "Certificate of Correction," will be attached to the original and all copies of the DD Form 2624. The memorandum titled "Certificate of Correction," will be attached to the DTC's DD Form 2624 until destruction date.

c. If no discrepancies are noted, or all discrepancies have been corrected with a memorandum titled "Certificate of Correction," the UPL will enter:

- (1) The date the specimens were delivered in block 12a
- (2) Print their name and sign in block 12b
- (3) Print "Specimens released by UPL to DTC" in block 12d
- (4) Ensure that the DTC prints and signs in block 12c to document receipt of the specimens.

d. After the DD Form 2624 is completed it will be placed in a business size envelope.

e. Liquid absorbent pads will be placed in each specimen box (containing up to 12 specimens) to absorb any leakage that may occur. Either the UPL or the DTC may complete this step. The specimen box will be sealed with adhesive tape over all open sides, edges and flaps. The UPL or the DTC then signs his or her signature across the tape on the top and bottom of each container, and secures the unsealed envelope, with DD Form 2624 enclosed, to the outside of the specimen container. For complete packing instructions, see the Commander's Guide and UPL handbook.

### **E-9. Shipping to the FTDTL**

a. All urinalysis specimens will be forwarded to the supporting FTDTL.

b. If the DTC is going to ship the specimens to the FTDTL on the day received from the UPL then they will—

- (1) Sign each DD Form 2624 releasing it for shipment to the FTDL. Properly complete block 12a to 12d.
  - (a) Date the specimens delivered to carrier (block 12a).
  - (b) Name and Signature of person releasing custody to carrier (block 12b).
  - (c) Name of carrier/shipper if known (for example, USPS). If actual shipping mode is unknown, write "Shipper." (block 12b)

(d) Purpose of change (for example, "Specimens shipped to FTDTL by USPS") (block 12d).

(2) Prepare the specimen boxes as required for shipment.

(a) All specimen containers will be wrapped for shipping.

(b) Ensure that each DD Form 2624 remains inside an envelope taped to the specimen container.

(c) Place specimen container inside a leak proof bag.

(d) Package the outermost shipping container according to the carrier's requirements and local policy. Hand write or affix a label that says "Diagnostic Specimens" near the mailing address.

(3) Ship containers to the drug testing laboratory by transportation priority one. One of the following transportation modes will be used:

(a) Registered mail.

(b) US Postal Service by First Class Mail.

(c) Hand-carried by surface transportation.

(d) Military aircraft transportation system.

(e) US flag commercial air freight, air express, and air freight forwarder.

(f) When none of the above satisfies the movement required, by foreign flag air carrier.

c. If the DTC is unable to ship the specimens until the next duty day, the specimens must be placed in temporary storage and the DD Form 2624 annotated. The temporary storage must be a limited access area. The facility will meet the physical security requirements for evidence storage as described in paragraph E-10. This will include a biennial physical security evaluation by qualified personnel, a posted access roster, and an access log to annotate all personnel entering the limited access area.

### **E-10. Temporary storage of urine specimens at the DTCP**

The following describe the minimum requirements for temporary storage of urinalysis specimens at the installation level. This is the preferred site for temporary storage.

a. Windows to the specimen storage room that are accessible from the exterior of the room will be covered with steel or iron bars or steel mesh as follows:

(1) When bars are used, they will be at least 3/8-inch thick and vertical bars will not be more than 4-inches apart. Horizontal bars will be welded to the vertical bars and spaced so those openings do not exceed 32 square inches. Ends of the bars will be securely embedded in the wall or welded to a steel channel frame fastened securely to the window casing.

(2) Acceptable steel mesh will be made from high carbon manganese steel no less than 15/100-inch thick, with a grid of not more than 2-inches from center to center. 6-gauge steel mesh with a 2-inch diamond grid may be used when high carbon manganese steel is not readily available. The steel mesh will be welded or secured to a steel channel frame and fastened to the building by smooth headed bolts that go through the entire window casing. It will be spot welded or branded on the interior, or cemented into the structure itself to prevent easy forced entry.

