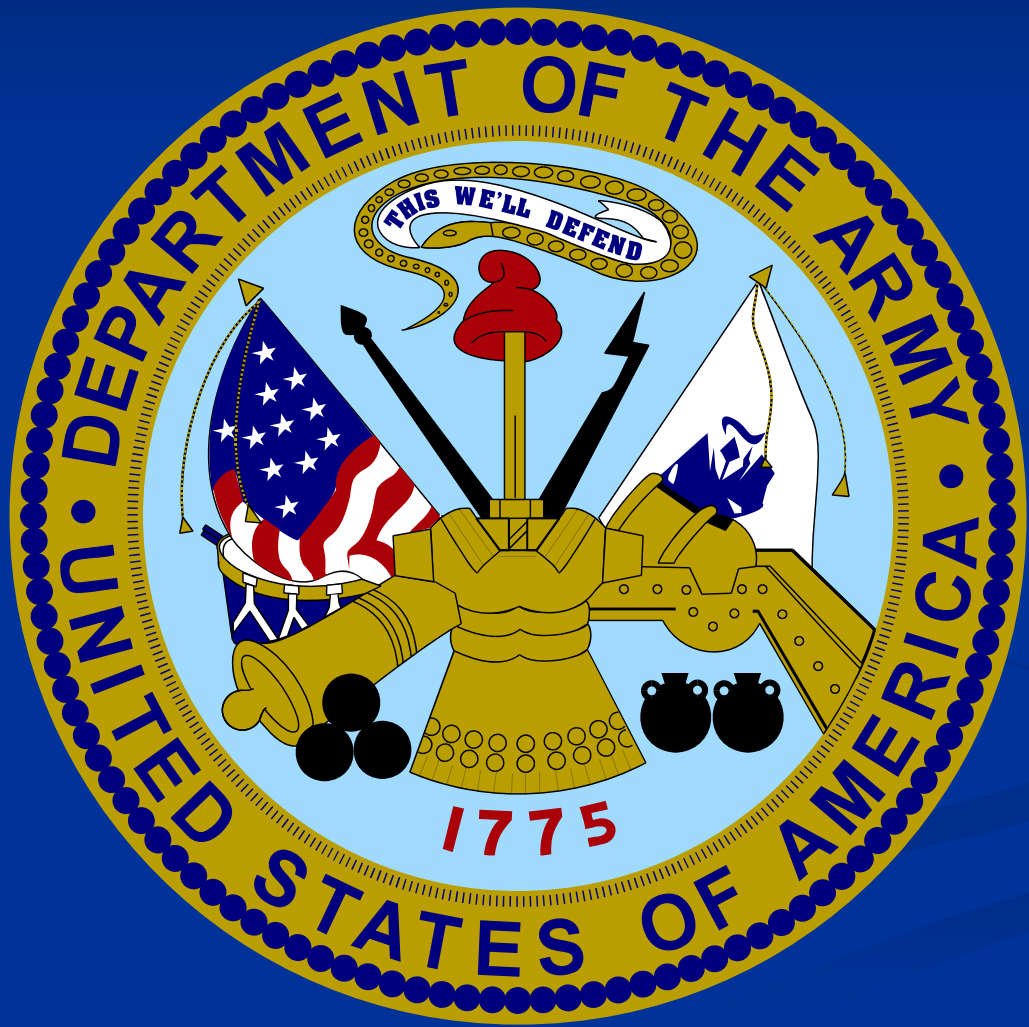
DoD DRUG TESTING PROGRAM (DTP)



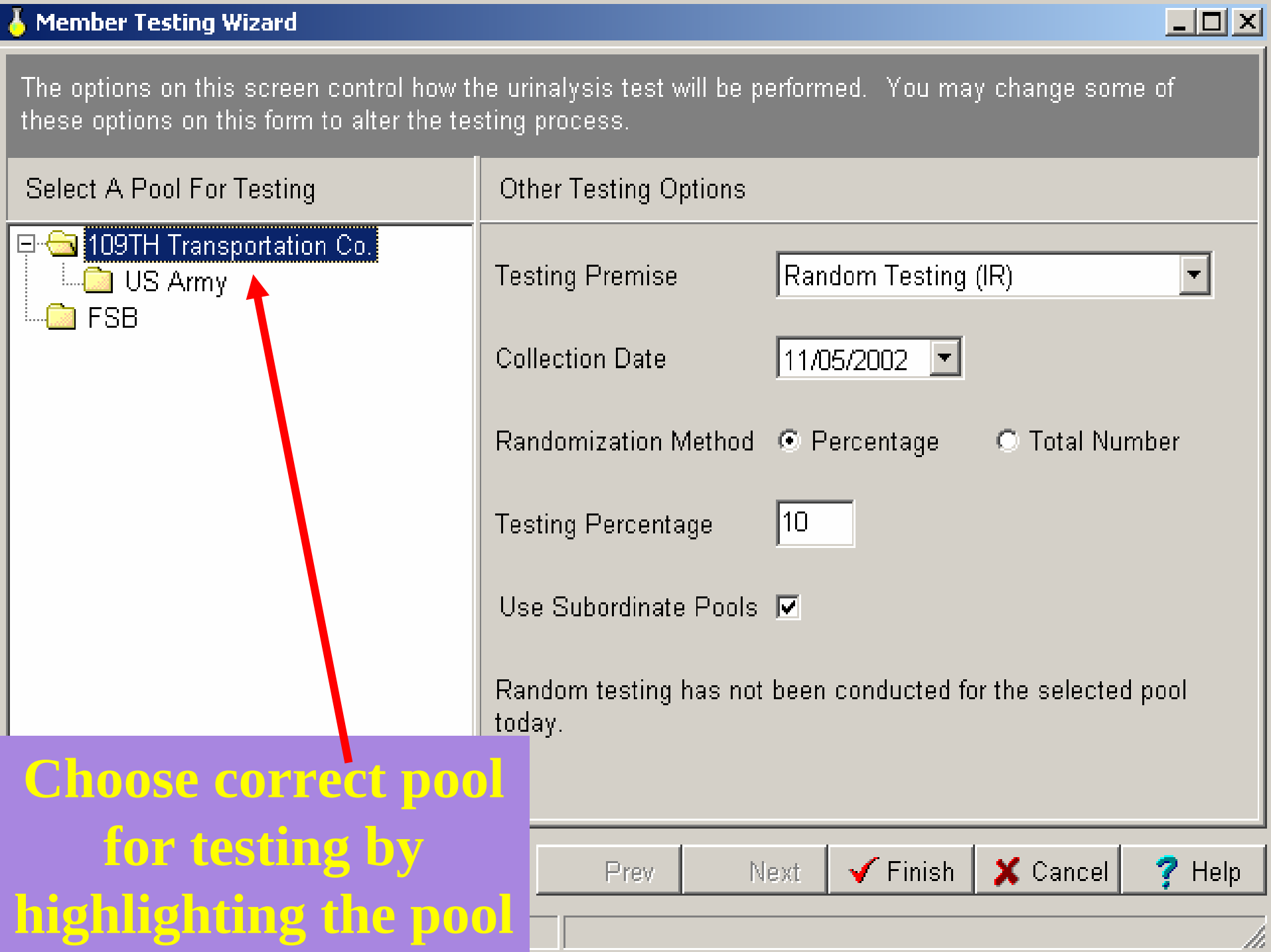
Army Drug Testing Program

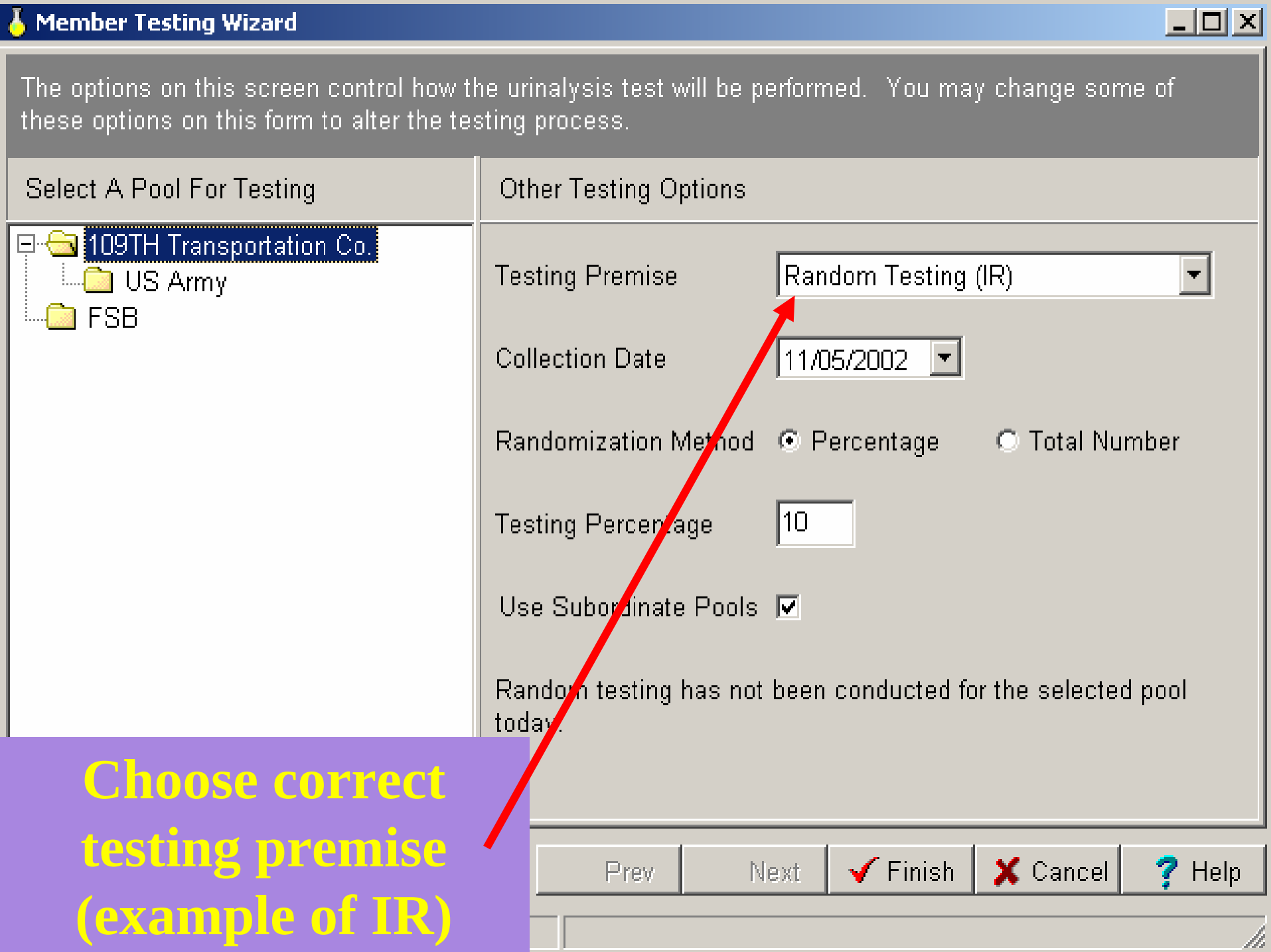
File Personnel Testing Reports Utilities Help

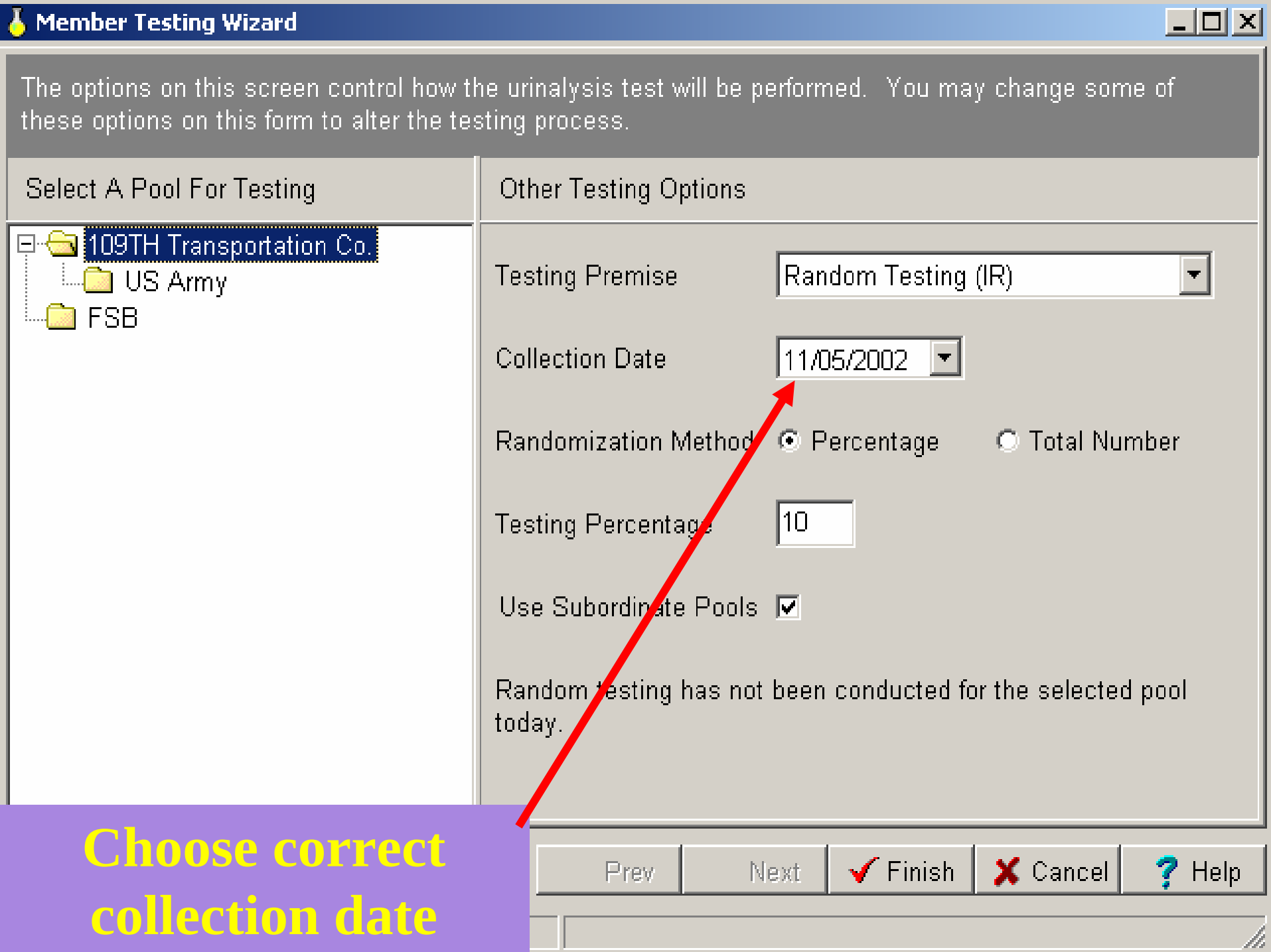
Conduct Testing | Samples Due | Collect Samples | Samples Collected | Positive Results | Personnel Roster | Pool Maintenance | System Utilities | Quit

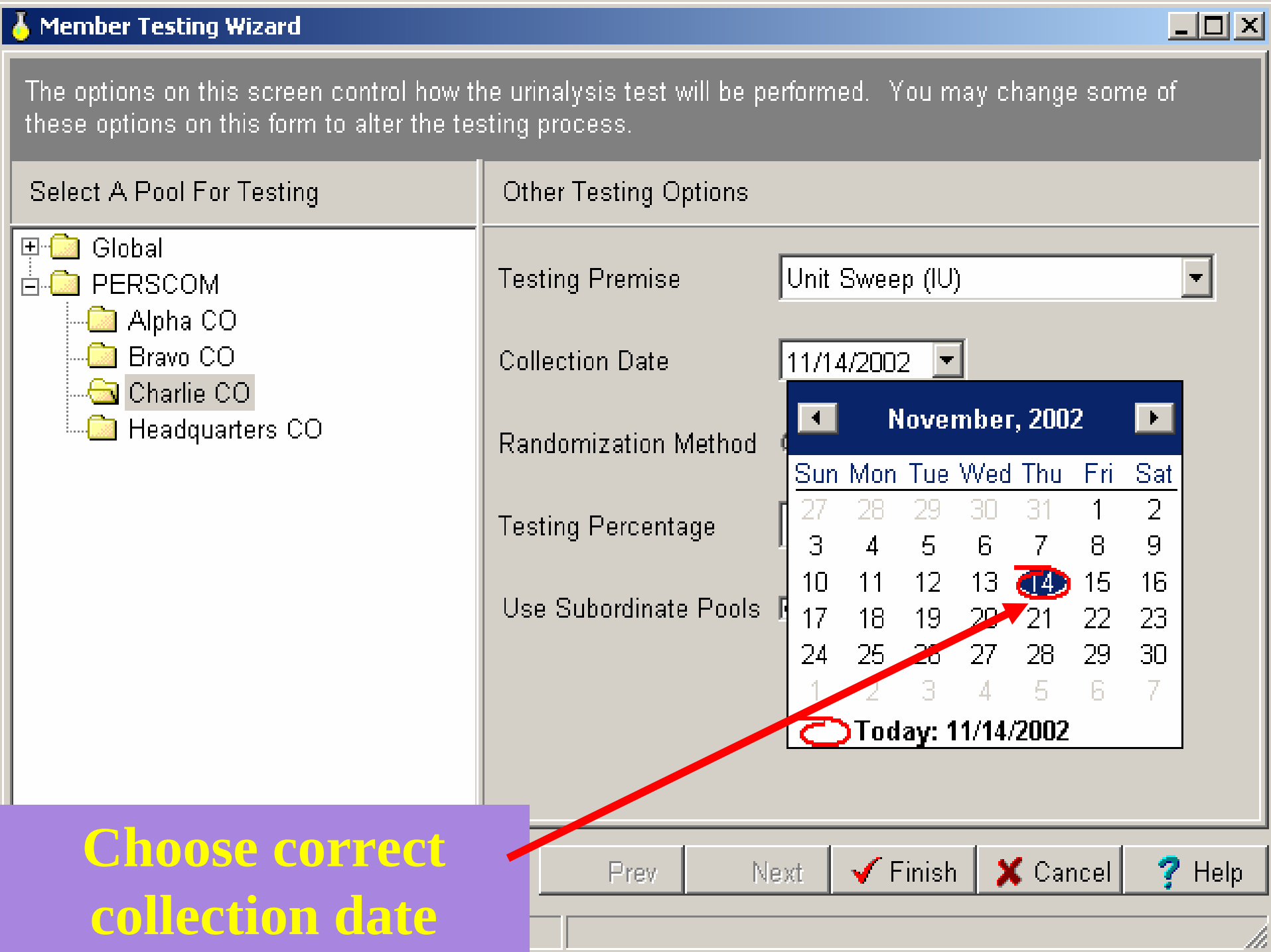
To conduct any type of testing click Conduct Testing

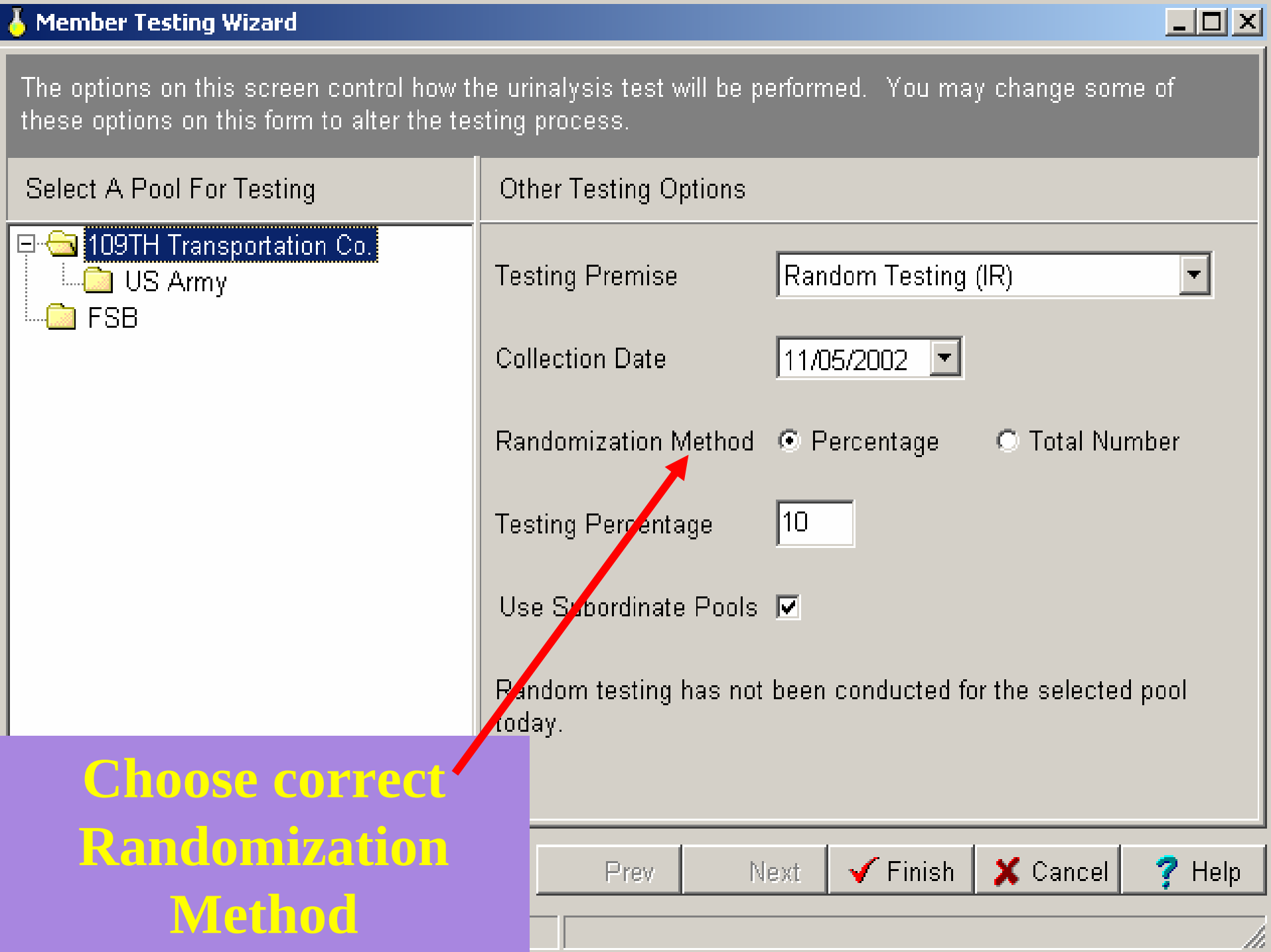
on Co.