- (3) Air conditioners may be installed in windows or outside walls provided equivalent security measures are taken.
- b. Doorways: There must be only one doorway that allows access to and from the specimen storage room.
- c. Additional Requirements:
- (1) Method 1 (Evidence Room) - allows specimens to be stored inside the interior of the room, when not in full view of the specimen custodian.
- (a) Construction: Walls must extend from the floor to the ceiling. Walls and ceilings may be made of masonry or wood. Walls or ceiling that are of wooden stud construction must have a combined exterior and interior thickness of at least 1-inch. Permanently installed flooring (other than masonry) may be used, if the floor cannot be breached without causing considerable damage to the building structure.
- (b) Entrance into the room will require opening two successive doors.
- (c) When an interior steel mesh cage is used, the door to the cage will serve as the second door. In this case, the outer door will be of solid core wood or metal.
- (d) When a steel mesh cage is not used two doors hung one behind the other will be used. One door may be of steel mesh welded to a steel frame. The second door may be of solid core wood or steel; or it may be a hollow wooden door with the exterior reinforced with a steel plate not less than 1/8-inch thick.
- (e) If a barred door is used, the vertical steel bars will be at least 3/8-inch thick and spaced no more than 4-inches apart. Horizontal bars will be welded to the vertical bars and spaced so that openings do not exceed 32 square inches.
- (f) Either door may be hung on the outside of the doorway. They will be hung so that the doorframe is not separated from the door casing.
- (g) Door hinges will be installed so that doors cannot be removed without seriously damaging the door or door jam. All exposed hinge pins will be spot welded or branded to prevent removal. This is not required when safety stud hinges are used or when the hinge pins are on the inside of the doors. (A safety hinge has a metal stud on the face of one hinge leaf and a hole in the other leaf. As the door closes, the stud enters the hole and goes through the full thickness of the leaf. This creates a "bolting" or "locking" effect).
- (h) The outer door will be secured by one high security, key-opened padlock. These padlocks will conform to military specifications MIL-P43607 (GL) (High Security Padlock). The changeable combination padlock for the inner door will conform to requirements of military specification FF-P-110 (S&G 8077A and 8078A series). This changeable combination padlock is intended only as an indoor or protected area reusable seal. It is not intended for use on the outer door or for protection against forced entry.
- (i) All locks will be used with a heavy steel hasp and staple. The hasp and staple will be attached with smooth headed bolts or rivets that go through the entire thickness of the door or door jam. They will be spot welded or branded on the inside of the door. Heavy duty hasps and staples attached so that they cannot be removed when the doors are closed are acceptable.
- (2) Method 2 (Evidence Container) - specimens must be stored within a safe or cabinet, when not in full view of the specimen custodian.
- (a) One door will be hung that is made of solid core wood or metal or a barred door. The solid door will, at a minimum, have a high security dead bolt lock.
- (b) Inside the room will be a safe, filing cabinet or metal wall locker that weighs at least 500 pounds or is secured to the structure of the building with a chain.
- (c) If a filing cabinet is used, then a metal bar hasp will be attached to run the entire height of the cabinet. This bar will be locked with a 200 series padlock (key-opened with 2 keys, no combination lock). Note: a hasp may be welded to the top drawer, but then only the top drawer may be utilized for temporary storage.
- (d) All opening/closing of the safe/cabinet will be annotated on a SF 702 (Security Container Check Sheet).
- d. Key and combination control of the temporary storage.
- (1) Only primary and alternate custodians will know the combinations of inner door locks of the evidence room. However, copies of all combinations will be recorded on SF 700 and kept in sealed envelopes (signed by the specimen custodian, across the seal) in the safe of the appropriate supervisor.
- (2) Each key-operated lock will have two keys. One key to each lock will always be kept by the primary custodian. The duplicate key will be put in a separate sealed envelope (signed by the specimen custodian, across the seal) and secured in the safe of the appropriate supervisor.
- (3) Lock combinations will be changed when the primary or alternate custodian changes. All combinations and key locks will be changed upon possible compromise.
- (4) Keys will be transferred from the primary to the alternate custodian only if the primary custodian is to be absent for more than 1 duty day or 3 non-duty days. The transfer of keys will be documented on the Key Control Register and Inventory, DA Form 5513.
- (5) Master key padlocks or set locks will never be used in the evidence room.
- e. Each event involving temporary storage of specimens must be written on the chain of custody (back of DD Form 2624, see paragraph E-7).