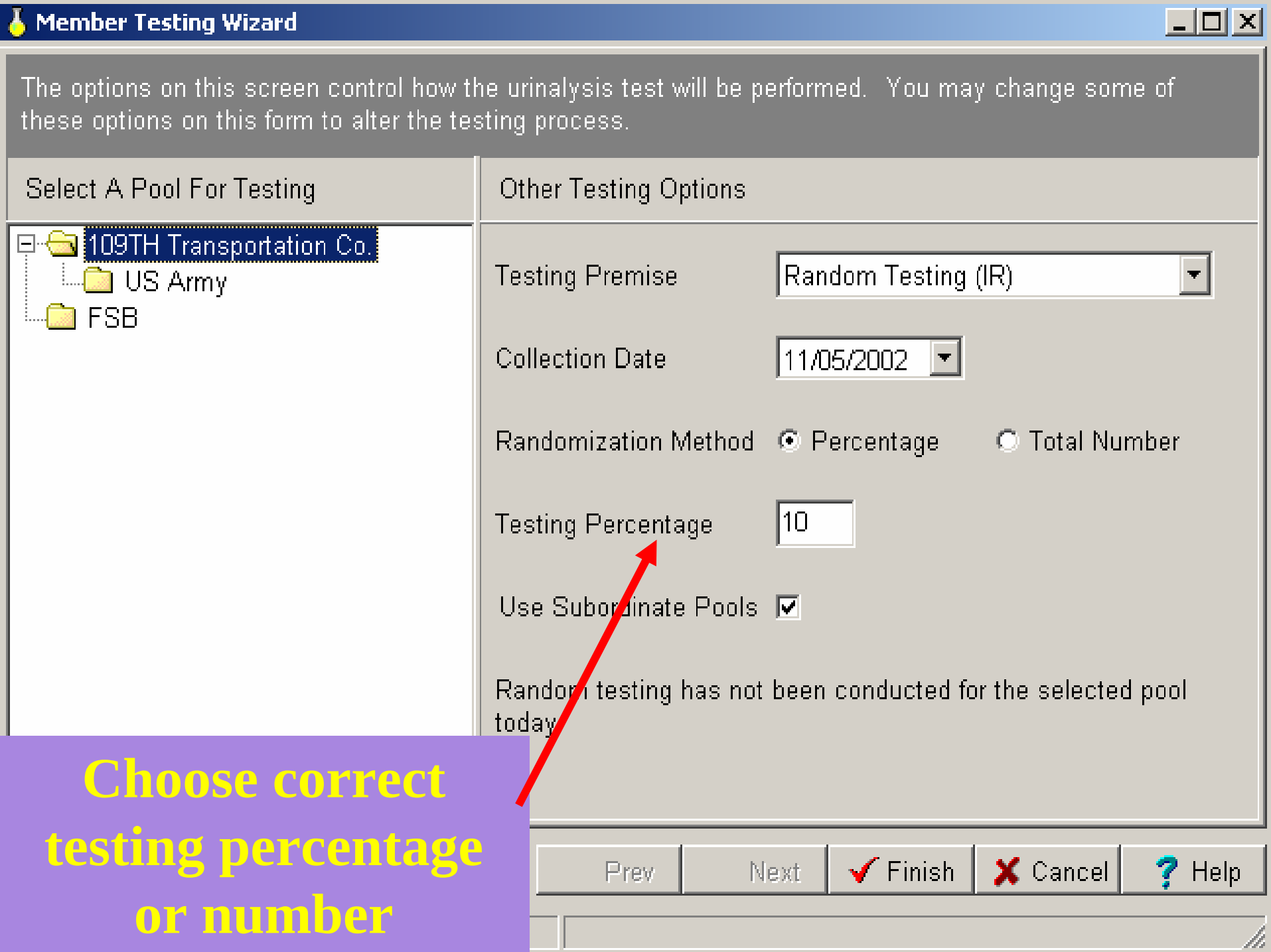

Member Testing Wizard
The options on this screen control how the urinalysis test will be performed. You may change some of these options on this form to alter the testing process.
Select A Pool For Testing
109TH Transportation Co.
US Army
FSB
Other Testing Options
Testing Premise
Random Testing (IR)
Collection Date
11/05/2002
Randomization Method
Percentage
Total Number
Testing Percentage
10
Use Subordinate Pools
Random testing has not been conducted for the selected pool today.
Prev
Next
Finish
Cancel
Help
Choose correct pool for testing by highlighting the pool

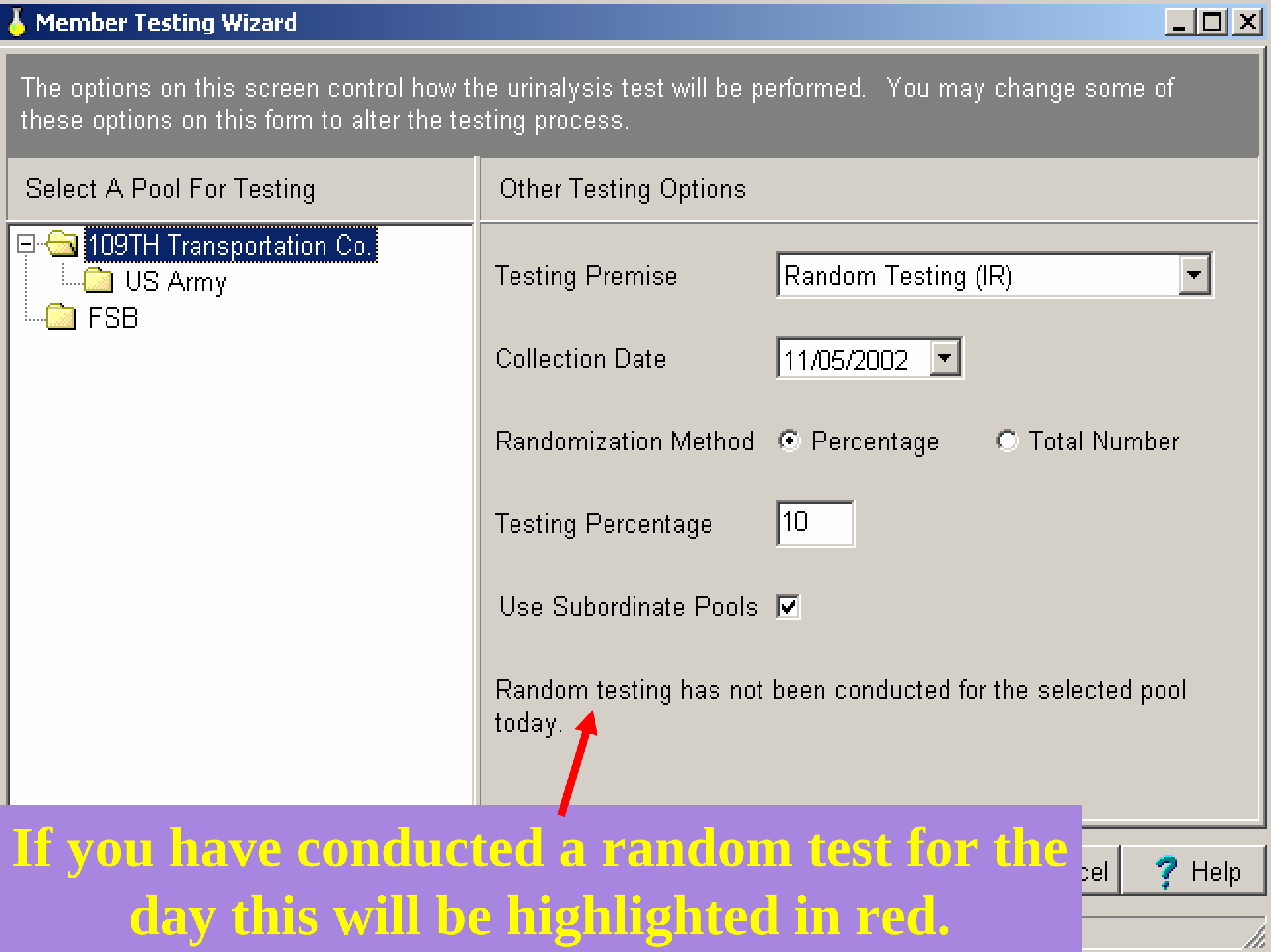

Member Testing Wizard
The options on this screen control how the urinalysis test will be performed. You may change some of these options on this form to alter the testing process.
Select A Pool For Testing
109TH Transportation Co.
US Army
FSB
Other Testing Options
Testing Premise
Random Testing (IR)
Collection Date
11/05/2002
Randomization Method
Percentage
Total Number
Testing Percentage
10
Use Subordinate Pools
Random testing has not been conducted for the selected pool today.
Prev
Next
Finish
Cancel
Help
Choose correct testing premise (example of IR)

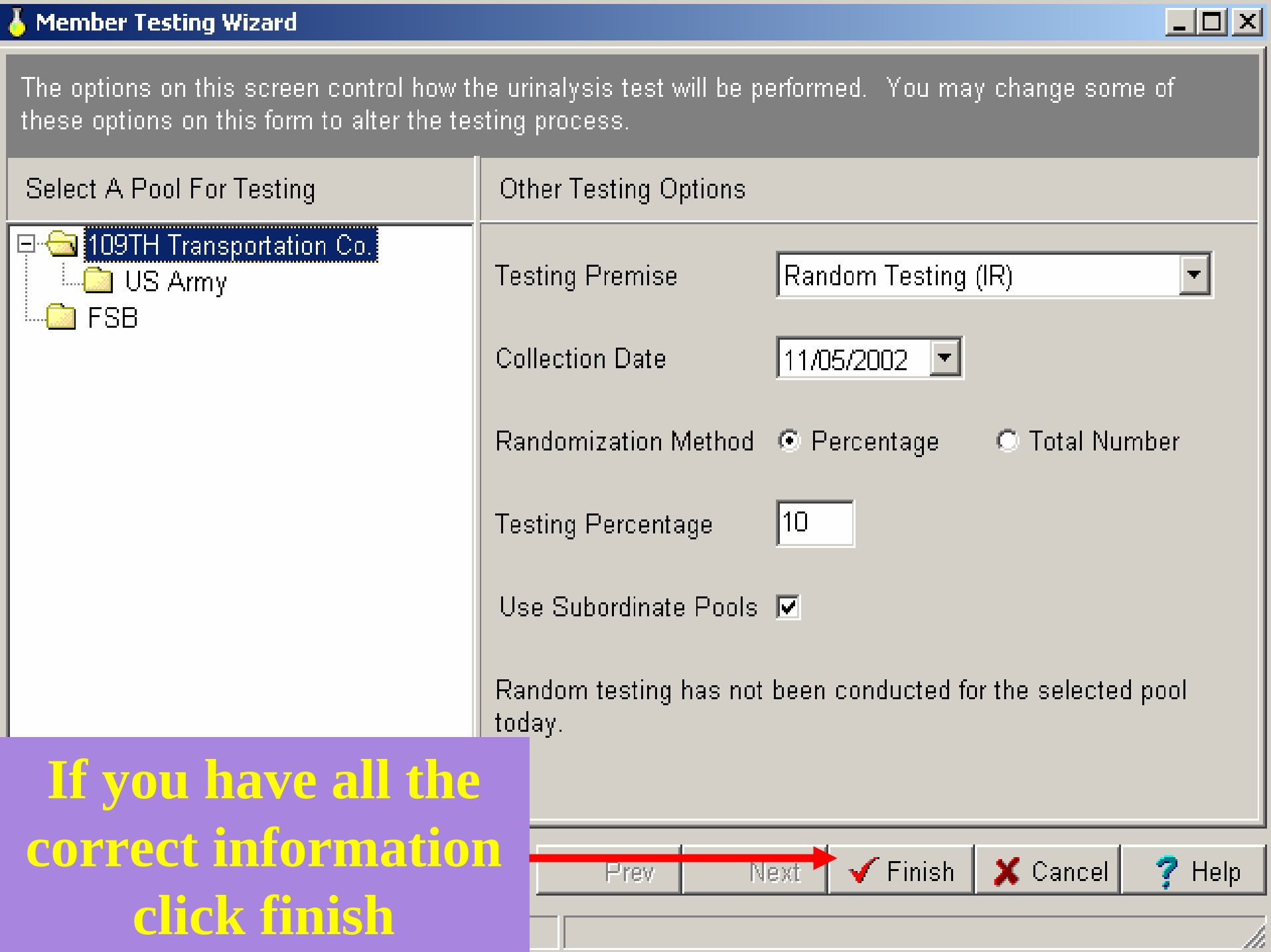

Member Testing Wizard
The options on this screen control how the urinalysis test will be performed. You may change some of these options on this form to alter the testing process.
Select A Pool For Testing
109TH Transportation Co.
US Army
FSB
Other Testing Options
Testing Premise
Random Testing (IR)
Collection Date
11/05/2002
Randomization Method
Percentage
Total Number
Testing Percentage
10
Use Subordinate Pools
Random testing has not been conducted for the selected pool today.
Prev
Next
Finish
Cancel
Help
Choose correct collection date

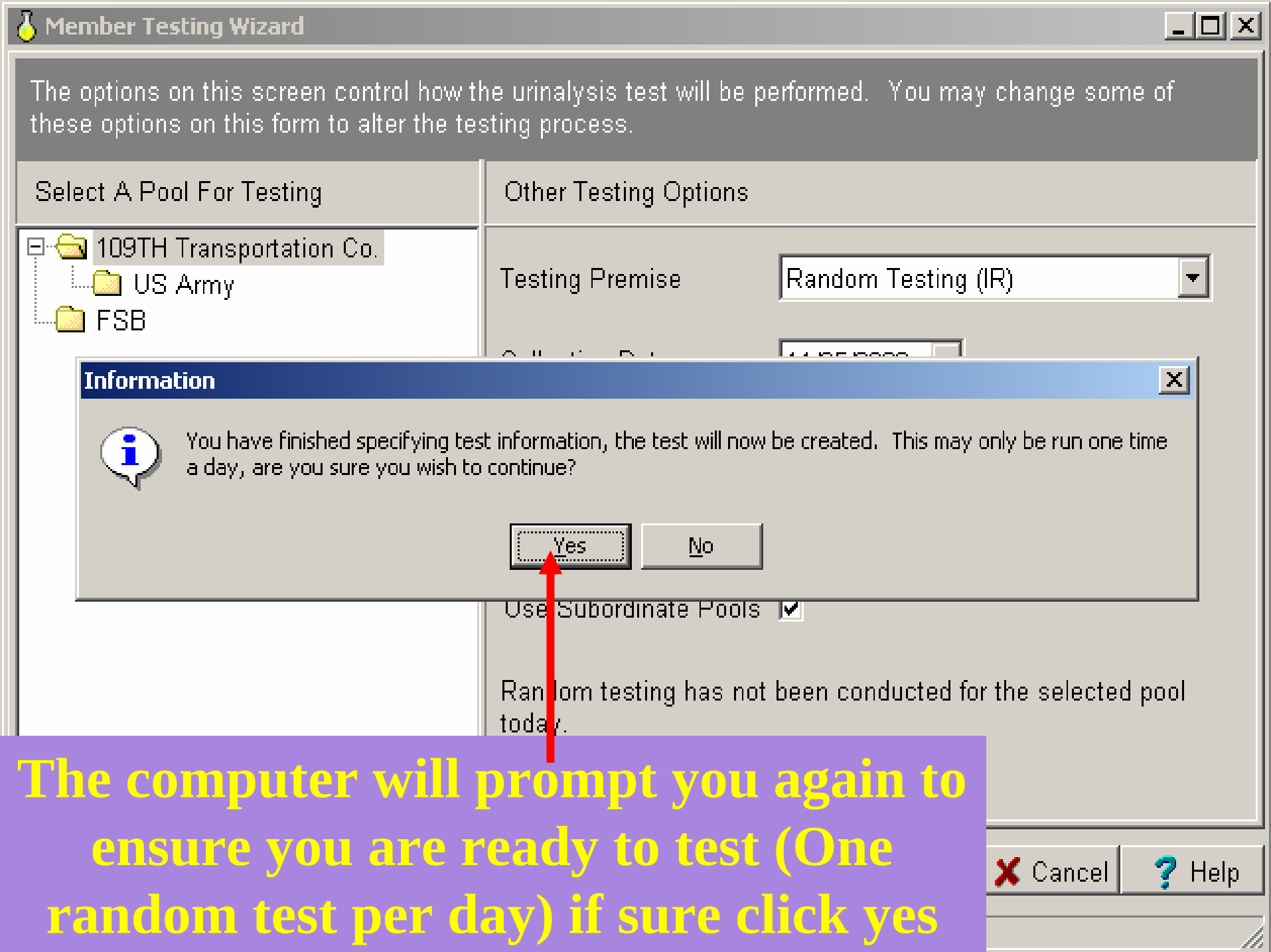

Member Testing Wizard
The options on this screen control how the urinalysis test will be performed. You may change some of these options on this form to alter the testing process.
Select A Pool For Testing
Global
PERSCOM
Alpha CO
Bravo CO
Charlie CO
Headquarters CO
Other Testing Options
Testing Premise
Unit Sweep (IU)
Collection Date
11/14/2002
Randomization Method
Testing Percentage
Use Subordinate Pools
November, 2002
Sun Mon Tue Wed Thu Fri Sat
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
1 2 3 4 5 6 7
Today: 11/14/2002
Prev
Next
Finish
Cancel
Help
Choose correct collection date

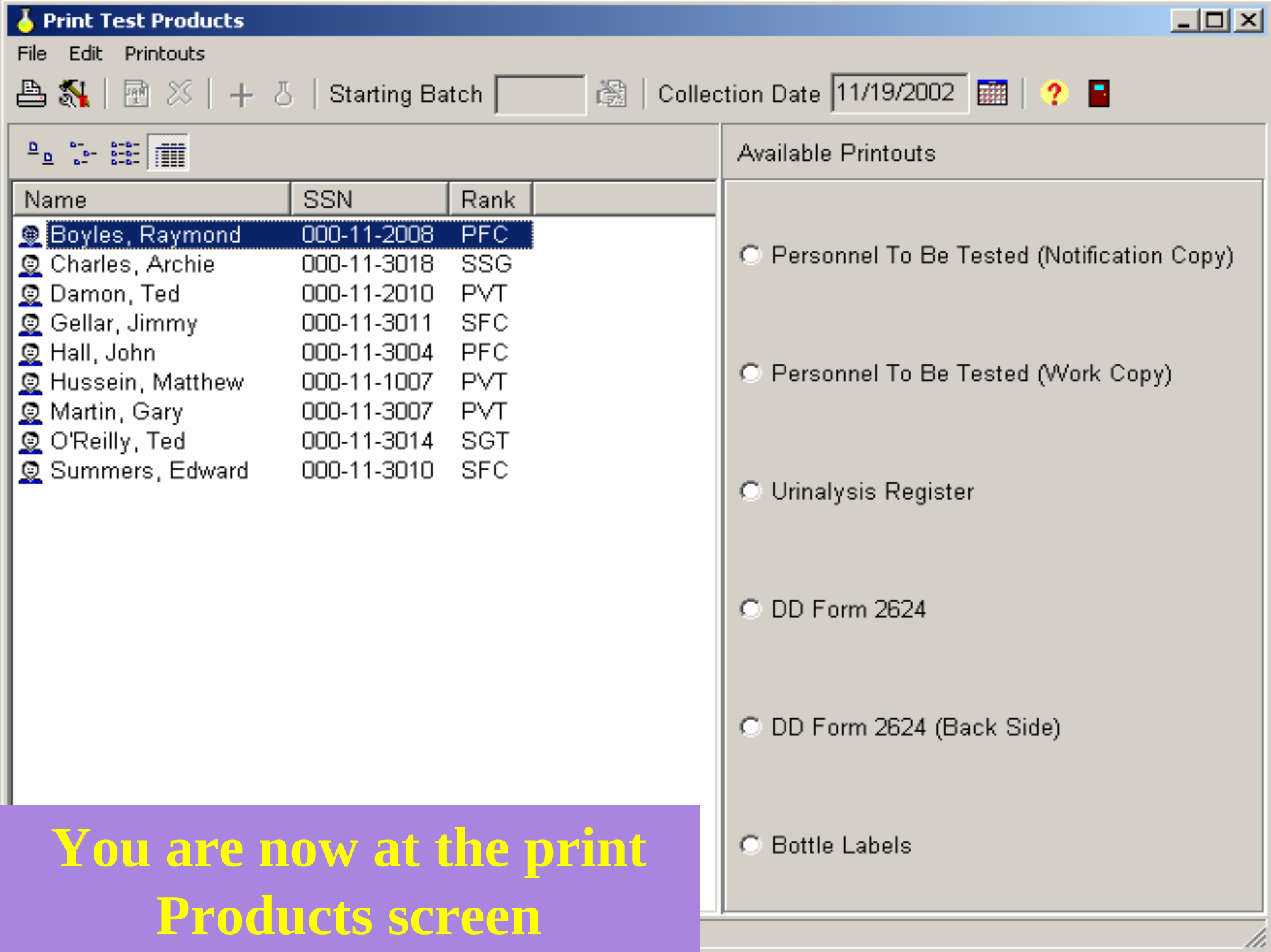

Member Testing Wizard
The options on this screen control how the urinalysis test will be performed. You may change some of these options on this form to alter the testing process.
Select A Pool For Testing
109TH Transportation Co.
US Army
FSB
Other Testing Options
Testing Premise
Random Testing (IR)
Collection Date
11/05/2002
Randomization Method
Percentage
Total Number
Testing Percentage
10
Use Subordinate Pools
Random testing has not been conducted for the selected pool today.
Prev
Next
Finish
Cancel
Help
Choose correct Randomization Method

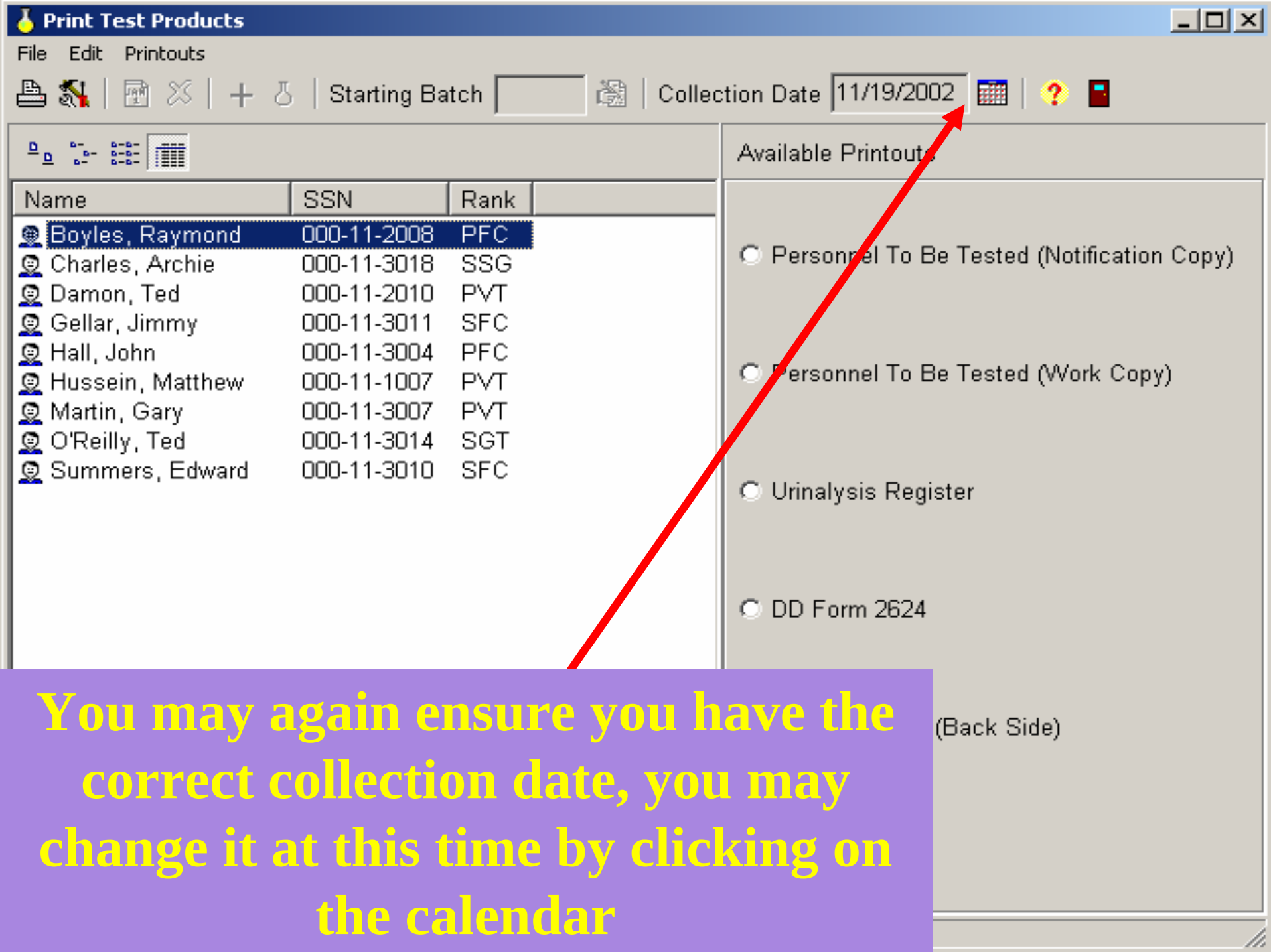

Member Testing Wizard
The options on this screen control how the urinalysis test will be performed. You may change some of these options on this form to alter the testing process.
Select A Pool For Testing
109TH Transportation Co.
US Army
FSB
Other Testing Options
Testing Premise
Random Testing (IR)
Collection Date
11/05/2002
Randomization Method
Percentage
Total Number
Testing Percentage
10
Use Subordinate Pools
Random testing has not been conducted for the selected pool today
Prev
Next
Finish
Cancel
Help
Choose correct testing percentage or number

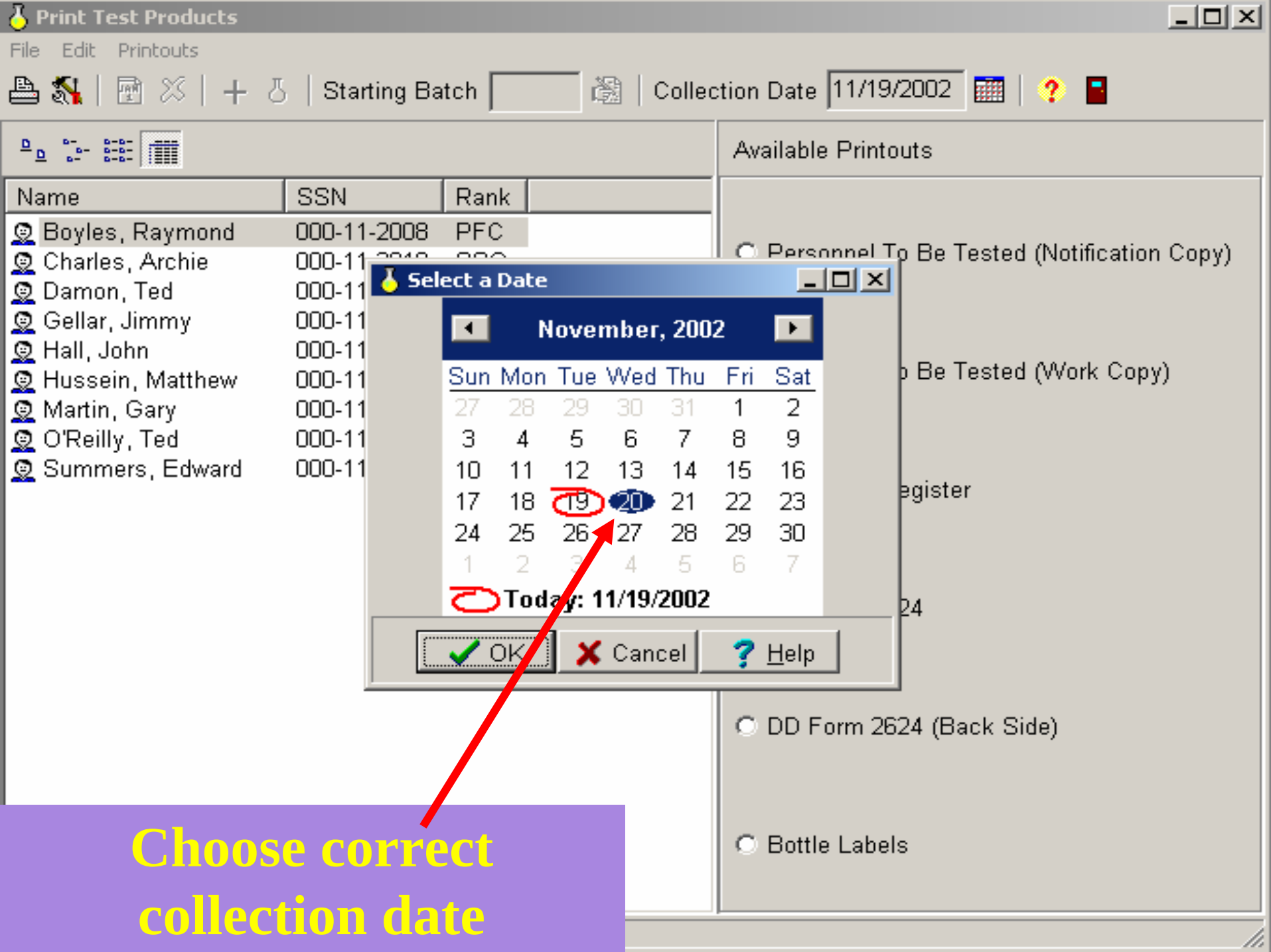

Member Testing Wizard
The options on this screen control how the urinalysis test will be performed. You may change some of these options on this form to alter the testing process.
Select A Pool For Testing
109TH Transportation Co.
US Army
FSB
Other Testing Options
Testing Premise
Random Testing (IR)
Collection Date
11/05/2002
Randomization Method
Percentage
Total Number
Testing Percentage
10
Use Subordinate Pools
Random testing has not been conducted for the selected pool today.
Help
If you have conducted a random test for the day this will be highlighted in red.

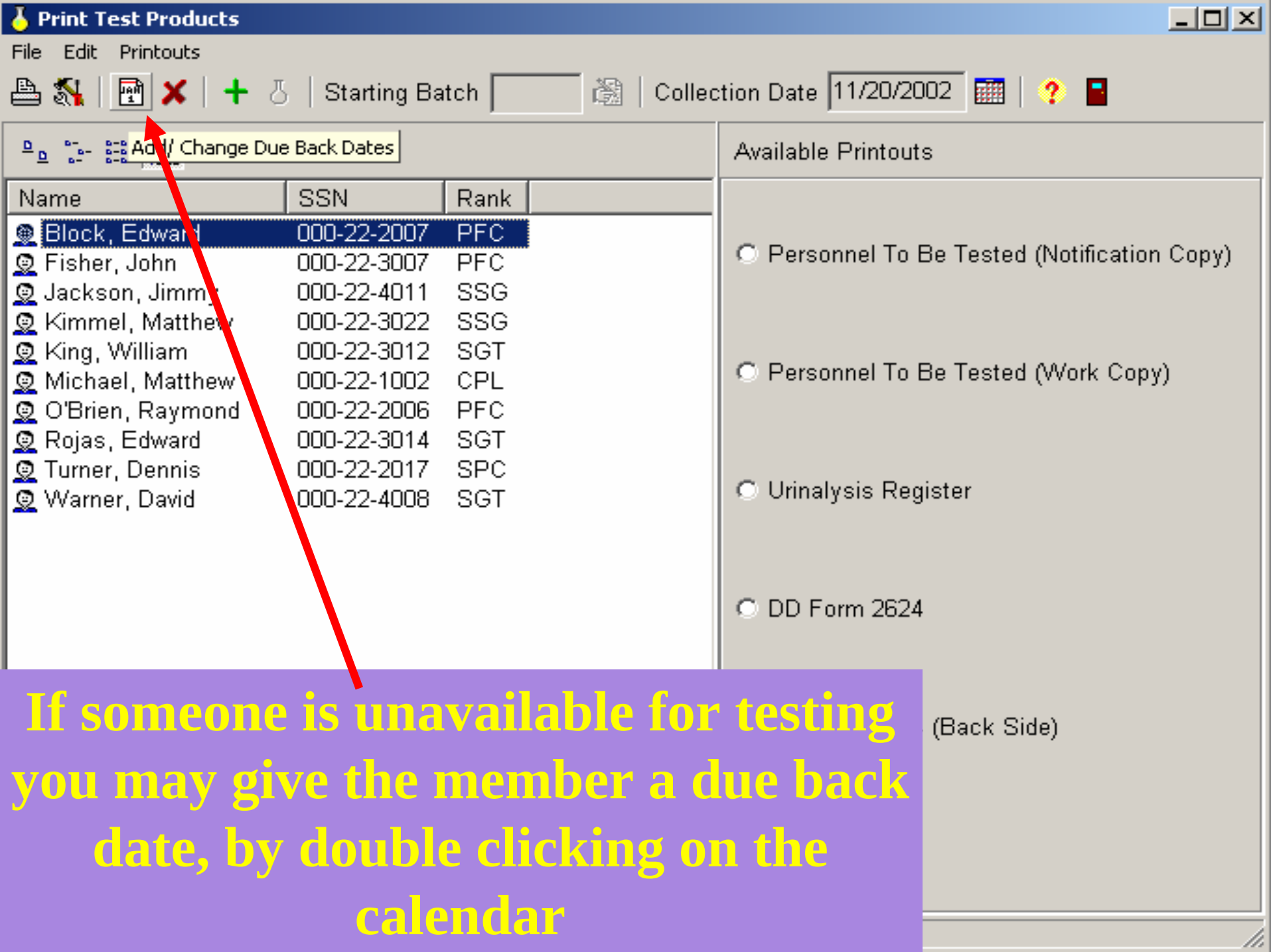

Member Testing Wizard
The options on this screen control how the urinalysis test will be performed. You may change some of these options on this form to alter the testing process.
Select A Pool For Testing
109TH Transportation Co.
US Army
FSB
Other Testing Options
Testing Premise
Random Testing (IR)
Collection Date
11/05/2002
Randomization Method
Percentage
Total Number
Testing Percentage
10
Use Subordinate Pools
Random testing has not been conducted for the selected pool today.
If you have all the correct information click finish
Prev
Next
Finish
Cancel
Help

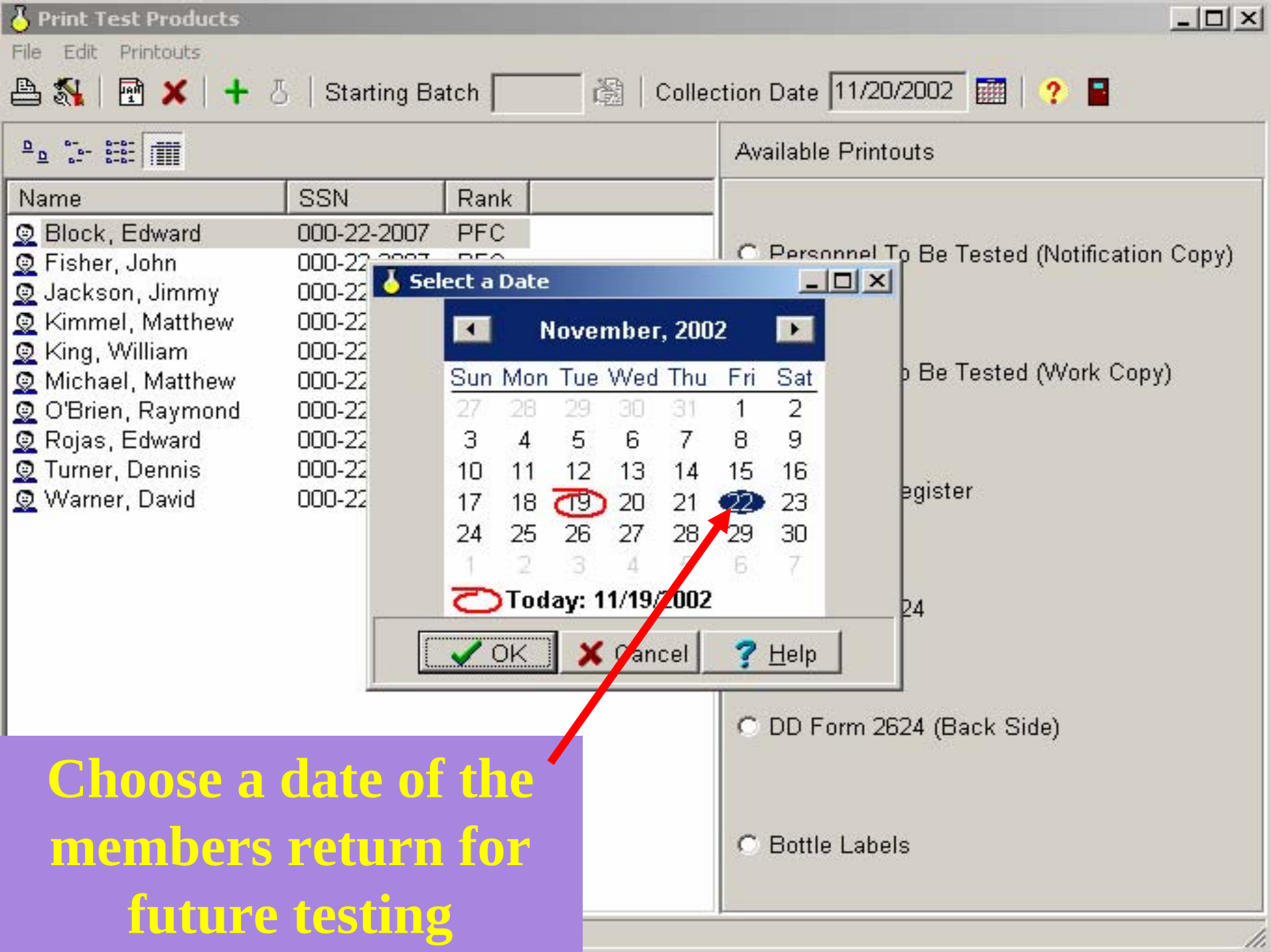

Member Testing Wizard
The options on this screen control how the urinalysis test will be performed. You may change some of these options on this form to alter the testing process.
Select A Pool For Testing
Other Testing Options
109TH Transportation Co.
US Army
FSB
Testing Premise
Random Testing (IR)
Information
You have finished specifying test information, the test will now be created. This may only be run one time a day, are you sure you wish to continue?
Yes
No
Use Subordinate Pools
Random testing has not been conducted for the selected pool today.
Cancel
Help
The computer will prompt you again to ensure you are ready to test (One random test per day) if sure click yes

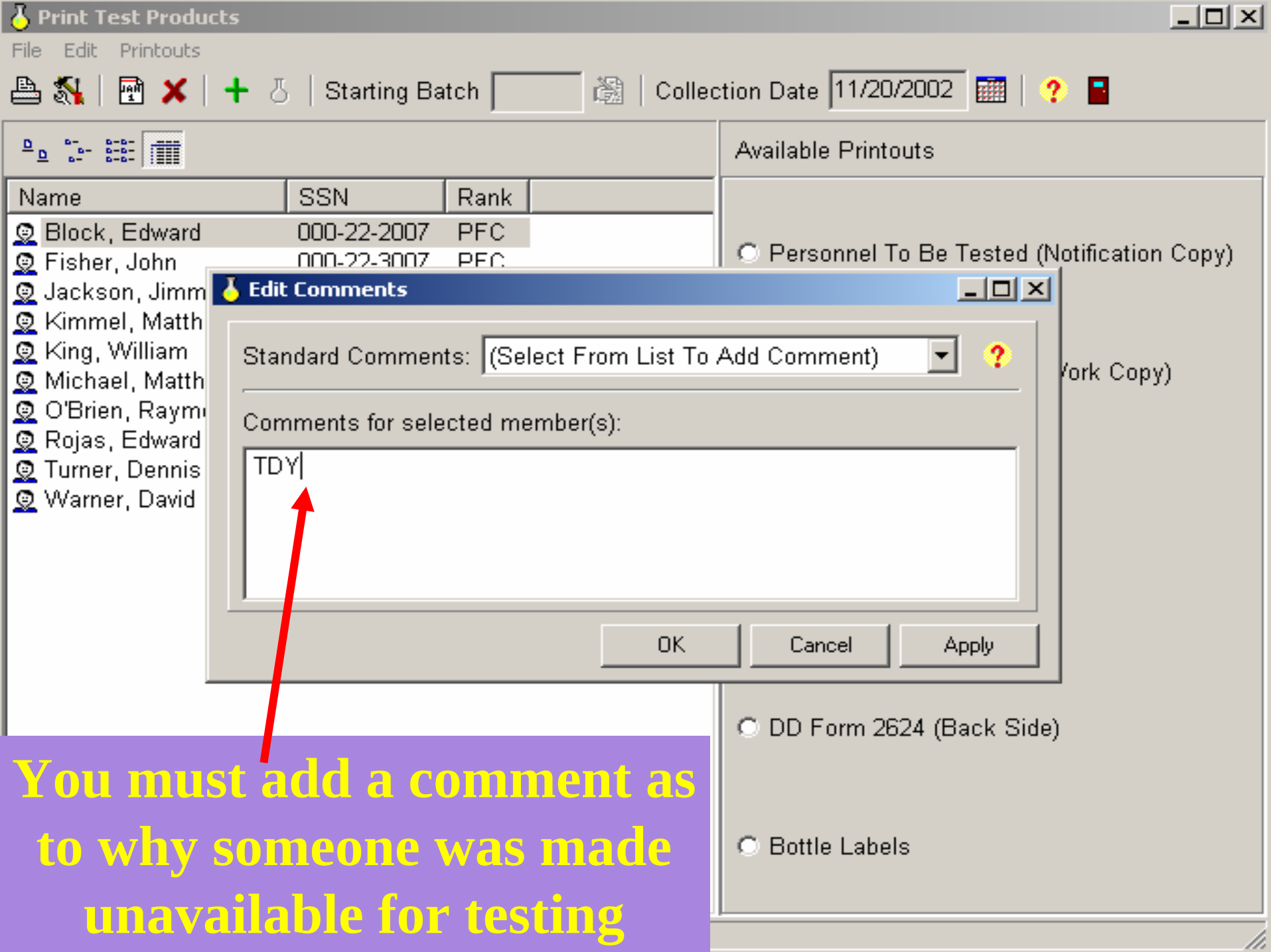

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/19/2002
Name
SSN
Rank
Boyles, Raymond 000-11-2008 PFC
Charles, Archie 000-11-3018 SSG
Damon, Ted 000-11-2010 PVT
Gellar, Jimmy 000-11-3011 SFC
Hall, John 000-11-3004 PFC
Hussein, Matthew 000-11-1007 PVT
Martin, Gary 000-11-3007 PVT
O'Reilly, Ted 000-11-3014 SGT
Summers, Edward 000-11-3010 SFC
Available Printouts
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
You are now at the print Products screen

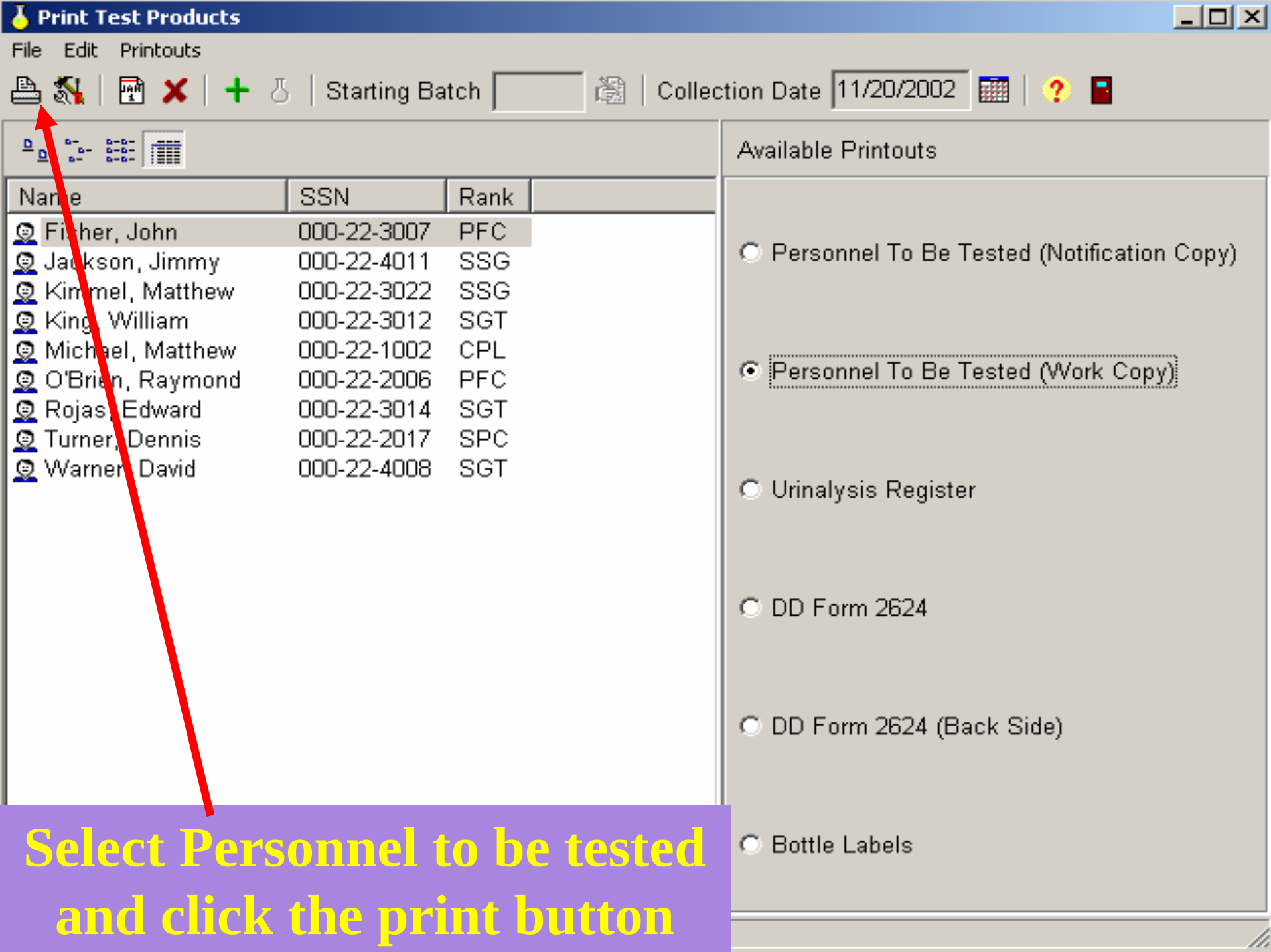

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/19/2002
Name
SSN
Rank
Boyles, Raymond 000-11-2008 PFC
Charles, Archie 000-11-3018 SSG
Damon, Ted 000-11-2010 PVT
Gellar, Jimmy 000-11-3011 SFC
Hall, John 000-11-3004 PFC
Hussein, Matthew 000-11-1007 PVT
Martin, Gary 000-11-3007 PVT
O'Reilly, Ted 000-11-3014 SGT
Summers, Edward 000-11-3010 SFC
Available Printouts
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
(Back Side)
You may again ensure you have the correct collection date, you may change it at this time by clicking on the calendar


Print Test Products
File Edit Printouts
Starting Batch
Collection Date 11/19/2002
Name SSN Rank
Boyles, Raymond 000-11-2008 PFC
Charles, Archie
Damon, Ted
Gellar, Jimmy
Hall, John
Hussein, Matthew
Martin, Gary
O'Reilly, Ted
Summers, Edward
Available Printouts
Personnel To Be Tested (Notification Copy)
Be Tested (Work Copy)
egister
24
DD Form 2624 (Back Side)
Bottle Labels
Select a Date
November, 2002
Sun Mon Tue Wed Thu Fri Sat
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
1 2 3 4 5 6 7
Today: 11/19/2002
OK
Cancel
Help
Choose correct collection date


Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/20/2002
Add/ Change Due Back Dates
Name
SSN
Rank
Block, Edward
000-22-2007
PFC
Fisher, John
000-22-3007
PFC
Jackson, Jimmy
000-22-4011
SSG
Kimmel, Matthew
000-22-3022
SSG
King, William
000-22-3012
SGT
Michael, Matthew
000-22-1002
CPL
O'Brien, Raymond
000-22-2006
PFC
Rojas, Edward
000-22-3014
SGT
Turner, Dennis
000-22-2017
SPC
Warner, David
000-22-4008
SGT
Available Printouts
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
(Back Side)
If someone is unavailable for testing you may give the member a due back date, by double clicking on the calendar


Print Test Products
File Edit Printouts
Starting Batch
Collection Date 11/20/2002
Name SSN Rank
Block, Edward 000-22-2007 PFC
Fisher, John
Jackson, Jimmy
Kimmel, Matthew
King, William
Michael, Matthew
O'Brien, Raymond
Rojas, Edward
Turner, Dennis
Warner, David
Available Printouts
Personnel To Be Tested (Notification Copy)
Be Tested (Work Copy)
egister
24
DD Form 2624 (Back Side)
Bottle Labels
Select a Date
November, 2002
Sun Mon Tue Wed Thu Fri Sat
Today: 11/19/2002
OK
Cancel
Help
Choose a date of the members return for future testing


Print Test Products
File Edit Printouts
Starting Batch
Collection Date 11/20/2002
Name SSN Rank
Block, Edward 000-22-2007 PFC
Fisher, John
Jackson, Jimm
Kimmel, Matth
King, William
Michael, Matth
O'Brien, Raym
Rojas, Edward
Turner, Dennis
Warner, David
Available Printouts
Personnel To Be Tested (Notification Copy)
Edit Comments
Standard Comments: (Select From List To Add Comment)
Comments for selected member(s):
TDY
OK
Cancel
Apply
DD Form 2624 (Back Side)
Bottle Labels
You must add a comment as to why someone was made unavailable for testing


Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/20/2002
Name
SSN
Rank
Fischer, John 000-22-3007 PFC
Jackson, Jimmy 000-22-4011 SSG
Kimmel, Matthew 000-22-3022 SSG
King, William 000-22-3012 SGT
Michael, Matthew 000-22-1002 CPL
O'Brien, Raymond 000-22-2006 PFC
Rojas, Edward 000-22-3014 SGT
Turner, Dennis 000-22-2017 SPC
Warner, David 000-22-4008 SGT
Available Printouts
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
Select Personnel to be tested and click the print button