### **E-11. Temporary storage of urine specimens at the unit level (by the unit prevention leader)**

*a.* A safe, secure filing cabinet, or metal wall locker will be used to store specimens. This container must be in a lockable room or office.

*b.* The safe, filing cabinet, or metal wall locker must weigh at least 500 pounds or be attached to the structure of the building with a chain or heavy duty bolts.

*c.* If a filing cabinet is used, then a metal bar hasp will be attached to run the entire height of the cabinet. A hasp may be welded to the top drawer, but then only the top drawer may be utilized for temporary storage.

*d.* The safe or filing cabinet will have a 200 series padlock (with only 2 keys, no combination lock), which is used to secure the hasp.

*e.* One key will be issued to the primary UPL, the other key will be secured in a sealed envelope (signed by the UPL across the seal) and issued to the commander's safe. Both keys will be issued in accordance with paragraph E-10*d* of this regulation and key control SOPs.

*f.* All opening/closing of the safe/cabinet will be annotated on a SF 702.

*g.* Each event involving temporary storage of specimens must be written on the chain of custody (back of DD Form 2624) (see para E-7).

*h.* Commanders in deployed areas where facilities are not available to fully comply with the preceding temporary storage guidelines will make every attempt to ensure that specimens requiring temporary storage are properly secured to avoid any tampering or perception thereof. This may include locking them in a foot locker or similar container using a padlock to which the primary UPL has the only key and storing that foot locker in the unit's tactical operations center or other area under constant surveillance.

### **E-12. Unusual Circumstances**

All unusual circumstances will be written on the unit ledger (Unit ledger).

*a.* If the Soldier does not have an ID card in their possession, the commander (or ISG, XO) will positively identify the Soldier and verify the Soldier's SSN against a reliable personnel roster or record. The UPL will write that the Soldier had no ID card and how the ID was verified in the "Remarks" section of the unit ledger and/or in a MFR that is attached to the unit ledger.

*b.* If less than 30 mL of urine is collected, the entire specimen will be discarded and the specimen bottle will be destroyed by crushing (after obliteration of the SSN on the specimen bottle label). The Soldier will be sent back to the holding area until they can provide a full specimen. The Soldier will be allowed to drink 8 ounces of water every 30 minutes but not to exceed a total volume of 40 ounces in 3 hours. The holding area NCO/officer will monitor each Soldier's water consumption to prevent the Soldier from encountering any health hazards. When the Soldier is ready to provide a specimen, the procedure will begin at step E-5*b*, original entries on the DD Form 2624 and unit ledger may be utilized for the second specimen collected.

*c.* If a Soldier refuses to provide a specimen, the appropriate command authority will be notified. The Soldier's chain of command should give the Soldier a direct order to provide a specimen. If the Soldier refuses, it will be a violation of a direct order, which may subject the Soldier to disciplinary action.

*d.* If adulteration is suspected, the UPL will secure the specimen, order the Soldier to stand fast, and send someone to notify the commander. When the commander verifies the evidence of a possible adulteration and after consulting the supporting legal advisor, they may immediately pursue testing the Soldier under "PO" with the collection being observed by a different observer. A second specimen will be submitted for testing on a separate DD Form 2624. The first specimen will be submitted and the circumstance written on the unit ledger.

*e.* If the tamper evident tape breaks in such a fashion that it does not touch both sides of the specimen bottle label, apply a second piece of tape across the bottle cap and touching the label on both sides, but not directly over the tamper evident tape that broke and annotate on the unit ledger that a second piece of tape was applied and that the Soldier observed this process; prepare a MFR and/or Certificate of Correction after the collection and attach it to the original DD Form 2624.

### **E-13. Legal Provisions**

The provisions of this appendix are not intended to, and do not, provide any rights or privileges as to the relevancy or admissibility of laboratory documents that are not otherwise afforded by the UCMJ, the Manual for Courts-Martial, or regulations governing adverse administrative and disciplinary actions. In no case will failure to comply with the provisions of this appendix be used to invalidate an otherwise valid and legally sufficient adverse administrative or disciplinary action.