Drug Testing Program

Testing Subjects

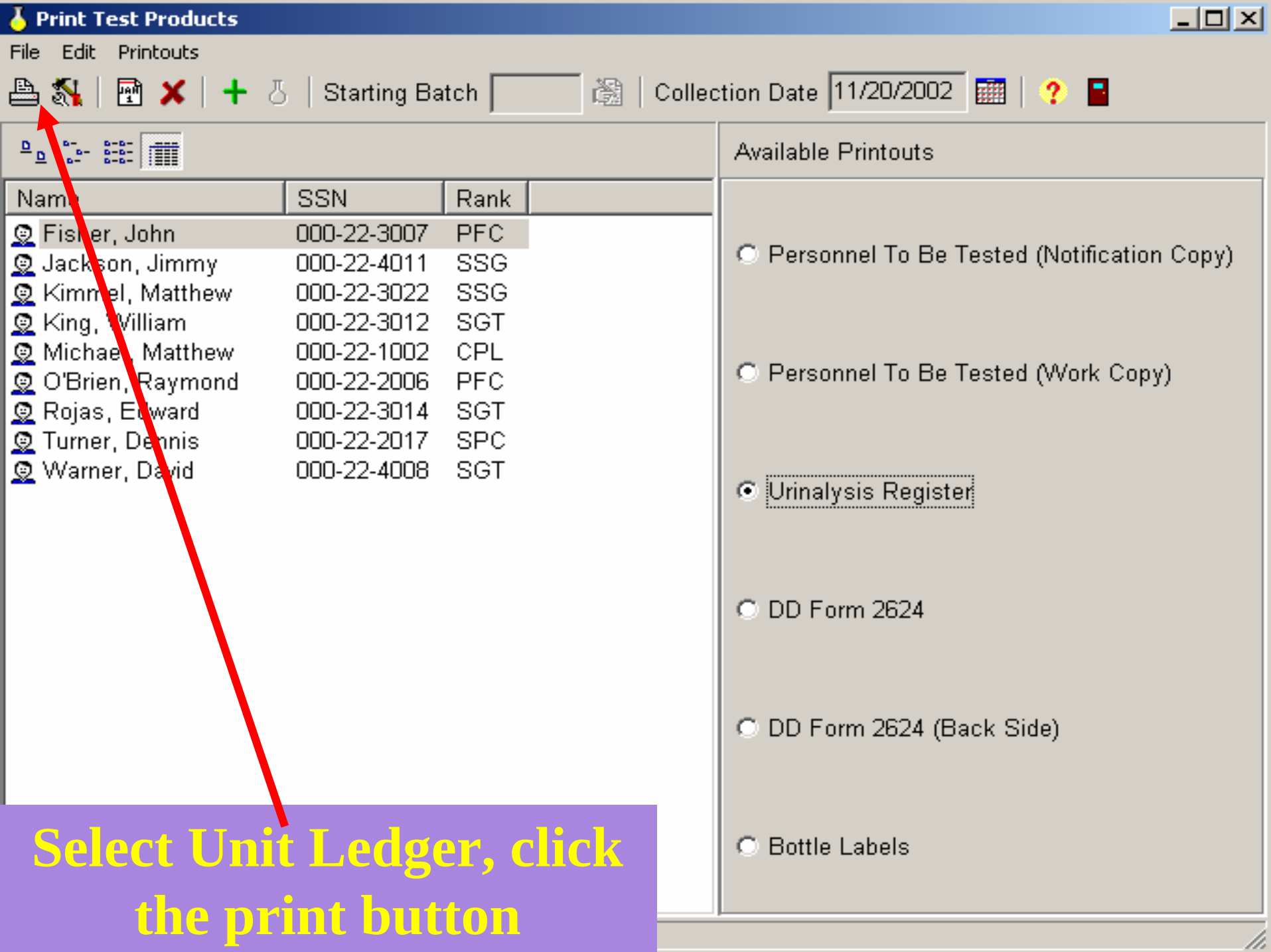
Working Copy

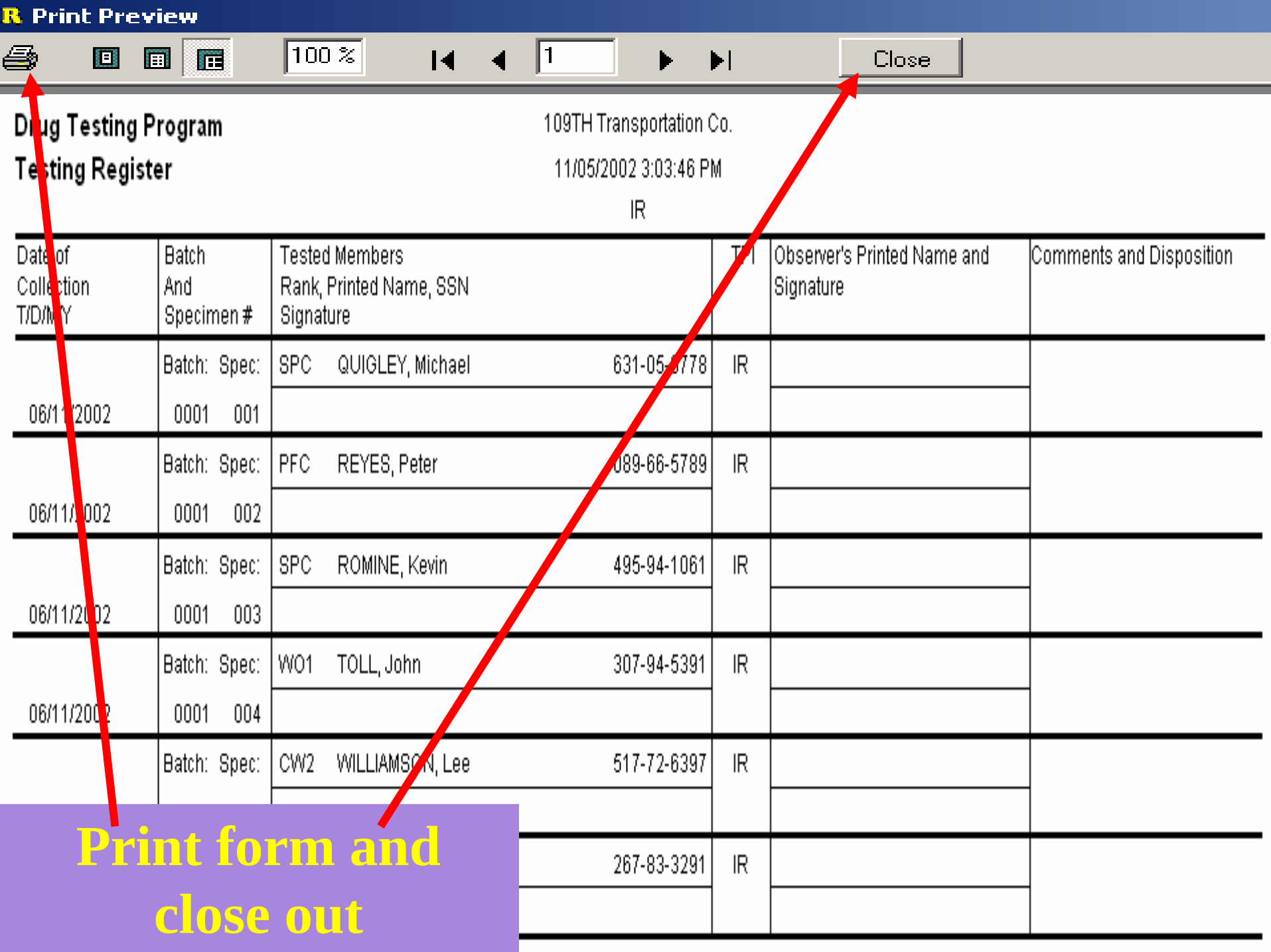
169TH Transportation Co.

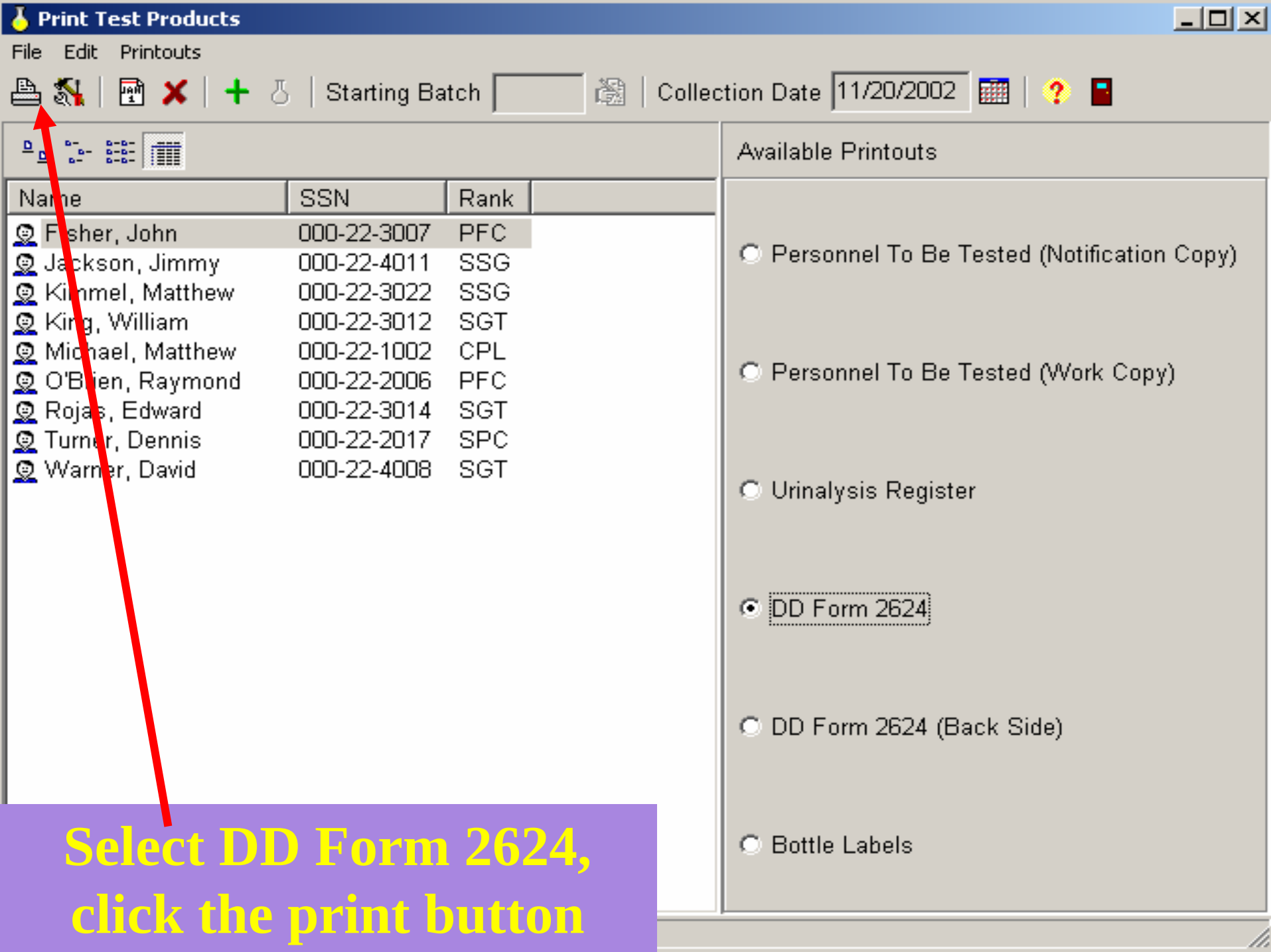
11/06/2002

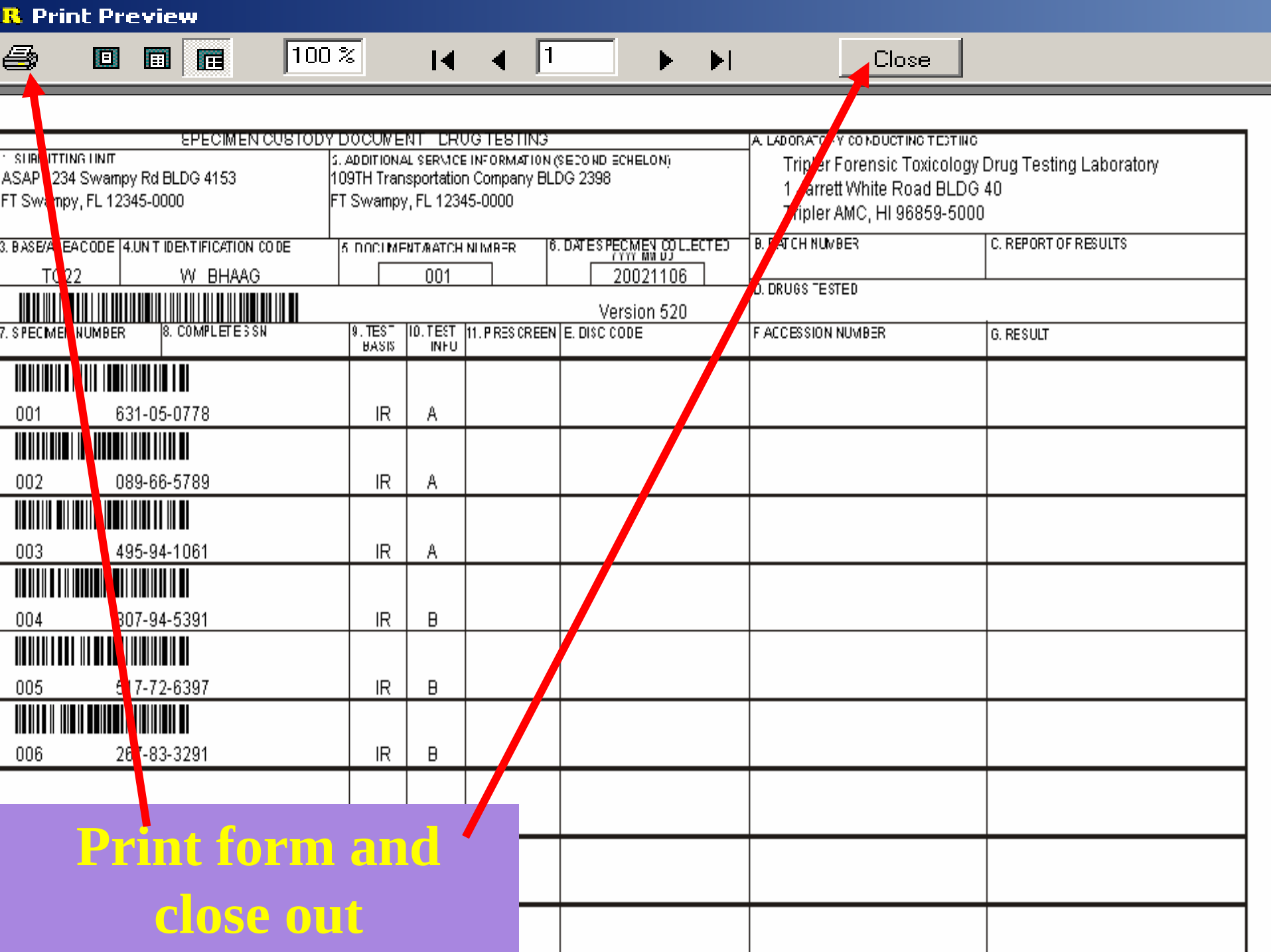
Name	Premise	SSN	Rank	Phone Number	Due Back	Rationale
QUIGLEY, Michael	IR	631-05-0778	SPC		_____	_____
REYES, Peter	IR	089-66-5789	PFC		_____	_____
ROMINE, Kevin	IR	495-94-1061	SPC		_____	_____
TOLL, John	IR	307-94-5391	WO1		_____	_____
WILLIAMSON, Lee	IR	517-72-6397	CW2		_____	_____
WILLIS, Andrew	IR	267-83-3291	SGT		_____	_____

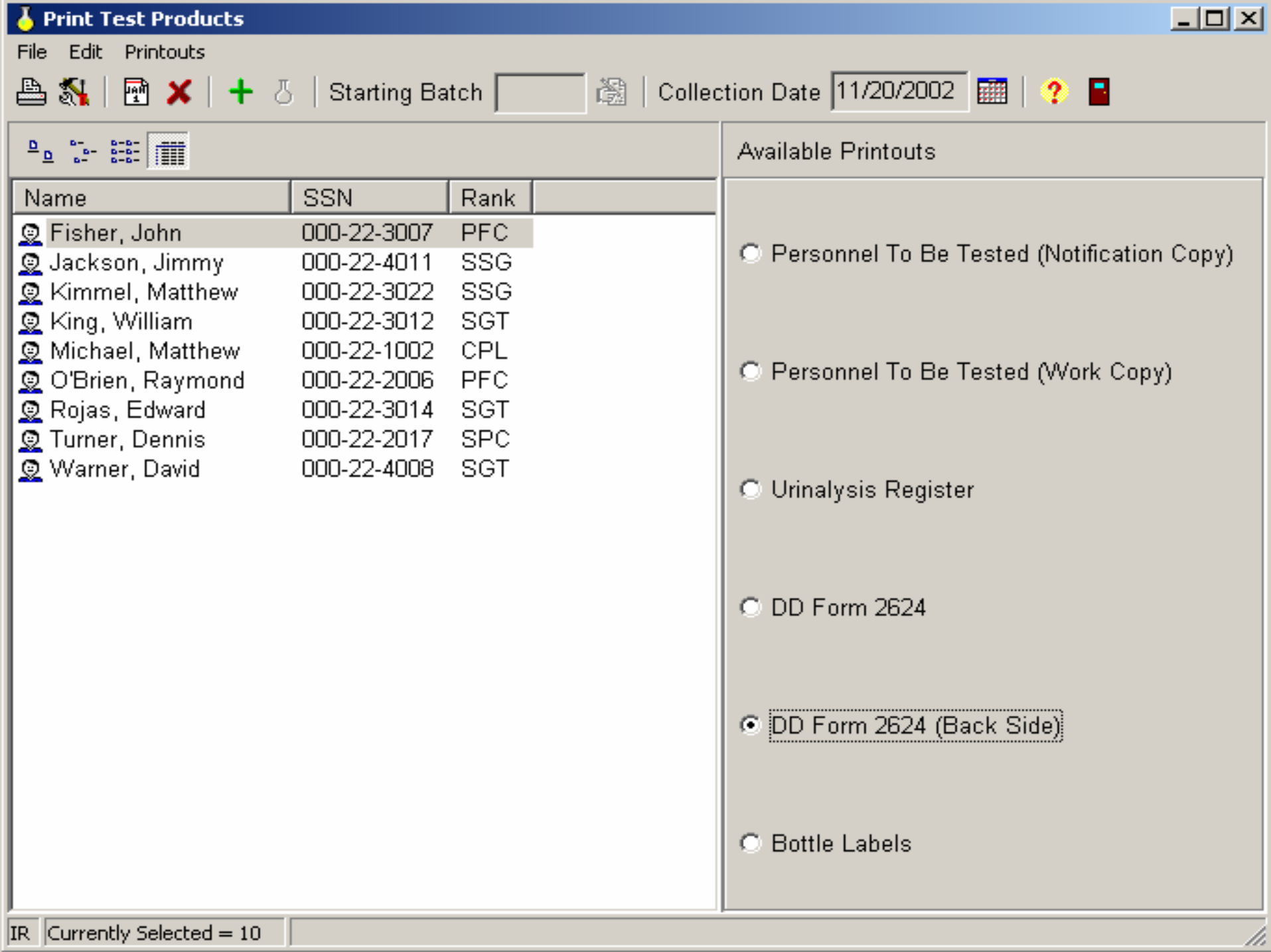
Print form and close out

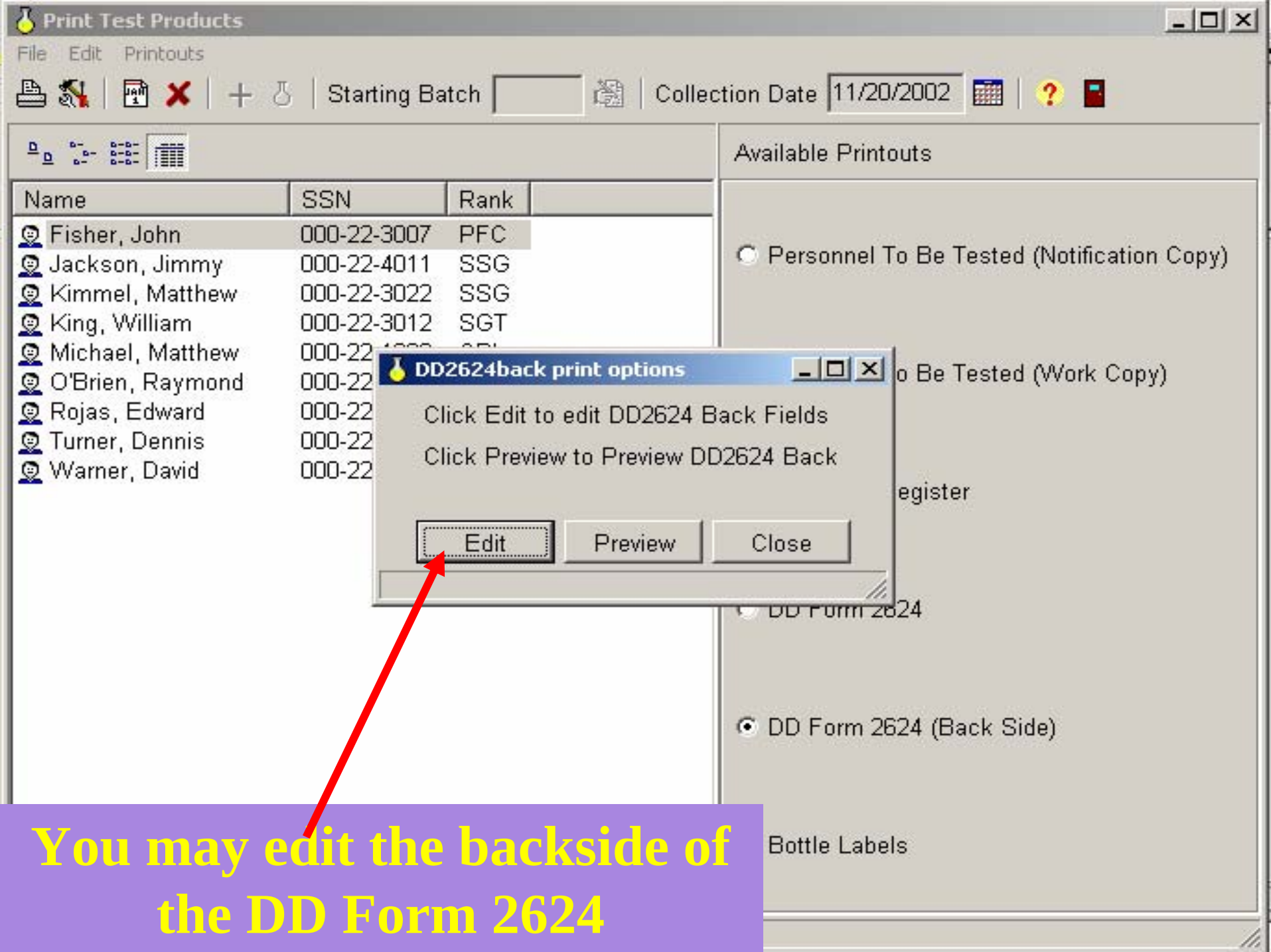

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/20/2002
Name
SSN
Rank
Fisher, John
000-22-3007
PFC
Jackson, Jimmy
000-22-4011
SSG
Kimmel, Matthew
000-22-3022
SSG
King, William
000-22-3012
SGT
Michael, Matthew
000-22-1002
CPL
O'Brien, Raymond
000-22-2006
PFC
Rojas, Edward
000-22-3014
SGT
Turner, Dennis
000-22-2017
SPC
Warner, David
000-22-4008
SGT
Available Printouts
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
Select Unit Ledger, click the print button

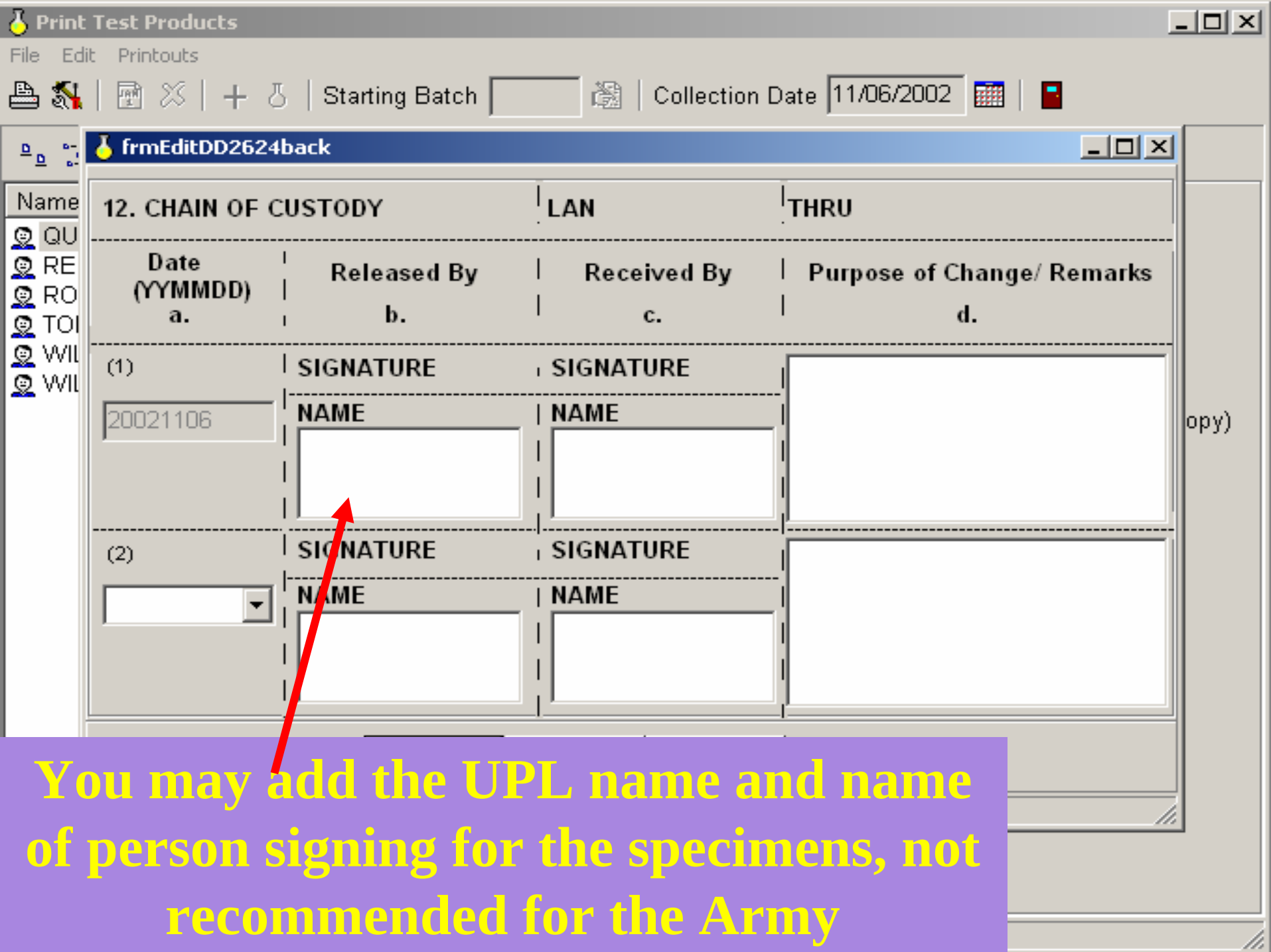

Print Preview
100 %
1
Close
Drug Testing Program
Testing Register
109TH Transportation Co.
11/05/2002 3:03:46 PM
IR
Date of Collection T/D/M/Y
Batch And Specimen #
Tested Members Rank, Printed Name, SSN Signature
T/T
Observer's Printed Name and Signature
Comments and Disposition
Batch: Spec:
0001 001
SPC QUIGLEY, Michael 631-05-6778
IR
06/11/2002
Batch: Spec:
0001 002
PFC REYES, Peter 089-66-5789
IR
06/11/2002
Batch: Spec:
0001 003
SPC ROMINE, Kevin 495-94-1061
IR
06/11/2002
Batch: Spec:
0001 004
WO1 TOLL, John 307-94-5391
IR
06/11/2002
Batch: Spec:
CW2 WILLIAMSON, Lee 517-72-6397
IR
267-83-3291
IR
Print form and close out

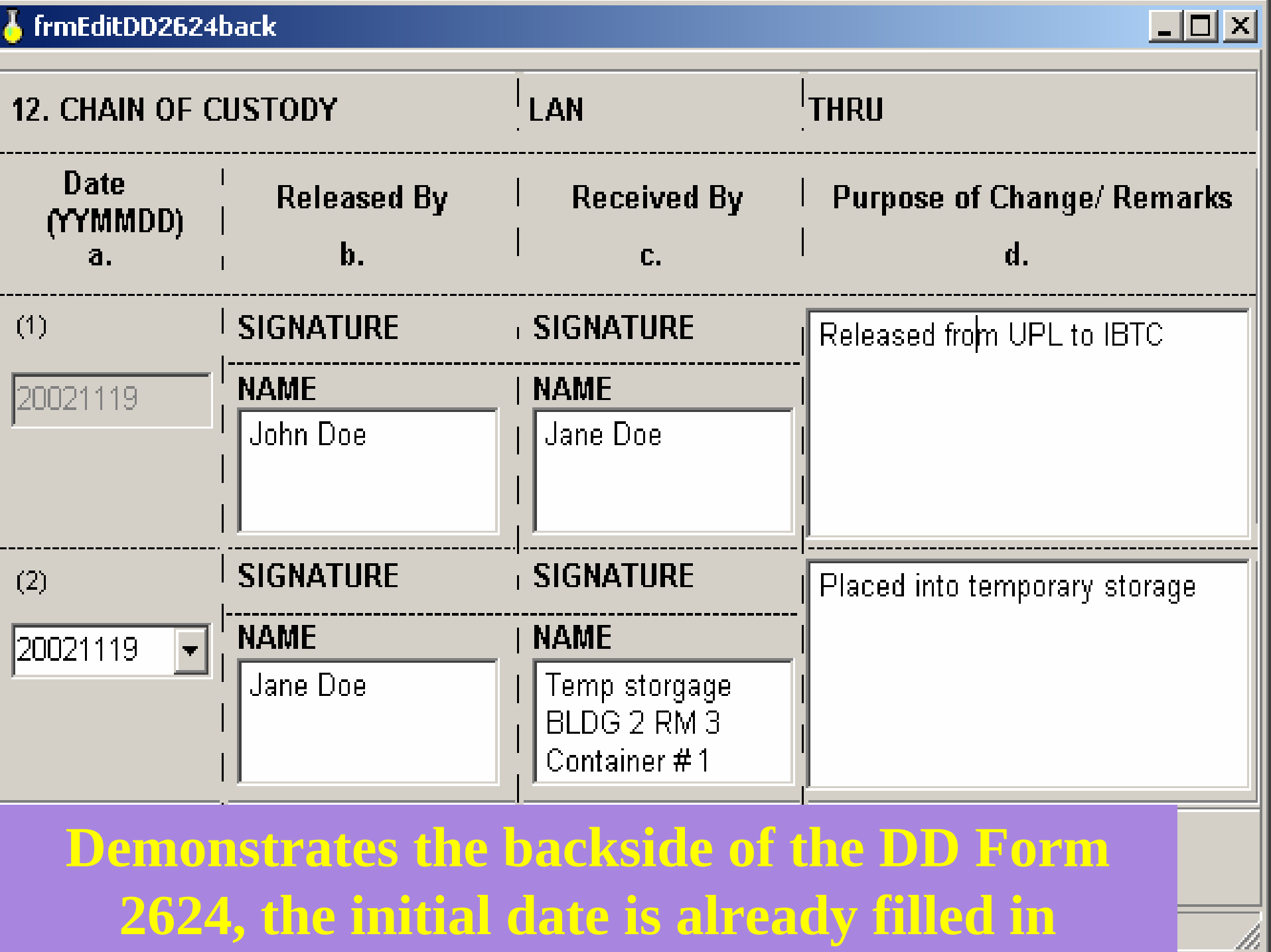

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/20/2002
Name
SSN
Rank
Fisher, John 000-22-3007 PFC
Jackson, Jimmy 000-22-4011 SSG
Kimmel, Matthew 000-22-3022 SSG
King, William 000-22-3012 SGT
Michael, Matthew 000-22-1002 CPL
O'Brien, Raymond 000-22-2006 PFC
Rojas, Edward 000-22-3014 SGT
Turner, Dennis 000-22-2017 SPC
Warner, David 000-22-4008 SGT
Available Printouts
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
Select DD Form 2624, click the print button

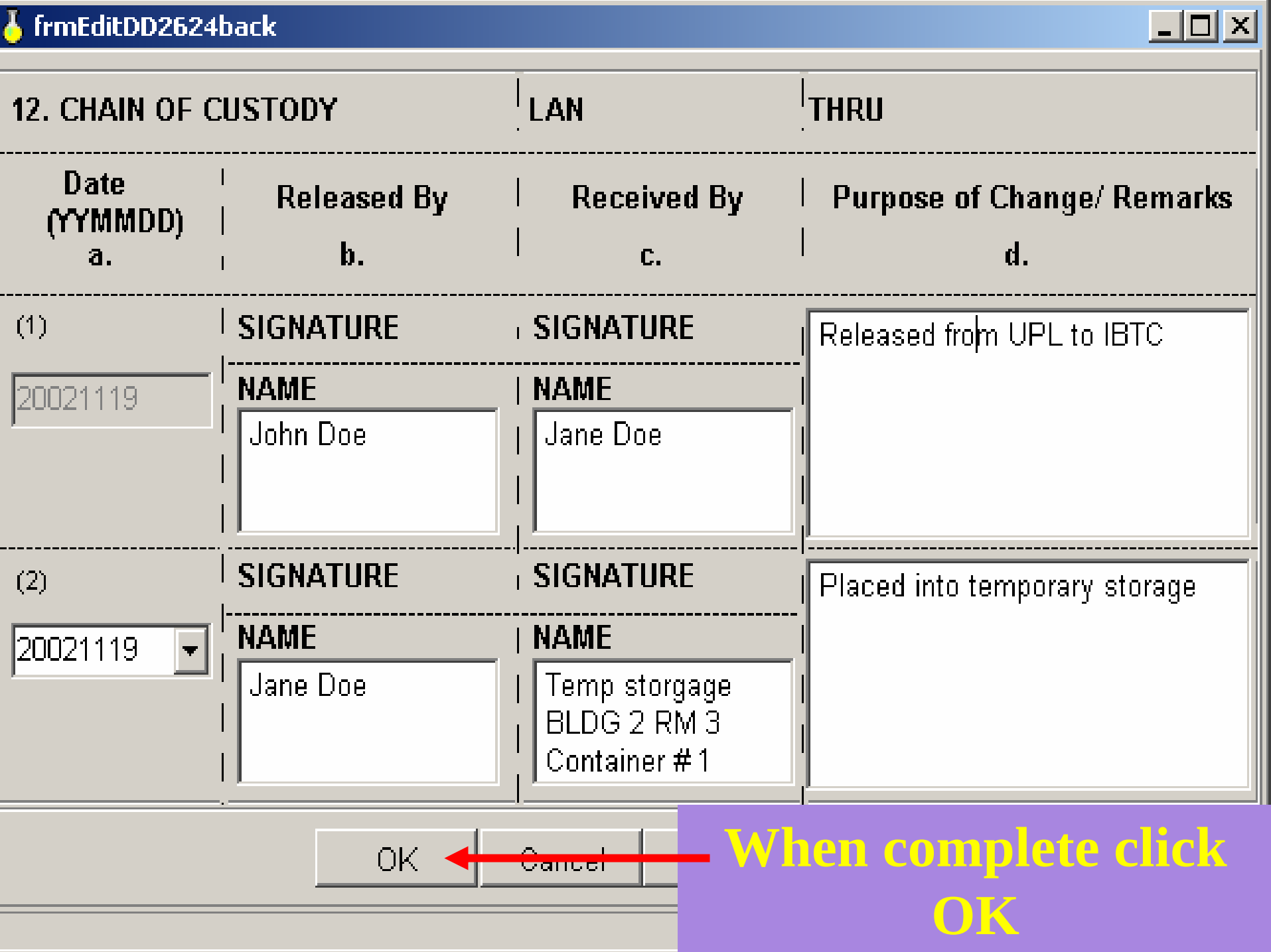

Print Preview
100 %
1
Close
SPECIMEN CUSTODY DOCUMENT - DRUG TESTING
1. SUBMITTING UNIT
ASAP 234 Swampy Rd BLDG 4153
FT Swampy, FL 12345-0000
2. ADDITIONAL SERVICE INFORMATION (SECOND ECHELON)
109TH Transportation Company BLDG 2398
FT Swampy, FL 12345-0000
A. LABORATORY CONDUCTING TESTING
Tripler Forensic Toxicology Drug Testing Laboratory
1 Jarrett White Road BLDG 40
Tripler AMC, HI 96859-5000
3. BASE/AREACODE
TC22
4.UNIT IDENTIFICATION CODE
W BHAAG
5. DOCUMENT/BATCH NUMBER
001
6. DATE SPECIMEN COLLECTED (YYYYMMDD)
20021106
B. BATCH NUMBER
C. REPORT OF RESULTS
D. DRUGS TESTED
Version 520
7. SPECIMEN NUMBER
8. COMPLETE SSN
9. TEST BASIS
10. TEST INFO
11. PRESCREEN
E. DISC CODE
F ACCESSION NUMBER
G. RESULT
001 631-05-0778 IR A
002 089-66-5789 IR A
003 495-94-1061 IR A
004 307-94-5391 IR B
005 517-72-6397 IR B
006 267-83-3291 IR B
Print form and close out

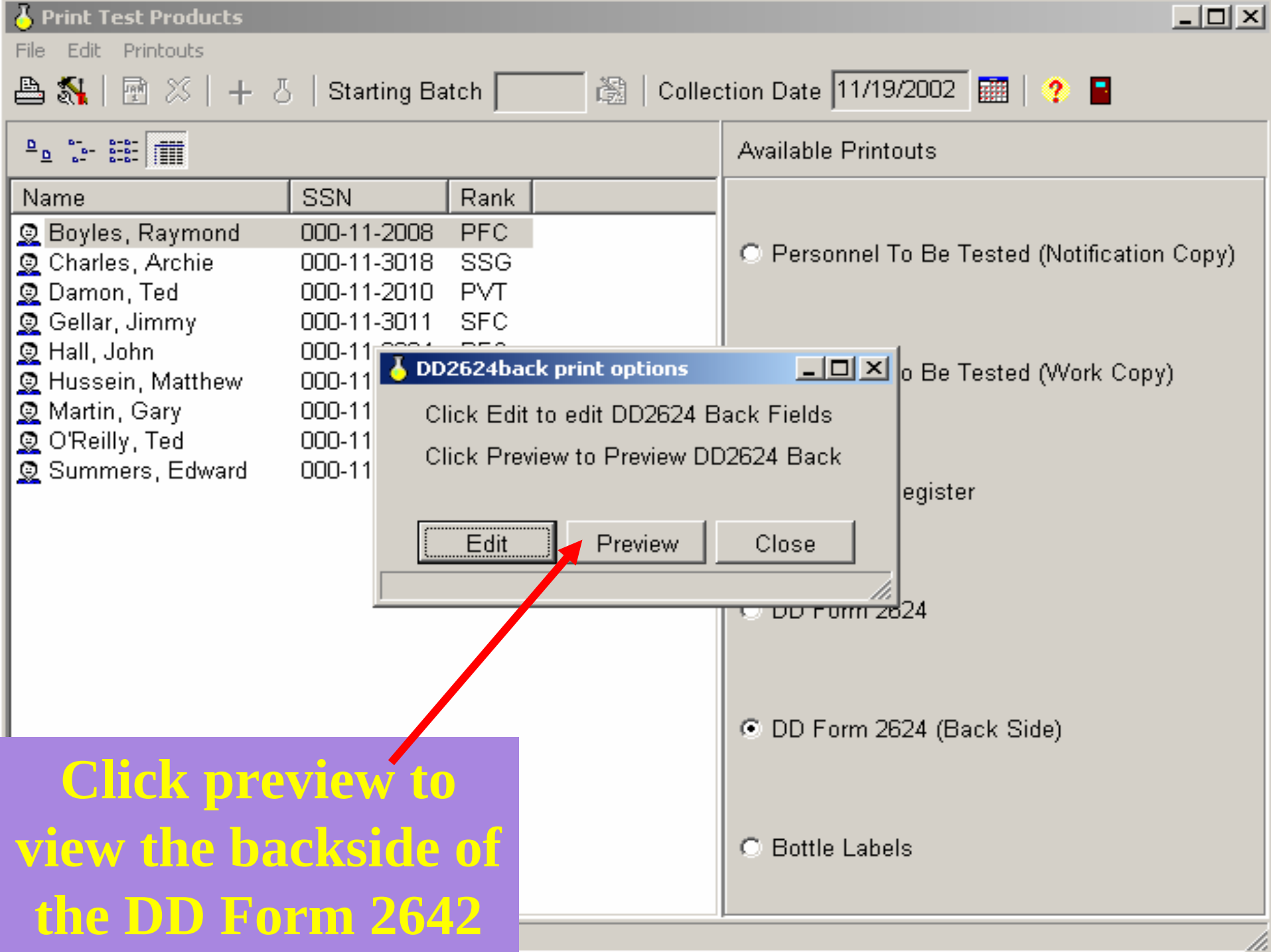

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/20/2002
Name
SSN
Rank
Fisher, John 000-22-3007 PFC
Jackson, Jimmy 000-22-4011 SSG
Kimmel, Matthew 000-22-3022 SSG
King, William 000-22-3012 SGT
Michael, Matthew 000-22-1002 CPL
O'Brien, Raymond 000-22-2006 PFC
Rojas, Edward 000-22-3014 SGT
Turner, Dennis 000-22-2017 SPC
Warner, David 000-22-4008 SGT
Available Printouts
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
IR
Currently Selected = 10


Print Test Products
File Edit Printouts
Starting Batch
Collection Date 11/20/2002
Available Printouts
Name SSN Rank
Fisher, John 000-22-3007 PFC
Jackson, Jimmy 000-22-4011 SSG
Kimmel, Matthew 000-22-3022 SSG
King, William 000-22-3012 SGT
Michael, Matthew
O'Brien, Raymond
Rojas, Edward
Turner, Dennis
Warner, David
Personnel To Be Tested (Notification Copy)
o Be Tested (Work Copy)
egister
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
DD2624back print options
Click Edit to edit DD2624 Back Fields
Click Preview to Preview DD2624 Back
Edit
Preview
Close
You may edit the backside of the DD Form 2624


Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/06/2002
frmEditDD2624back
12. CHAIN OF CUSTODY
LAN
THRU
Date (YYMMDD) a.
Released By b.
Received By c.
Purpose of Change/ Remarks d.
(1)
20021106
SIGNATURE
NAME
SIGNATURE
NAME
(2)
SIGNATURE
NAME
SIGNATURE
NAME
You may add the UPL name and name of person signing for the specimens, not recommended for the Army


frmEditDD2624back
12. CHAIN OF CUSTODY
LAN
THRU
Date (YYMMDD) a.
Released By b.
Received By c.
Purpose of Change/ Remarks d.
(1)
20021119
SIGNATURE
NAME
John Doe
SIGNATURE
NAME
Jane Doe
Released from UPL to IBTC
(2)
20021119
SIGNATURE
NAME
Jane Doe
SIGNATURE
NAME
Temp storgage
BLDG 2 RM 3
Container #1
Placed into temporary storage
Demonstrates the backside of the DD Form 2624, the initial date is already filled in


frmEditDD2624back
12. CHAIN OF CUSTODY
LAN
THRU
Date (YYMMDD) a.
Released By b.
Received By c.
Purpose of Change/ Remarks d.
(1)
20021119
SIGNATURE
NAME
John Doe
SIGNATURE
NAME
Jane Doe
Released from UPL to IBTC
(2)
20021119
SIGNATURE
NAME
Jane Doe
SIGNATURE
NAME
Temp storgage
BLDG 2 RM 3
Container #1
Placed into temporary storage
OK
Cancel
When complete click OK


Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/19/2002
Name
SSN
Rank
Boyles, Raymond 000-11-2008 PFC
Charles, Archie 000-11-3018 SSG
Damon, Ted 000-11-2010 PVT
Gellar, Jimmy 000-11-3011 SFC
Hall, John
Hussein, Matthew
Martin, Gary
O'Reilly, Ted
Summers, Edward
Available Printouts
Personnel To Be Tested (Notification Copy)
o Be Tested (Work Copy)
egister
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
DD2624back print options
Click Edit to edit DD2624 Back Fields
Click Preview to Preview DD2624 Back
Edit
Preview
Close
Click preview to view the backside of the DD Form 2642

Print Preview

100 %

1

Close

12. CHAIN OF CUSTODY		LAN	THRU
DATE (YYMMDD) a.	RELEASED BY b.	RECEIVED BY c.	PURPOSE OF CHANGE / REMARKS d.
(1) 021119	SIGNATURE NAME John Doe	SIGNATURE NAME Jane Doe	Released from UPL to BTC
(2) 21119	SIGNATURE NAME Jane Doe	SIGNATURE NAME Temp storgage BLDG 2 RM3	Placed into temporary storage
(3)	SIGNATURE NAME	SIGNATURE NAME	
(4)	SIGNATURE NAME	SIGNATURE NAME	
(5)	SIGNATURE NAME	SIGNATURE NAME	
(6)	SIGNATURE NAME	SIGNATURE NAME	
(7)	SIGNATURE	SIGNATURE	

NOTE: Turn DD Form 2624 over to print backside

INSTRUCTIONS

BLOCK		USA	USN/MC	USAF
1	SUBMITTING UNIT	Message address of unit submitting urine samples		
2	ADDITIONAL SERVICE INFORMATION (SECOND	Do not use.	Message address of second echelon commander to whom submitting unit reports	Optional. May be used to identify the base POC.
3	BASE AREA CODE	Service code area.	Leave blank. For future use.	Four-character Base Identification code (Ex., F1Z3). Comprises the first four characters of the full 10-character Base Identification
4	UNIT IDENTIFICATION	Unit Identification Code (UIC or RUC) of unit		Do not use.
5	DOCUMENT/BATCH NUMBER	Do not use.	Enter the locally assigned batch number. Each batch of 12 samples, or portion thereof, shall be assigned a separate number by the submitting unit.	3-digit batch number common to all specimens in the shipment (Ex., 501). Comprises the middle portion of the full 10-character BID# assigned to each
6	DATE SPECIMEN	Enter the four-digit year, two-digit month, and two-digit day that samples were collected by submitting unit.		
7	SPECIMEN	Use number pre-printed on form		Enter 3-digit sequential specimen number (test 3
8	COMPLETE SSN	Full SSN of person from whom sample obtained.		
9	TEST BASE	Indicate the testing premise to conduct the collection.		
10	TEST	Military: A = E.1 - E4 B = E.5 to E10 Civilian only: C = FDP Aviation, D = FDP Guard/Police, F = FD, ADAP/CP Staff, G = other FDP, N = other non-military	Leave blank.	Entry required only if additional testing is requested: F = Full Panel; S = Steroids; O = Other drugs - Provide clarification in attached message.
11	PRESCREEN	If screened (field tested) prior to submission and found positive, indicate P for positive or N for negative for drug(s) pre-screened. Leave blank if		Not used.

12. CHAIN OF CUSTODY (LINE (1))

a. DATE - Date of collection/shipment.
b. RELEASED BY - Signature and printed or typewritten name of the urinalysis coordinator having custody of the samples.
c. RECEIVED BY - Use only if physical change of custody is occuring prior to shipment. Otherwise leave blank.
d. PURPOSE OF CHANGE/REMARK - Specify the mode of accountable transportation/system utilized to ship specimens to the lab.

Note: When custody of specimens changes other than for a shipment (unless hand carried to the lab), each change of custody requires line number signatures in the (b) RELEASED BY and (c) RECEIVED BY blocks to document change in custody with comment in block (d). This

12. CHAIN OF CUSTODY		LAN	THRU
DATE (YYMMDD) a.	RELEASED BY b.	RECEIVED BY c.	PURPOSE OF CHANGE / REMARKS d.
(1) 021119	SIGNATURE NAME John Doe	SIGNATURE NAME Jane Doe	Released from UPL to BTC
(2) 021119	SIGNATURE NAME Jane Doe	SIGNATURE NAME Temp storgage BLDG 2 RM3	Placed into temporary storage
(3)	SIGNATURE NAME	SIGNATURE NAME	
(4)	SIGNATURE NAME	SIGNATURE NAME	
(5)	SIGNATURE NAME	SIGNATURE NAME	
(6)	SIGNATURE NAME	SIGNATURE NAME	
(7)	SIGNATURE NAME	SIGNATURE NAME	

INSTRUCTIONS				
	BLOCK	USA	USN/MC	USAF
1	SUBMITTING UNIT	Message address of unit submitting urine samples		
2	ADDITIONAL SERVICE INFORMATION (SECOND	Do not use.	Message address of second echelon commander to whom submitting unit reports	Optional. May be used to identify the base POC.
3	BASE AREA CODE	Service code area.	Leave blank. For future use.	Four-character Base Identification code (Ex., F1Z3). Comprises the first four characters of the full 10-character Base Identification
4	UNIT IDENTIFICATION	Unit Identification Code (UIC or RUC) of unit		Do not use.
5	DOCUMENT/BATCH NUMBER	Do not use.	Enter the locally assigned batch number. Each batch of 12 samples, or portion thereof, shall be assigned a separate number by the submitting unit.	3-digit batch number common to all specimens in the shipment (Ex., 501). Comprises the middle portion of the full 10-character BID# assigned to each
6	DATE SPECIMEN	Enter the four-digit year, two-digit month, and two-digit day that samples were collected by submitting unit.		
7	SPECIMEN	Use number pre-printed on form		Enter 3-digit sequential specimen number (last 3
8	COMPLETE SSN	Full SSN of person from whom sample obtained.		
9	TEST BASE	Indicate the testing premise to conduct the collection.		
10	TEST	Military: A = E.1 - E4 B = E.5 to E10 Civilian only: C = FDP Aviation, D = FDP Guard/Police, F = FD, ADAP/OP Staff, G = other FDP, N = other non-military	Leave blank.	Entry required only if additional testing is requested: F = Full Panel; S = Steroids; O = Other drugs - Provide clarification in attached message.
11	PRESCREEN	If screened (field tested) prior to submission and found positive, indicate P for positive or N for negative for drug(s) pre-screened. Leave blank if		Not used.

12. CHAIN OF CUSTODY (LINE (1))

a. DATE - Date of collection/shipment.
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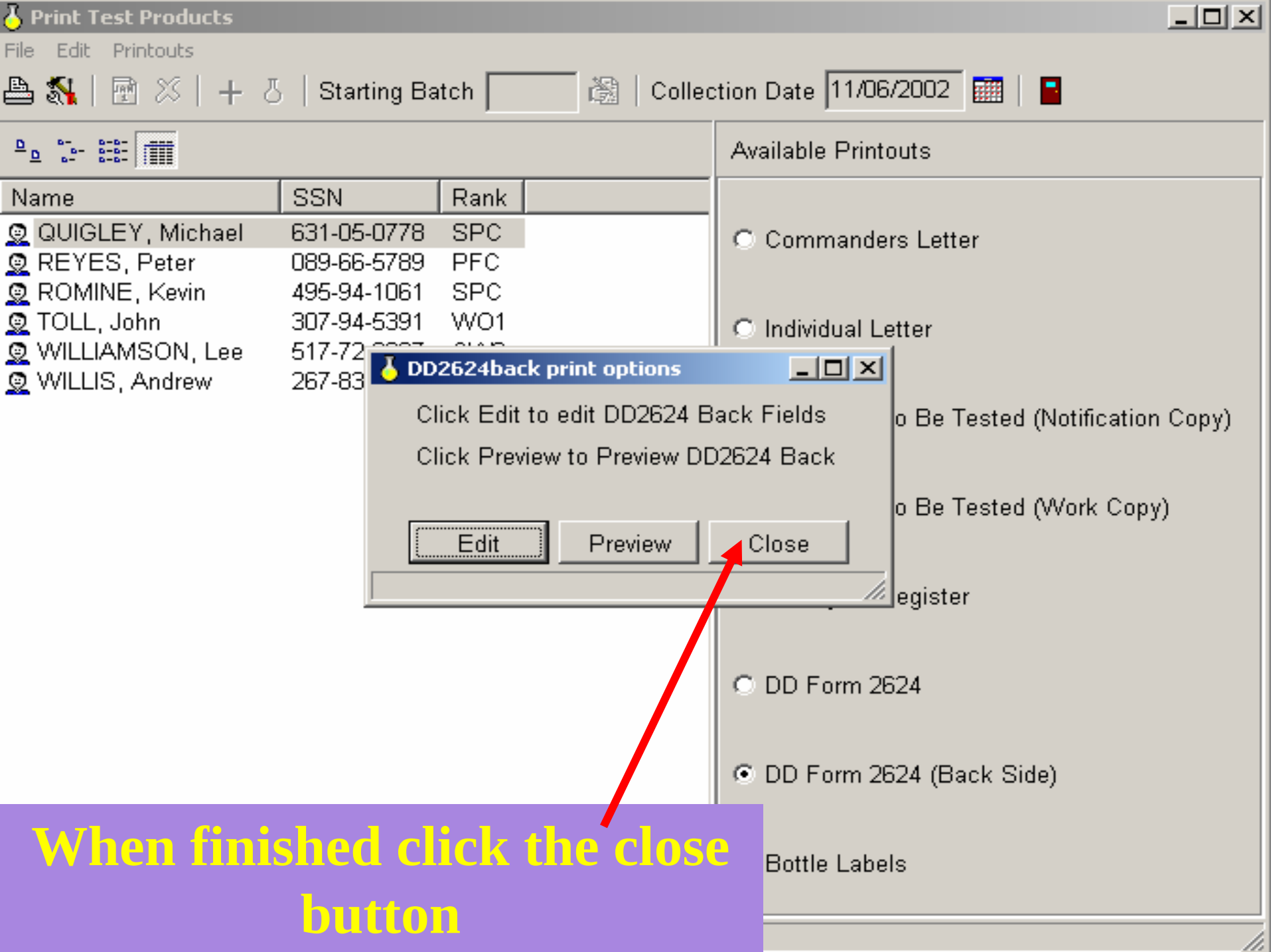
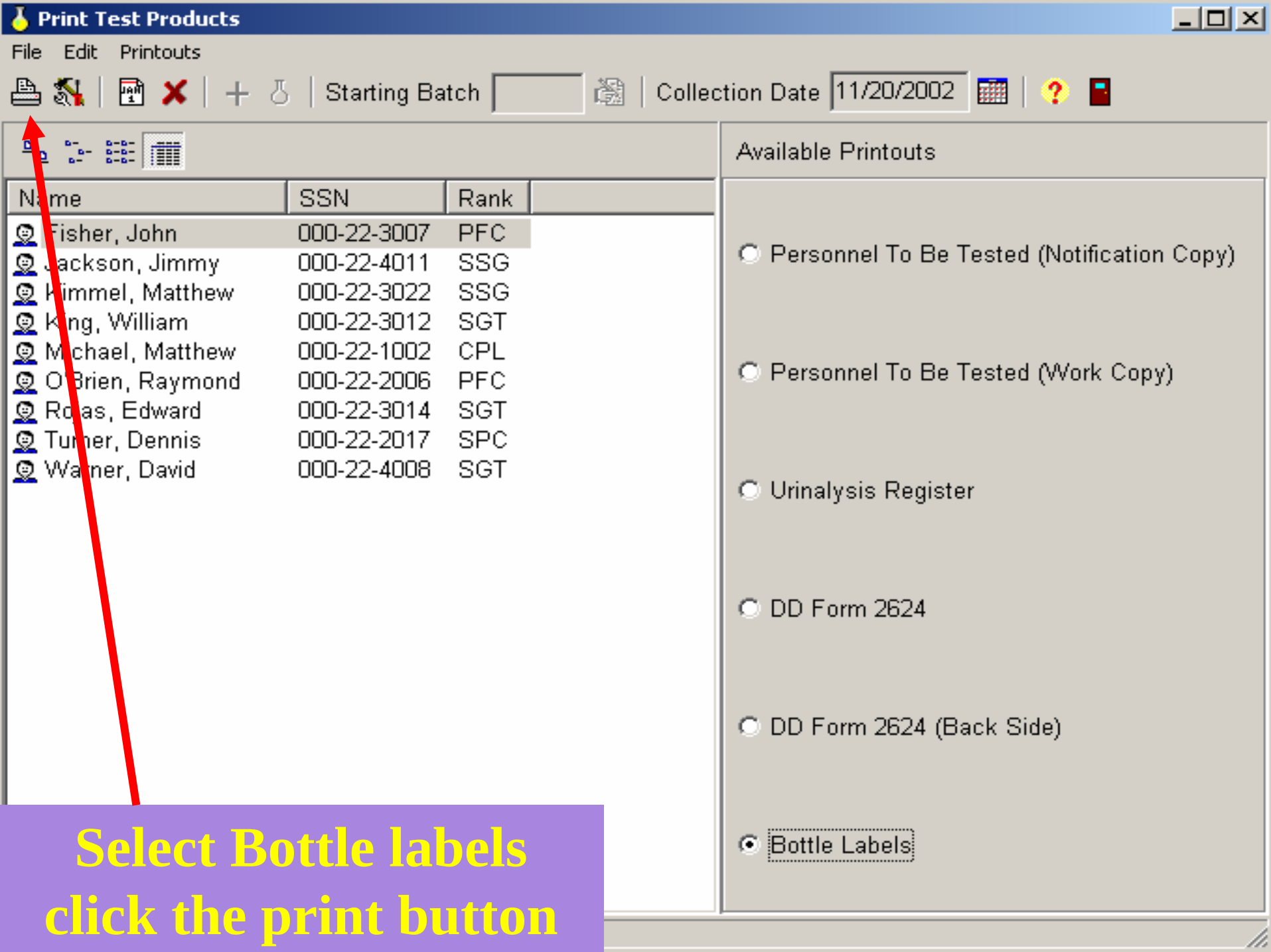
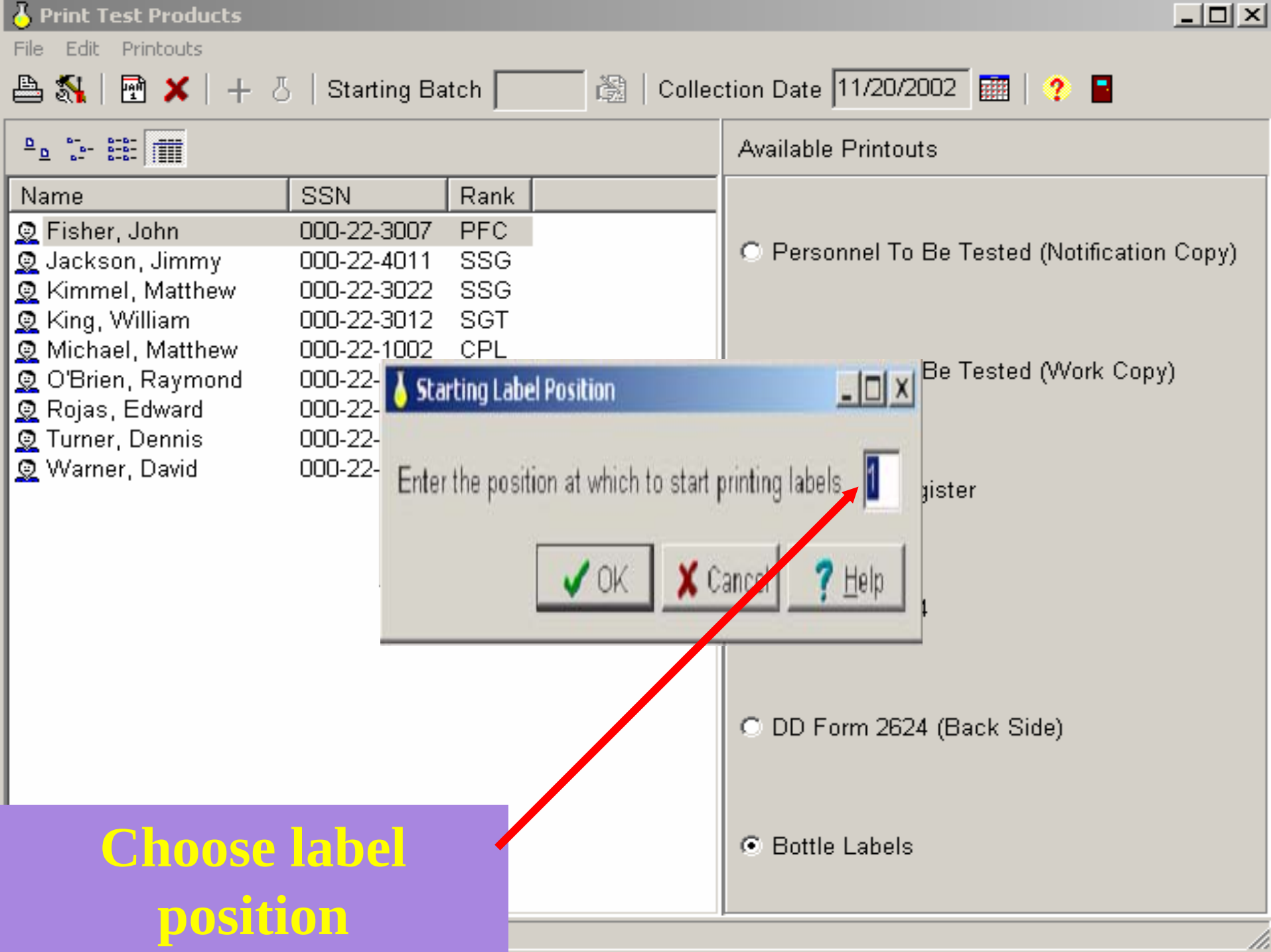
c. RECEIVED BY - Use only if physical change of custody is occuring prior to shipment. Otherwise leave blank.
d. PURPOSE OF CHANGE/REMARK - Specify the mode of accountable transportation/system utilized to ship specimens to the lab.

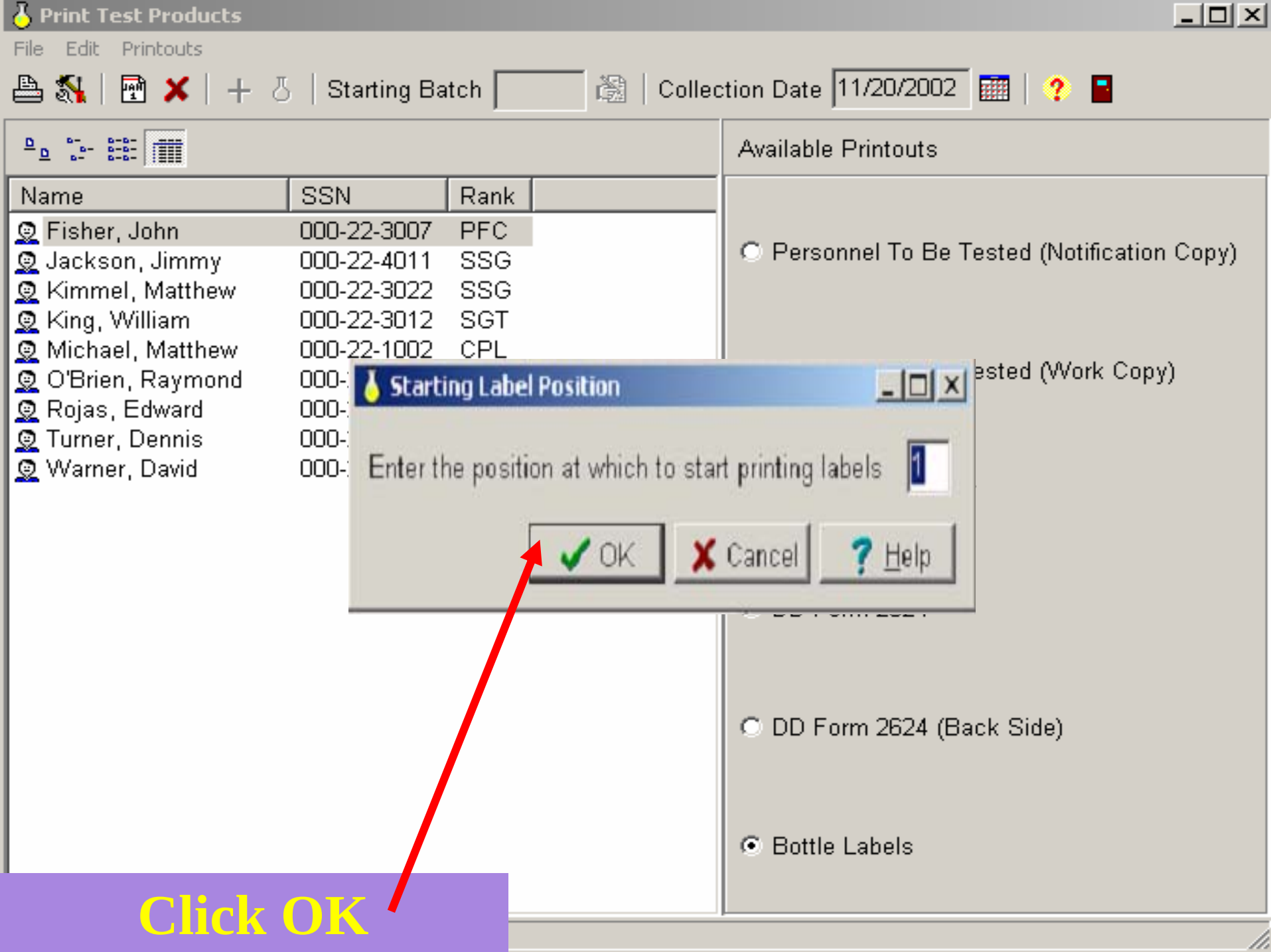
Note: When custody of specimens changes other than for a shipment (unless hand carried to the lab), each change of custody requires line number signatures in the (b) RELEASED BY and (c) RECEIVED BY blocks to document change in custody with comment in block (d). This

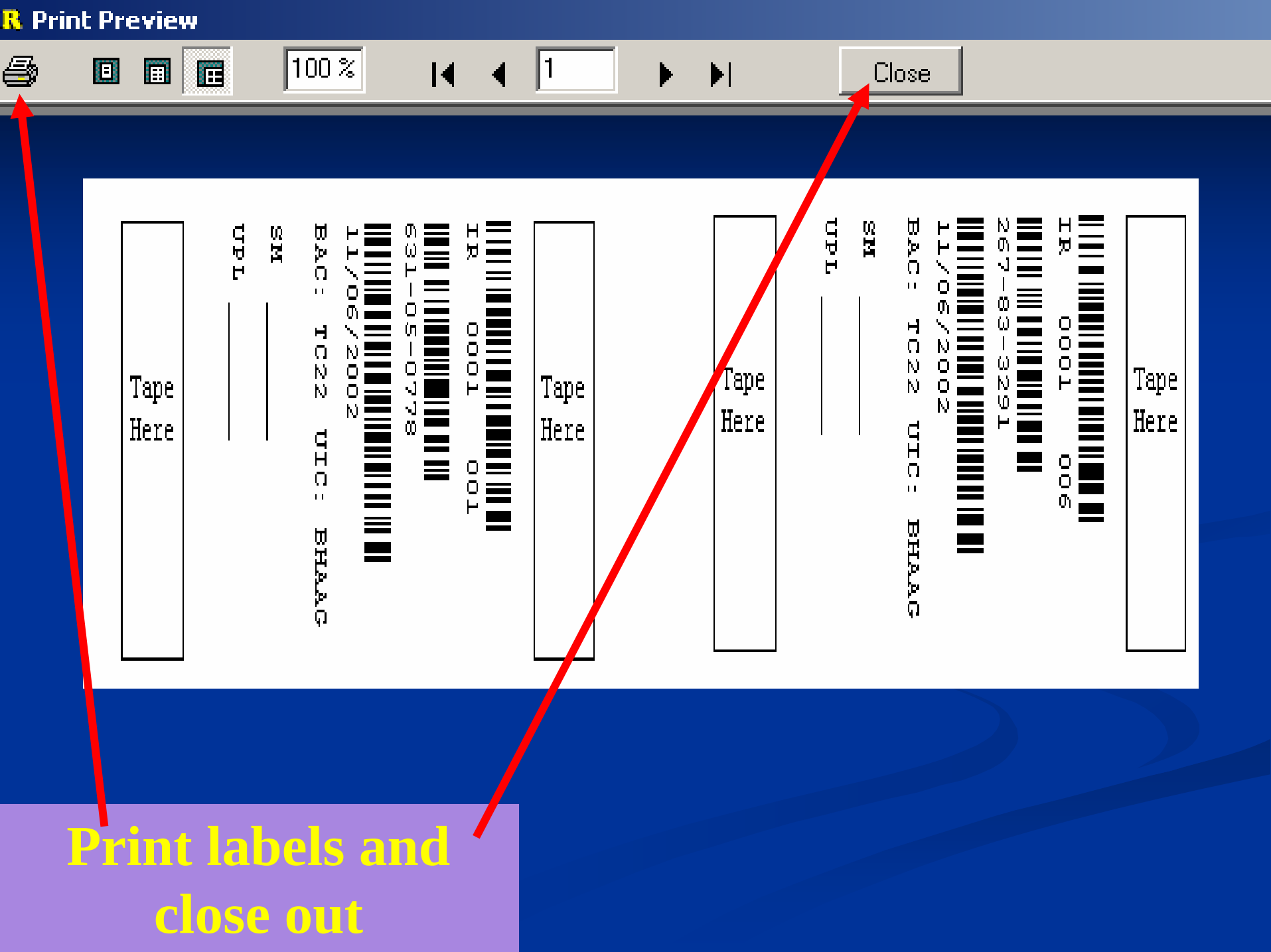
Once printed, close out form

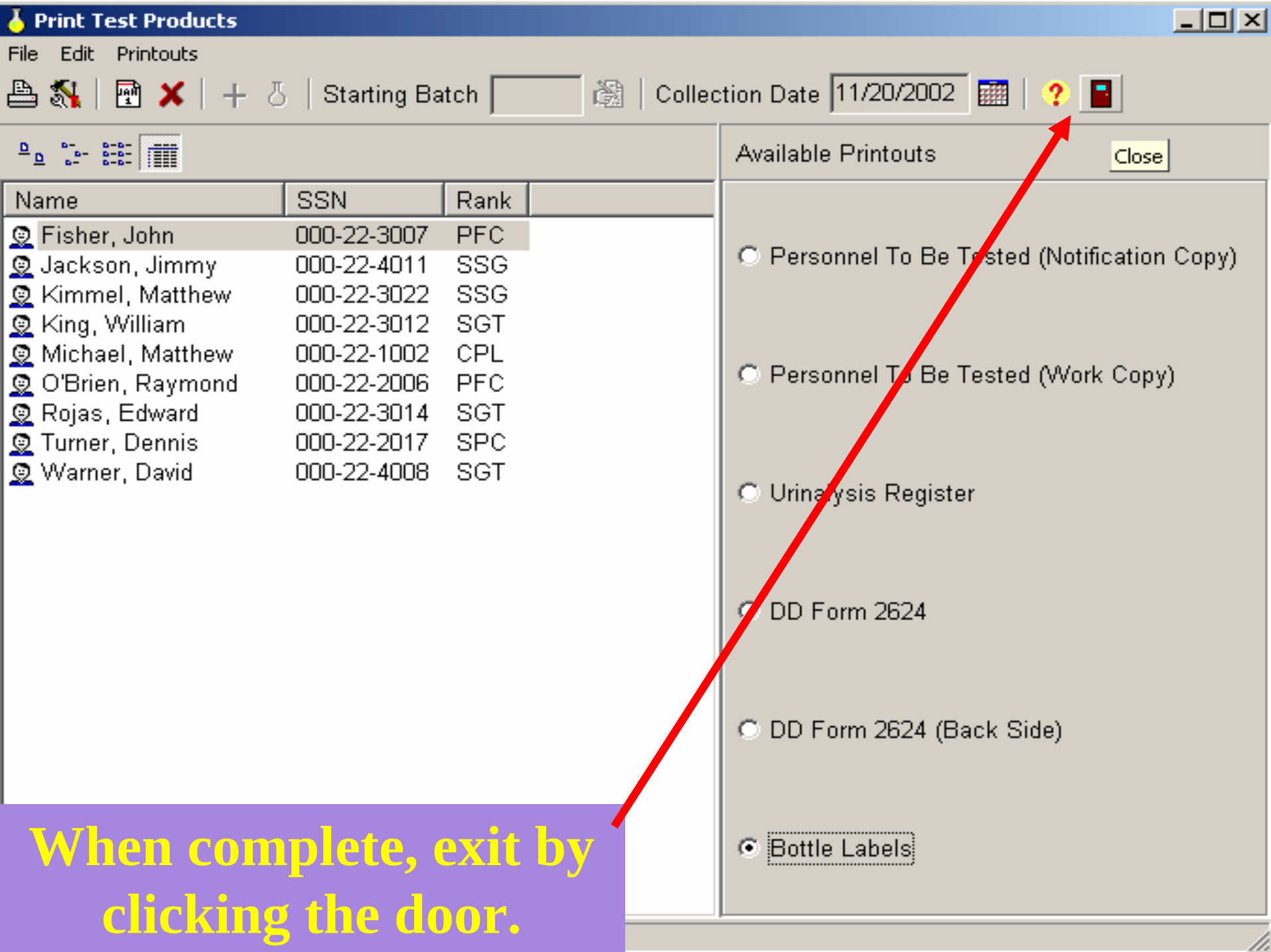

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/06/2002
Name
SSN
Rank
QUIGLEY, Michael
631-05-0778
SPC
REYES, Peter
089-66-5789
PFC
ROMINE, Kevin
495-94-1061
SPC
TOLL, John
307-94-5391
WO1
WILLIAMSON, Lee
WILLIS, Andrew
Available Printouts
Commanders Letter
Individual Letter
o Be Tested (Notification Copy)
o Be Tested (Work Copy)
egister
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
DD2624back print options
Click Edit to edit DD2624 Back Fields
Click Preview to Preview DD2624 Back
Edit
Preview
Close
When finished click the close button


Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/20/2002
Name
SSN
Rank
Fisher, John 000-22-3007 PFC
Jackson, Jimmy 000-22-4011 SSG
Kimmel, Matthew 000-22-3022 SSG
King, William 000-22-3012 SGT
Michael, Matthew 000-22-1002 CPL
O'Brien, Raymond 000-22-2006 PFC
Rojas, Edward 000-22-3014 SGT
Turner, Dennis 000-22-2017 SPC
Warner, David 000-22-4008 SGT
Available Printouts
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
Select Bottle labels
click the print button


Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/20/2002
Name
SSN
Rank
Fisher, John 000-22-3007 PFC
Jackson, Jimmy 000-22-4011 SSG
Kimmel, Matthew 000-22-3022 SSG
King, William 000-22-3012 SGT
Michael, Matthew 000-22-1002 CPL
O'Brien, Raymond 000-22-
Rojas, Edward 000-22-
Turner, Dennis 000-22-
Warner, David 000-22-
Available Printouts
Personnel To Be Tested (Notification Copy)
Be Tested (Work Copy)
gister
DD Form 2624 (Back Side)
Bottle Labels
Starting Label Position
Enter the position at which to start printing labels
1
OK
Cancel
Help
Choose label position


Print Test Products
File Edit Printouts
Starting Batch
Collection Date 11/20/2002
Name SSN Rank
Fisher, John 000-22-3007 PFC
Jackson, Jimmy 000-22-4011 SSG
Kimmel, Matthew 000-22-3022 SSG
King, William 000-22-3012 SGT
Michael, Matthew 000-22-1002 CPL
O'Brien, Raymond
Rojas, Edward
Turner, Dennis
Warner, David
Available Printouts
Personnel To Be Tested (Notification Copy)
DD Form 2624 (Back Side)
Bottle Labels
Starting Label Position
Enter the position at which to start printing labels
1
OK
Cancel
Help
Click OK


Print Preview
100 %
1
Close
Tape Here
Tape Here
Tape Here
Tape Here
IR 0001 006
267-83-3291
11/06/2002
BAC: TC22 UIC: BH&G
SM
UPL
IR 0001 001
631-05-0778
11/06/2002
BAC: TC22 UIC: BH&G
SM
UPL
Print labels and close out

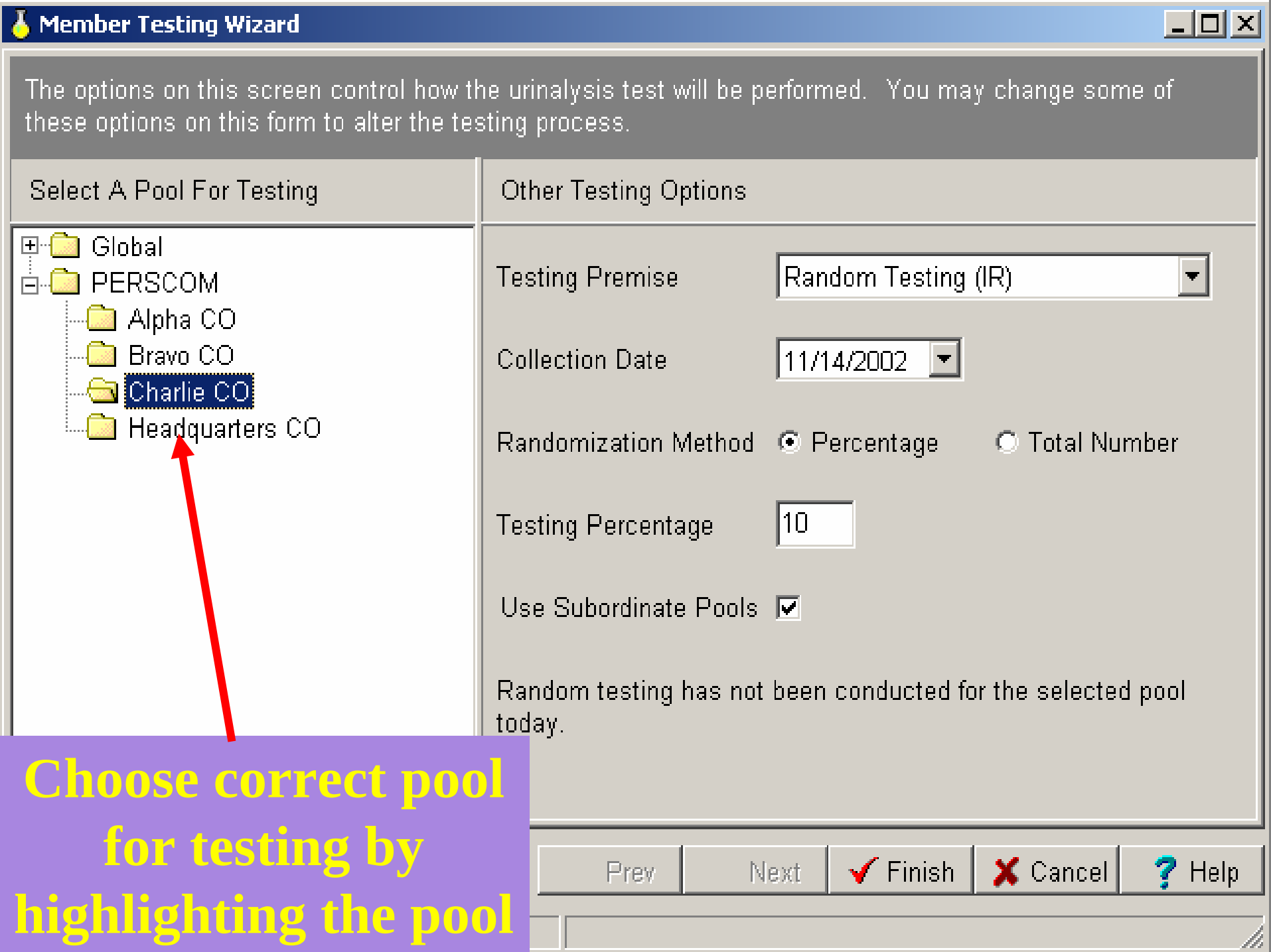

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/20/2002
Name
SSN
Rank
Fisher, John 000-22-3007 PFC
Jackson, Jimmy 000-22-4011 SSG
Kimmel, Matthew 000-22-3022 SSG
King, William 000-22-3012 SGT
Michael, Matthew 000-22-1002 CPL
O'Brien, Raymond 000-22-2006 PFC
Rojas, Edward 000-22-3014 SGT
Turner, Dennis 000-22-2017 SPC
Warner, David 000-22-4008 SGT
Available Printouts
Close
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
When complete, exit by clicking the door.

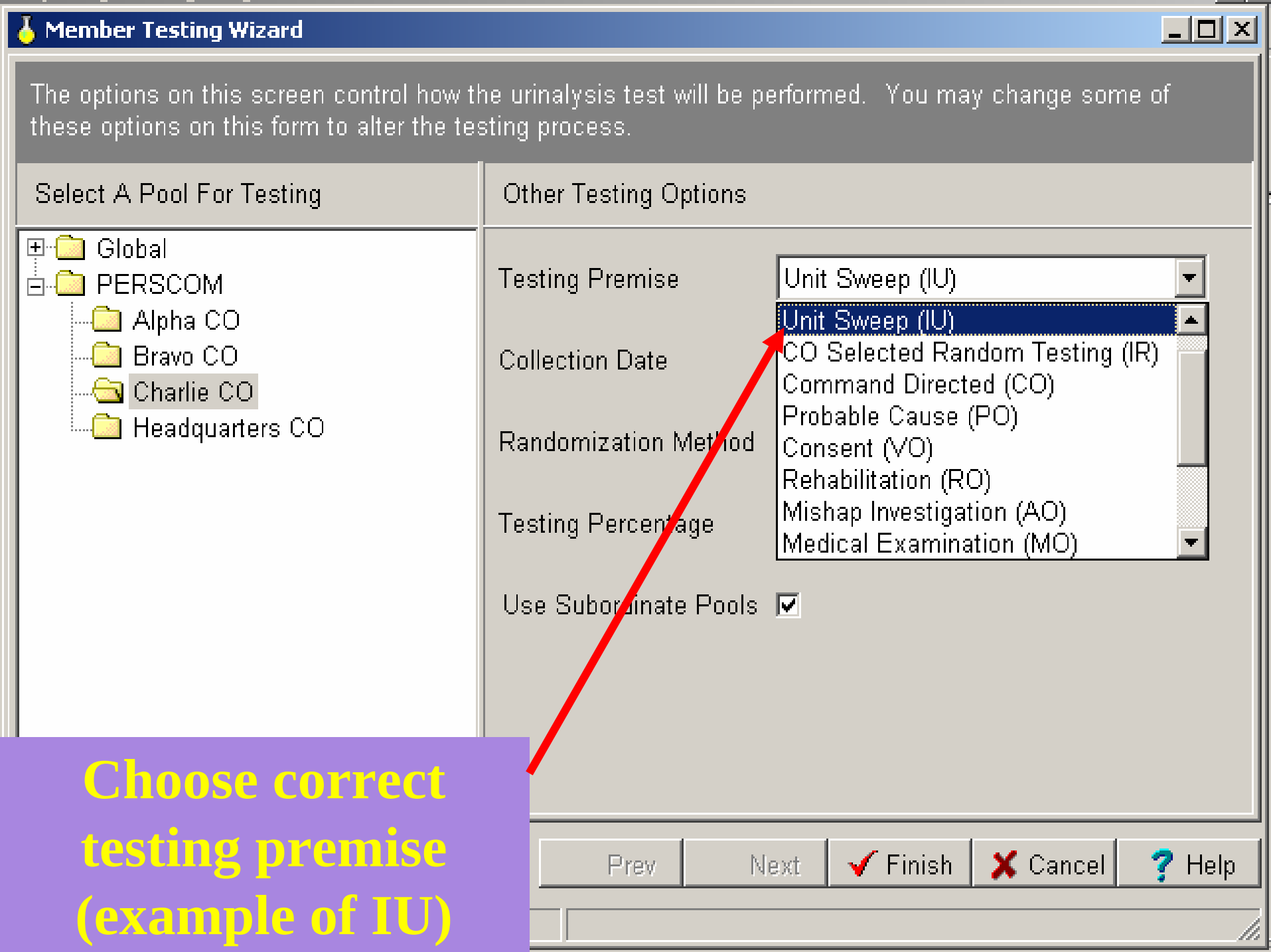
Army Drug Testing Program

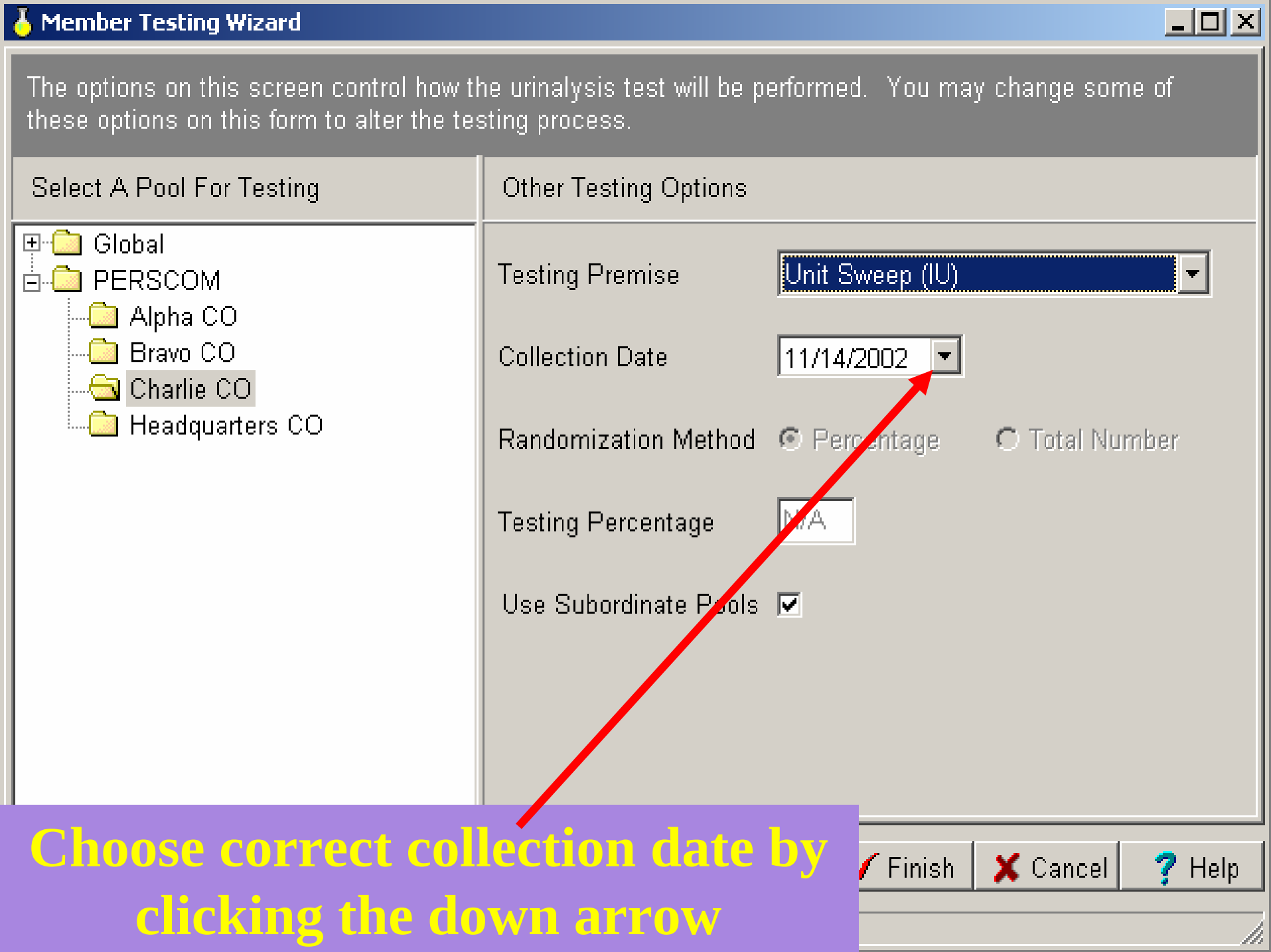
File Personnel Testing Reports Utilities Help

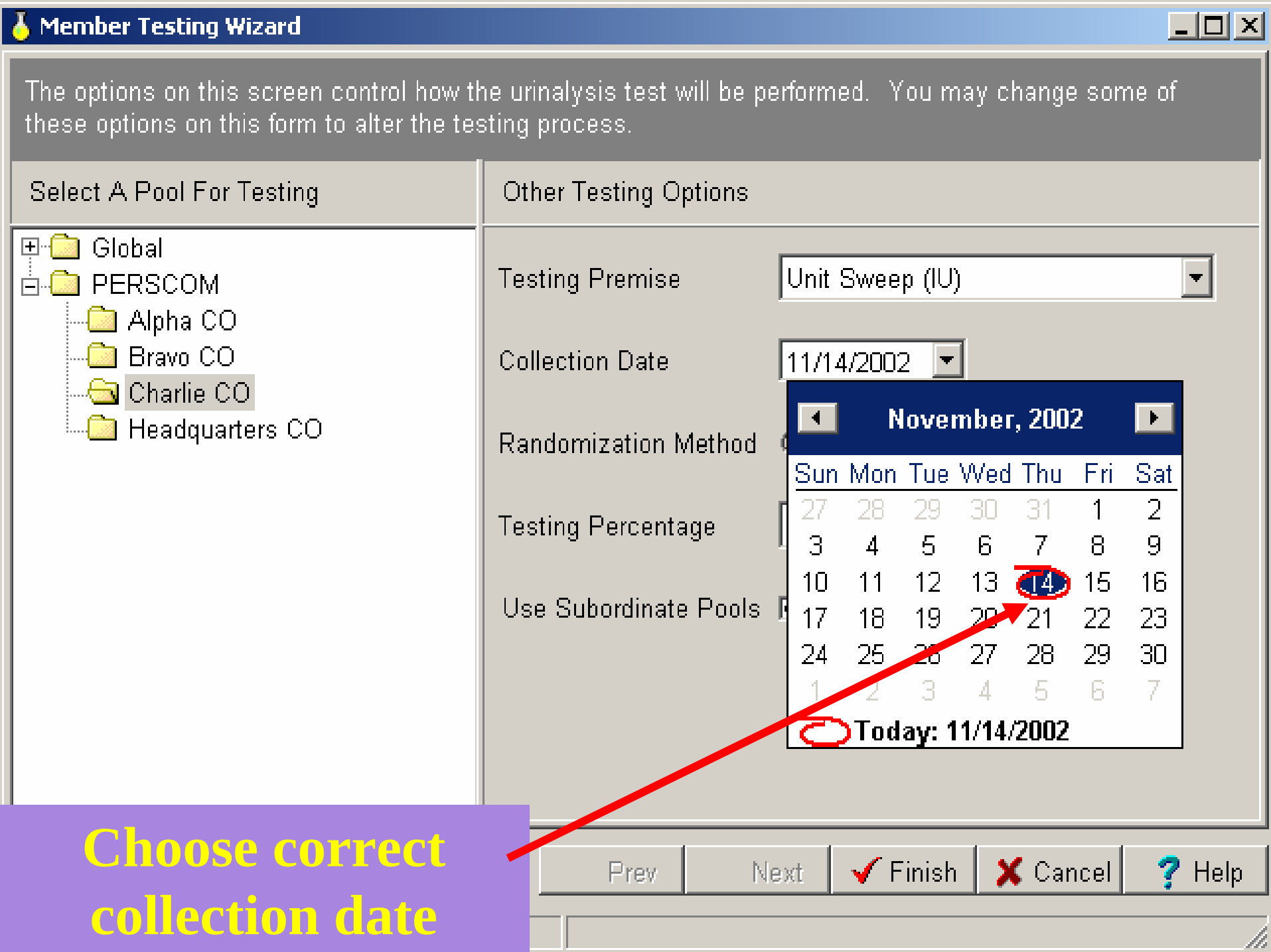
Conduct Testing | Samples Due | Collect Samples | Samples Collected | Positive Results | Personnel Roster | Pool Maintenance | System Utilities | Quit

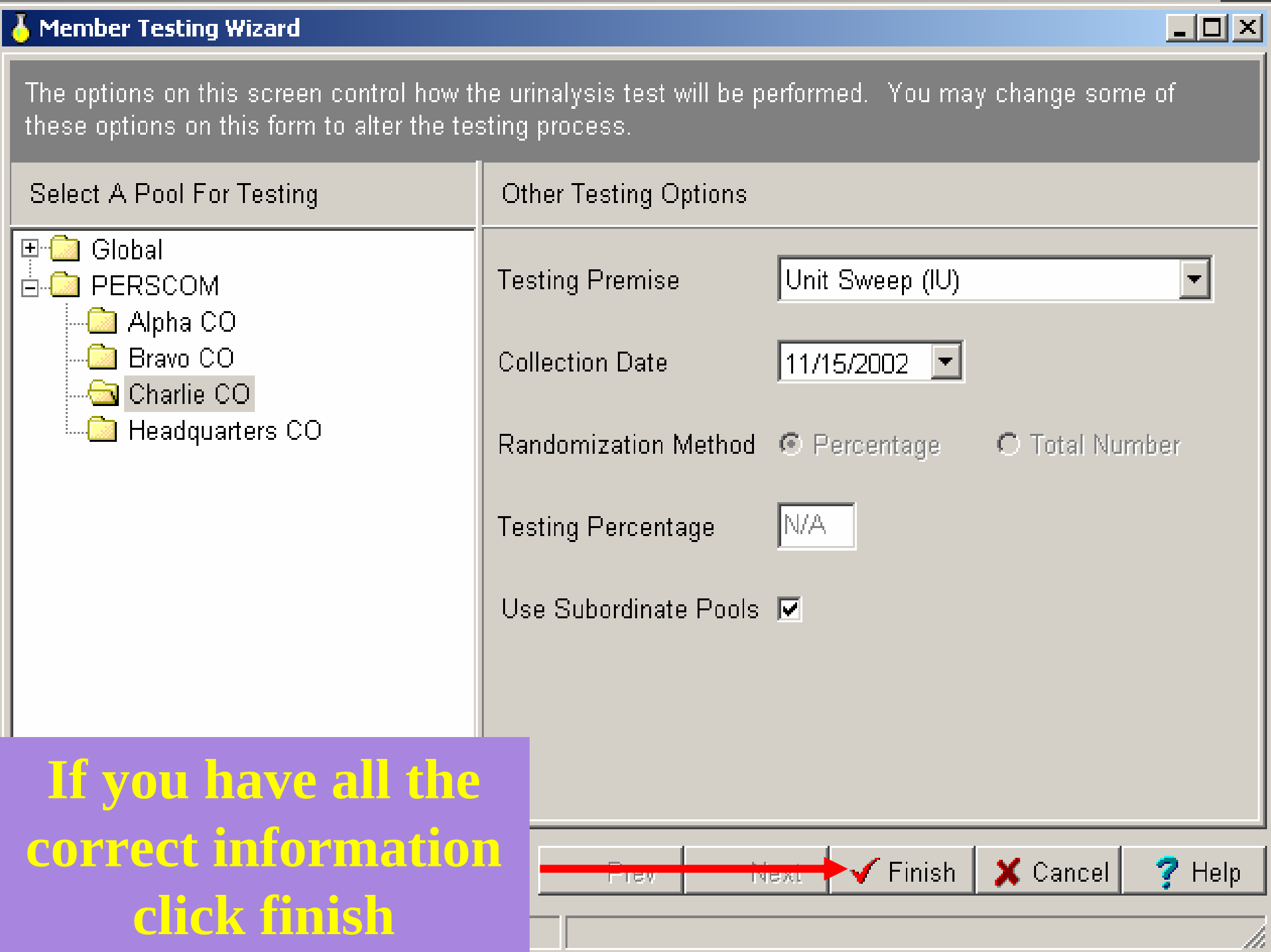
To conduct any type of testing click Conduct Testing

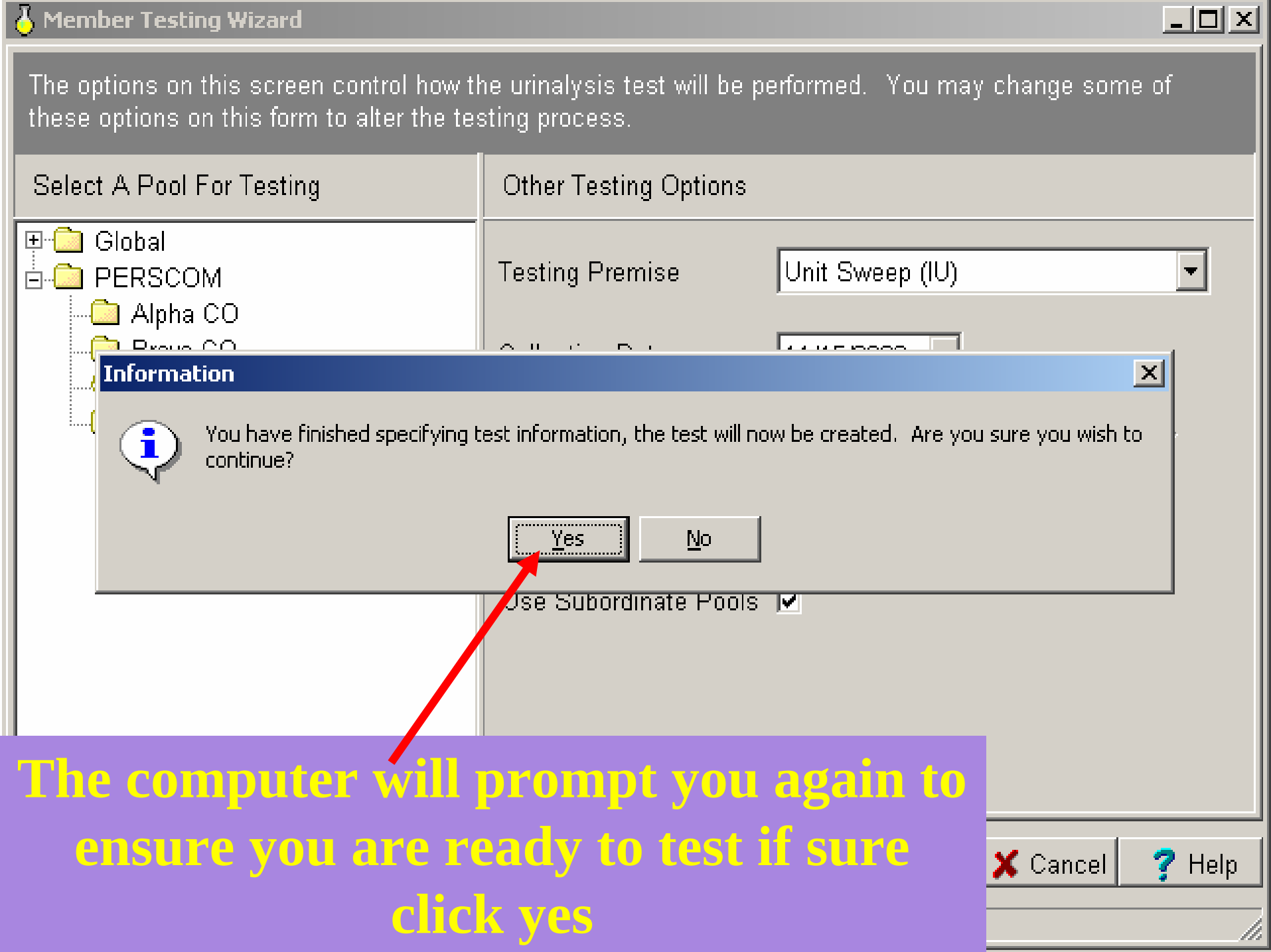

Member Testing Wizard
The options on this screen control how the urinalysis test will be performed. You may change some of these options on this form to alter the testing process.
Select A Pool For Testing
Other Testing Options
Global
PERSCOM
Alpha CO
Bravo CO
Charlie CO
Headquarters CO
Testing Premise
Random Testing (IR)
Collection Date
11/14/2002
Randomization Method
Percentage
Total Number
Testing Percentage
10
Use Subordinate Pools
Random testing has not been conducted for the selected pool today.
Prev
Next
Finish
Cancel
Help
Choose correct pool for testing by highlighting the pool

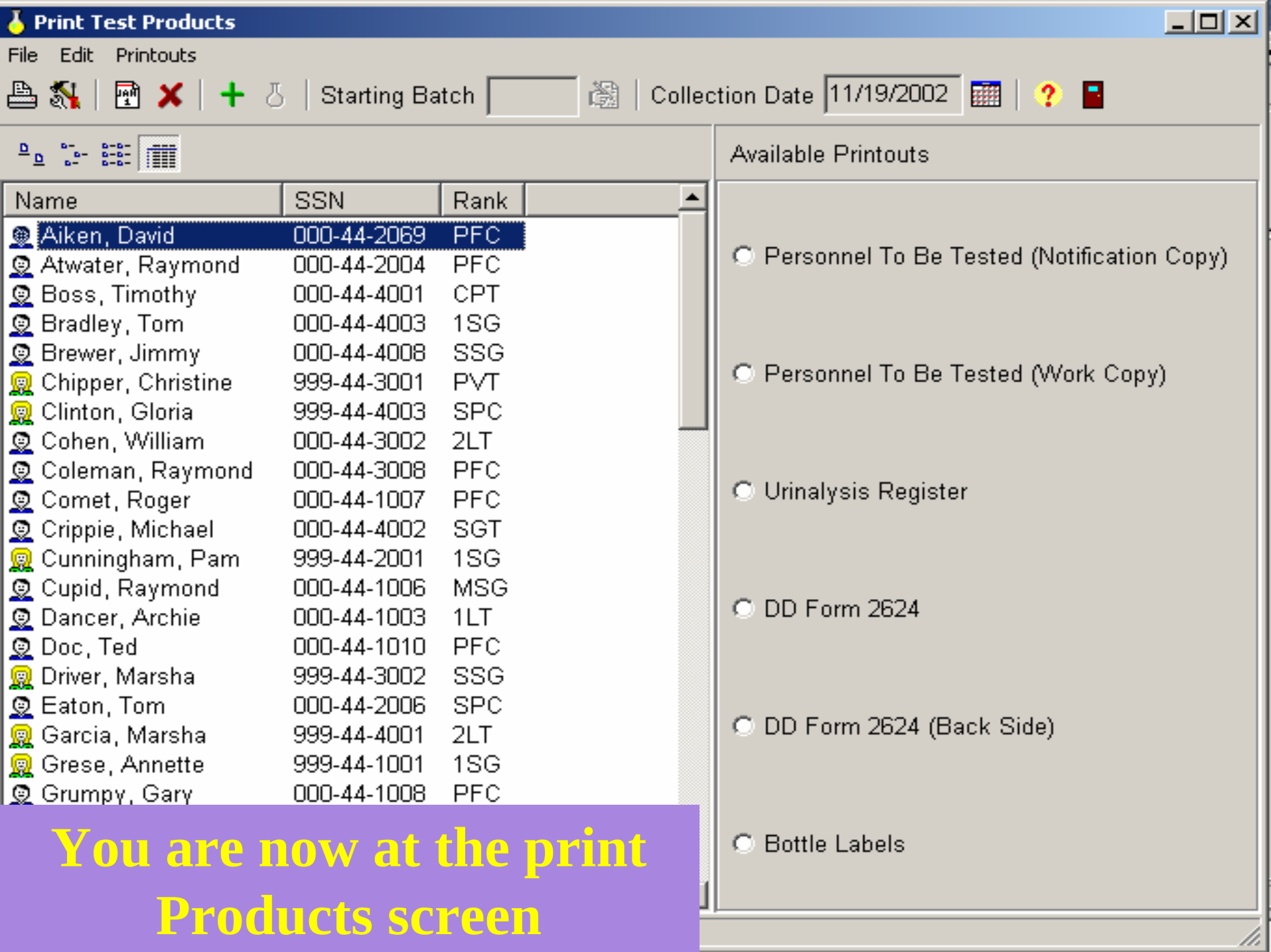

Member Testing Wizard
The options on this screen control how the urinalysis test will be performed. You may change some of these options on this form to alter the testing process.
Select A Pool For Testing
Global
PERSCOM
Alpha CO
Bravo CO
Charlie CO
Headquarters CO
Other Testing Options
Testing Premise
Unit Sweep (IU)
Collection Date
Randomization Method
Testing Percentage
Use Subordinate Pools
Unit Sweep (IU)
CO Selected Random Testing (IR)
Command Directed (CO)
Probable Cause (PO)
Consent (VO)
Rehabilitation (RO)
Mishap Investigation (AO)
Medical Examination (MO)
Prev
Next
Finish
Cancel
Help
Choose correct testing premise (example of IU)

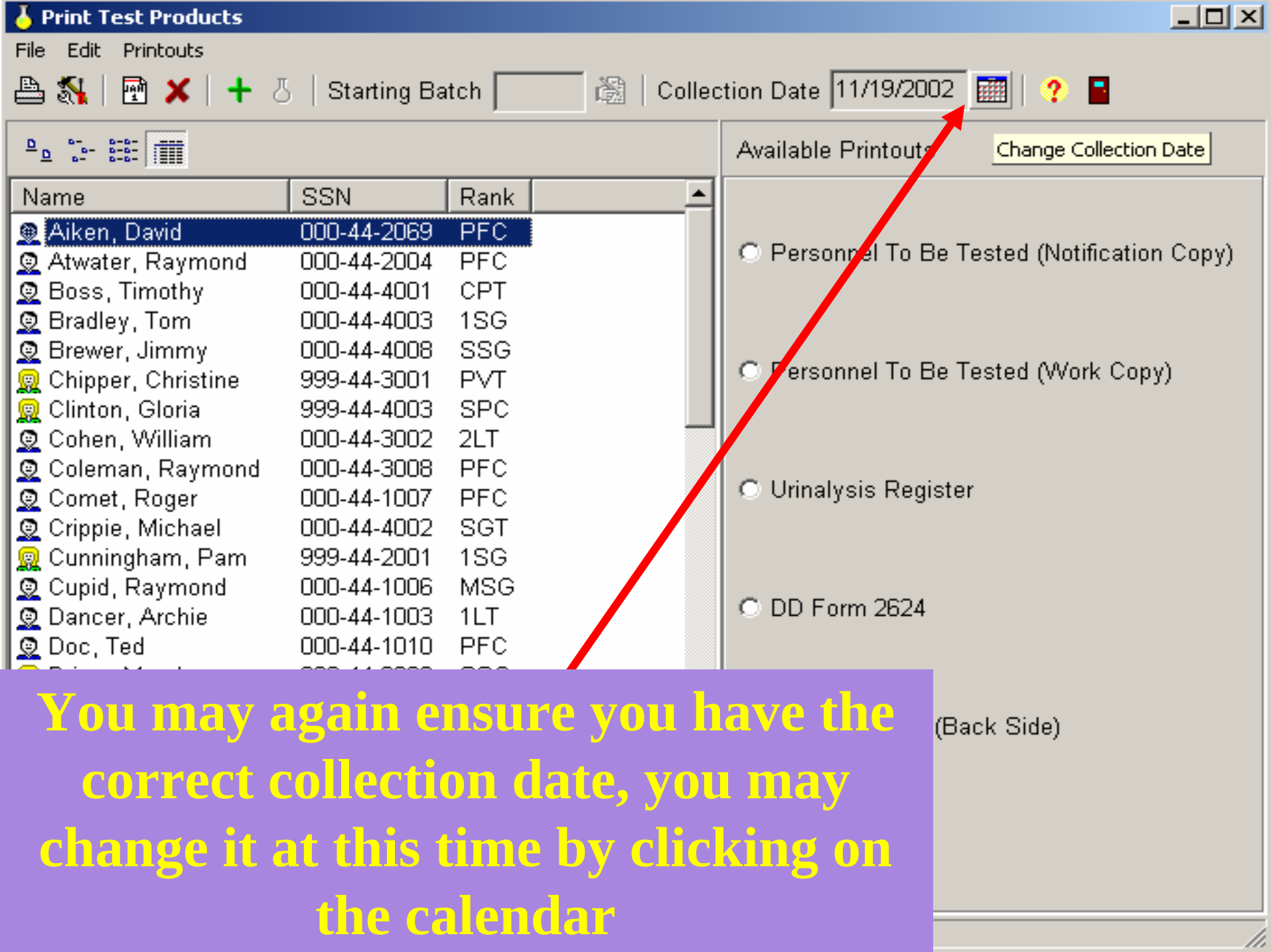

Member Testing Wizard
The options on this screen control how the urinalysis test will be performed. You may change some of these options on this form to alter the testing process.
Select A Pool For Testing
Global
PERSCOM
Alpha CO
Bravo CO
Charlie CO
Headquarters CO
Other Testing Options
Testing Premise
Unit Sweep (IU)
Collection Date
11/14/2002
Randomization Method
Percentage
Total Number
Testing Percentage
N/A
Use Subordinate Pools
Finish
Cancel
Help
Choose correct collection date by clicking the down arrow

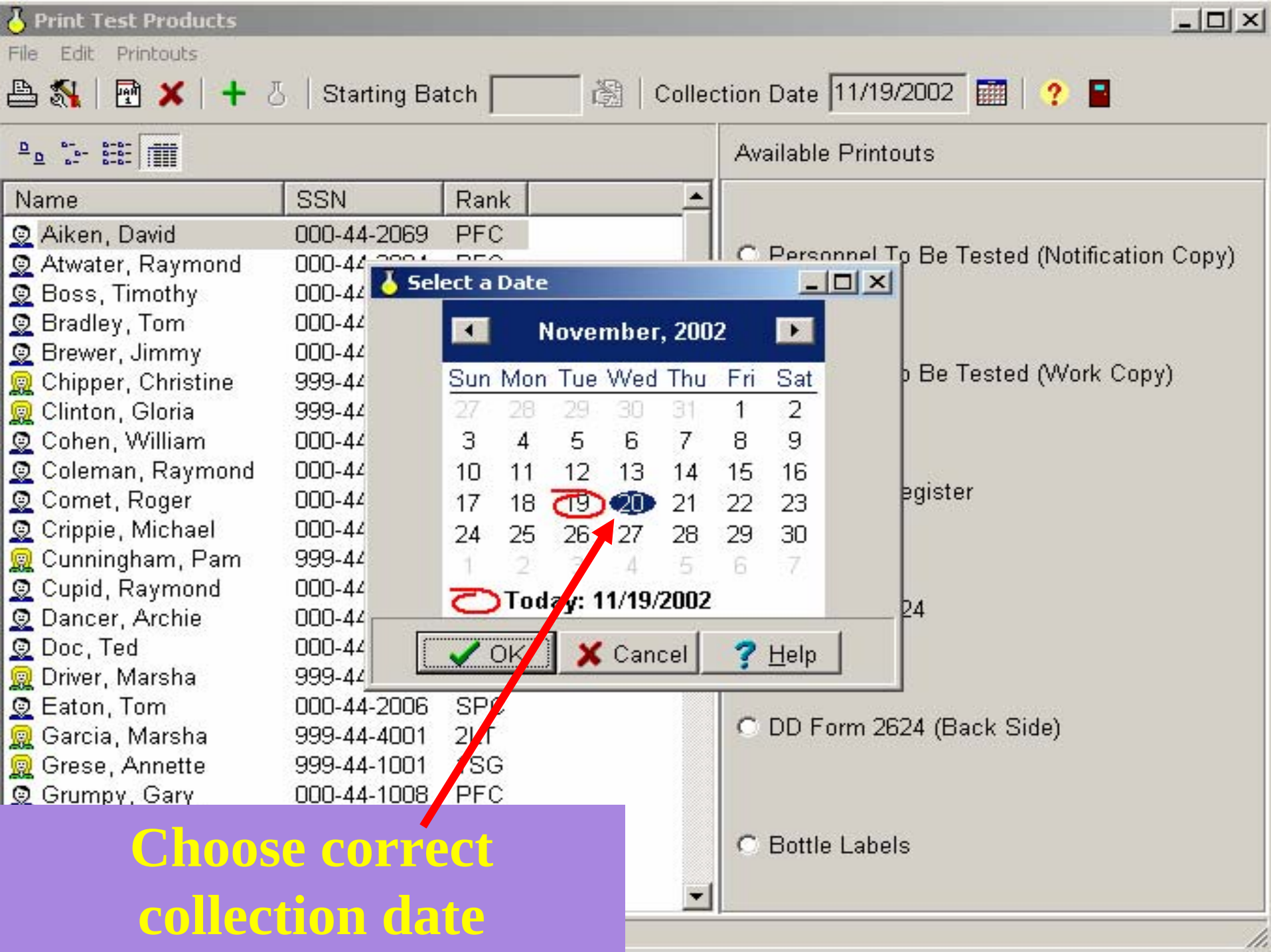

Member Testing Wizard
The options on this screen control how the urinalysis test will be performed. You may change some of these options on this form to alter the testing process.
Select A Pool For Testing
Global
PERSCOM
Alpha CO
Bravo CO
Charlie CO
Headquarters CO
Other Testing Options
Testing Premise
Unit Sweep (IU)
Collection Date
11/14/2002
Randomization Method
Testing Percentage
Use Subordinate Pools
November, 2002
Sun Mon Tue Wed Thu Fri Sat
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
1 2 3 4 5 6 7
Today: 11/14/2002
Prev
Next
Finish
Cancel
Help
Choose correct collection date

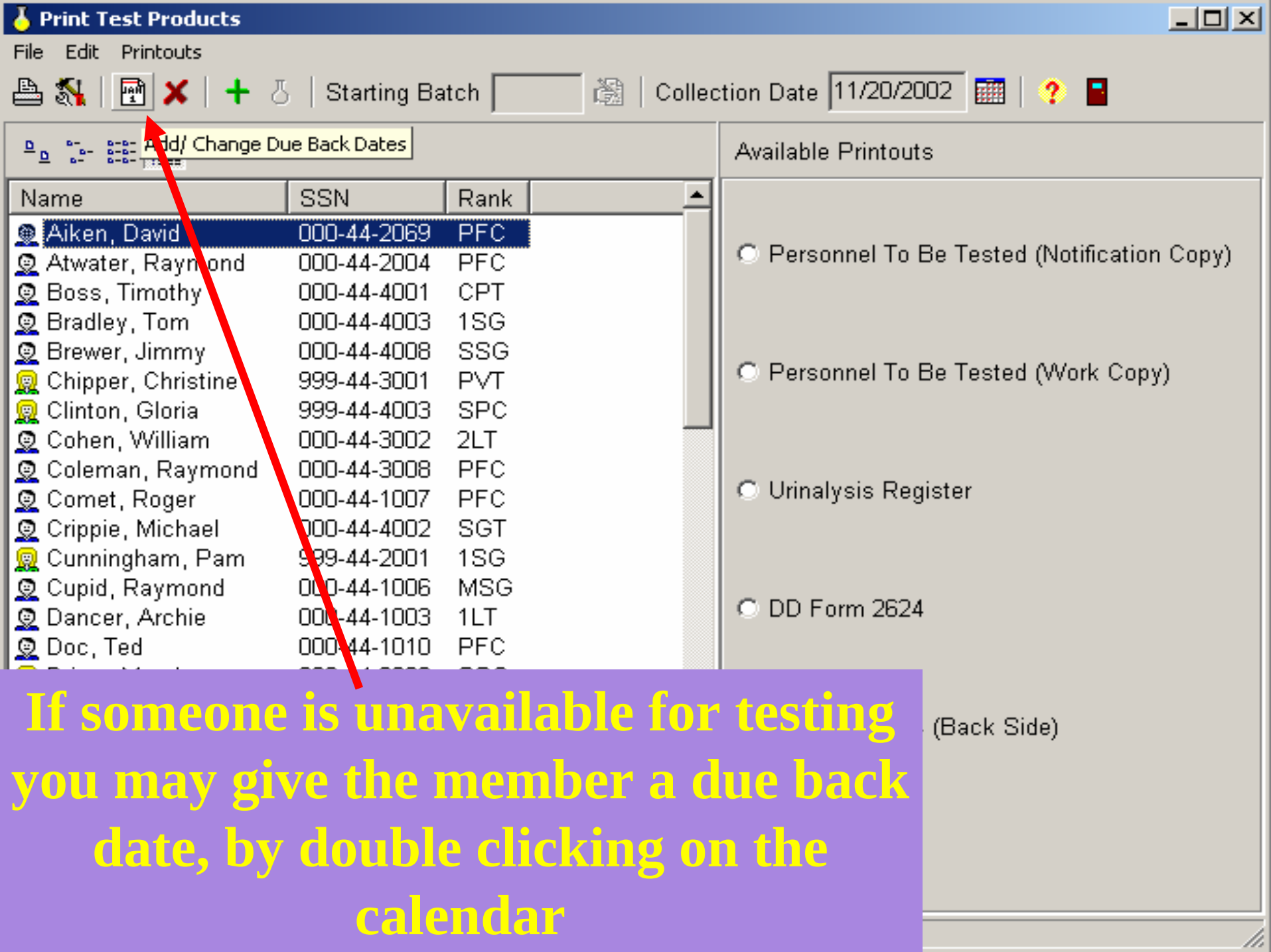

Member Testing Wizard
The options on this screen control how the urinalysis test will be performed. You may change some of these options on this form to alter the testing process.
Select A Pool For Testing
Global
PERSCOM
Alpha CO
Bravo CO
Charlie CO
Headquarters CO
Other Testing Options
Testing Premise
Unit Sweep (IU)
Collection Date
11/15/2002
Randomization Method
Percentage
Total Number
Testing Percentage
N/A
Use Subordinate Pools
Prev
Next
Finish
Cancel
Help
If you have all the correct information click finish

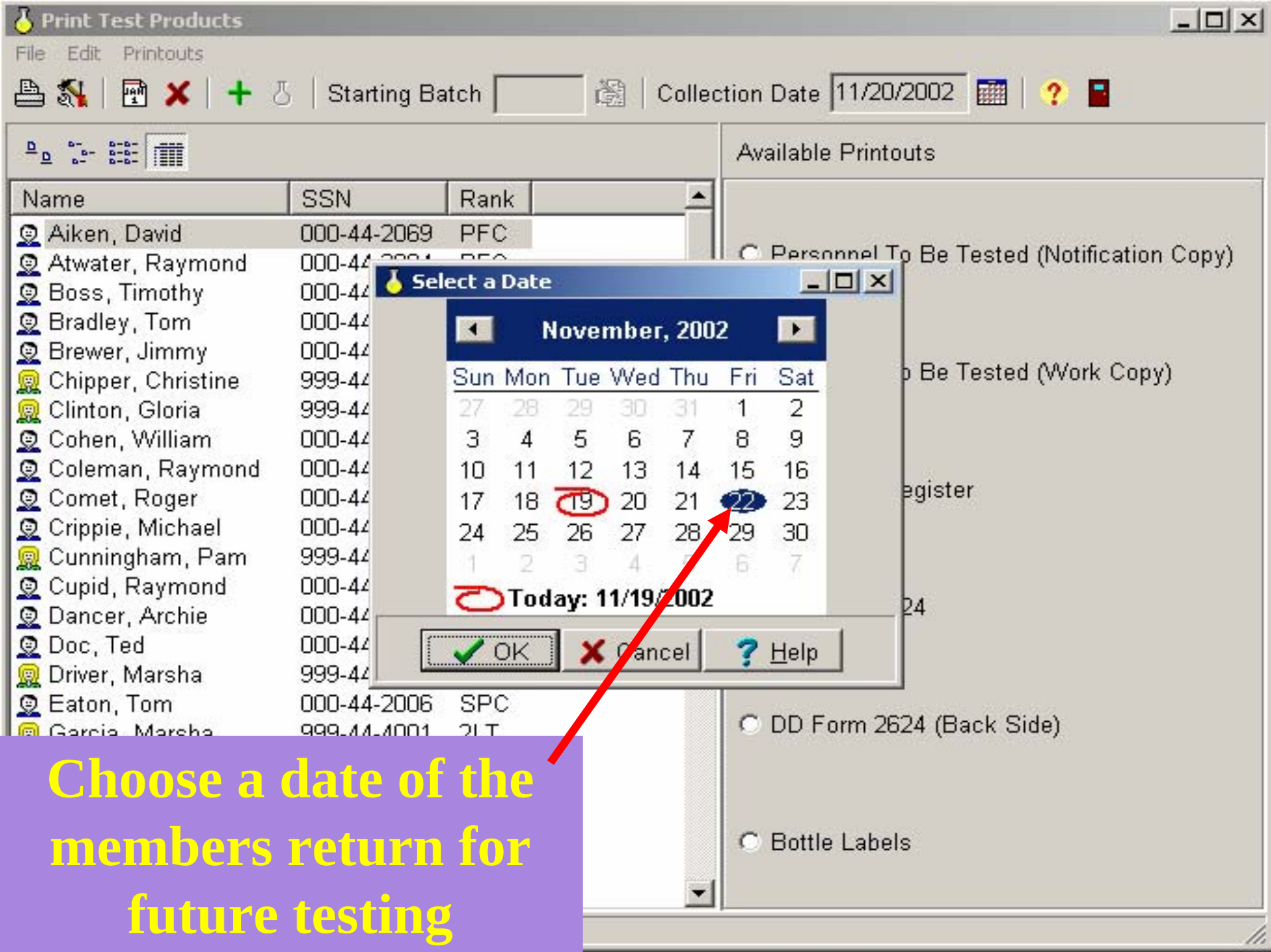

Member Testing Wizard
The options on this screen control how the urinalysis test will be performed. You may change some of these options on this form to alter the testing process.
Select A Pool For Testing
Other Testing Options
Global
PERSCOM
Alpha CO
Testing Premise
Unit Sweep (IU)
Information
You have finished specifying test information, the test will now be created. Are you sure you wish to continue?
Yes
No
Use Subordinate Pools
Cancel
Help
The computer will prompt you again to ensure you are ready to test if sure click yes

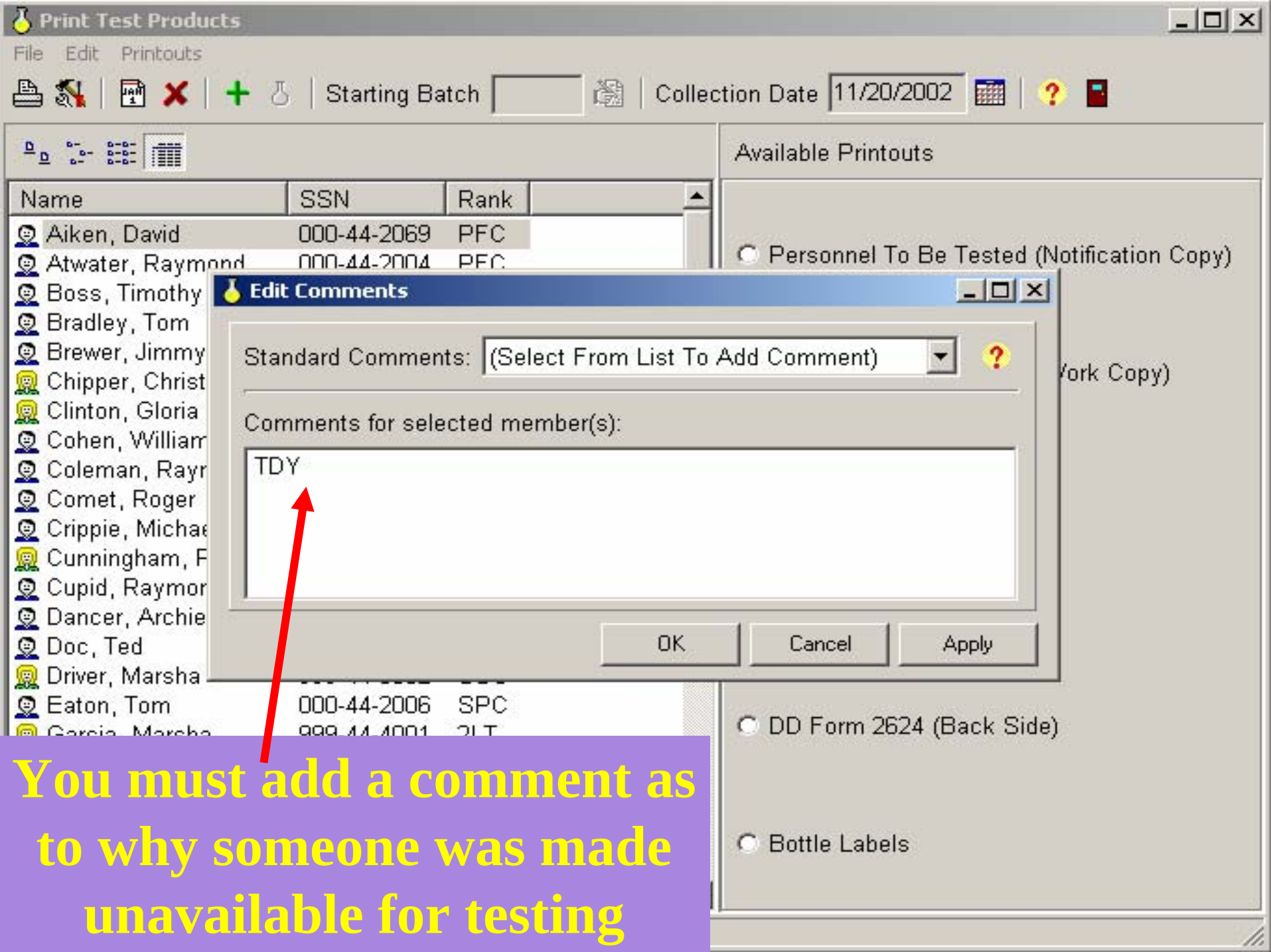

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/19/2002
Name
SSN
Rank
Aiken, David 000-44-2069 PFC
Atwater, Raymond 000-44-2004 PFC
Boss, Timothy 000-44-4001 CPT
Bradley, Tom 000-44-4003 1SG
Brewer, Jimmy 000-44-4008 SSG
Chipper, Christine 999-44-3001 PVT
Clinton, Gloria 999-44-4003 SPC
Cohen, William 000-44-3002 2LT
Coleman, Raymond 000-44-3008 PFC
Comet, Roger 000-44-1007 PFC
Crippie, Michael 000-44-4002 SGT
Cunningham, Pam 999-44-2001 1SG
Cupid, Raymond 000-44-1006 MSG
Dancer, Archie 000-44-1003 1LT
Doc, Ted 000-44-1010 PFC
Driver, Marsha 999-44-3002 SSG
Eaton, Tom 000-44-2006 SPC
Garcia, Marsha 999-44-4001 2LT
Grese, Annette 999-44-1001 1SG
Grumpy, Gary 000-44-1008 PFC
Available Printouts
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
You are now at the print Products screen

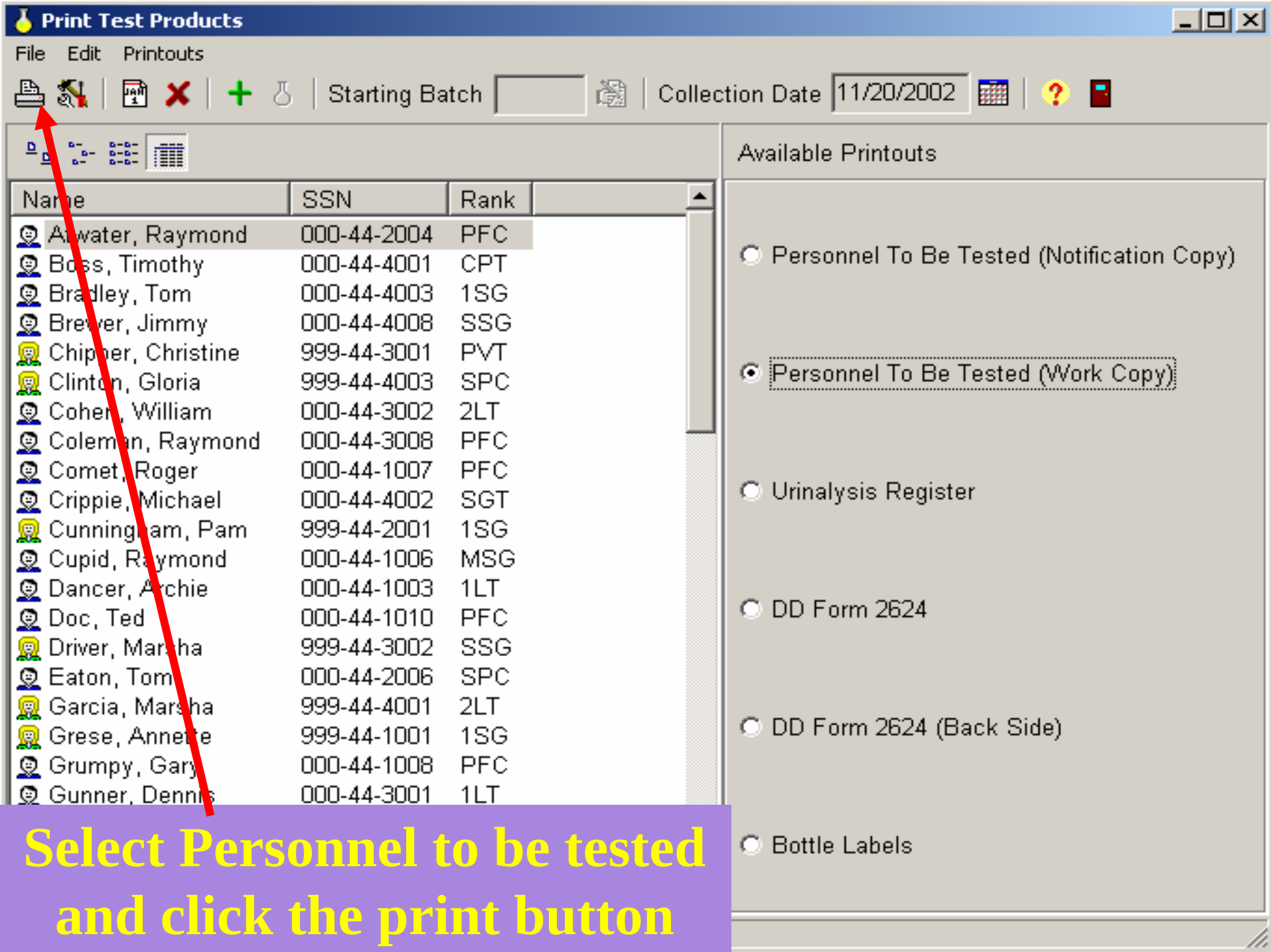

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/19/2002
Change Collection Date
Available Printouts
Name
SSN
Rank
Aiken, David 000-44-2069 PFC
Atwater, Raymond 000-44-2004 PFC
Boss, Timothy 000-44-4001 CPT
Bradley, Tom 000-44-4003 1SG
Brewer, Jimmy 000-44-4008 SSG
Chipper, Christine 999-44-3001 PVT
Clinton, Gloria 999-44-4003 SPC
Cohen, William 000-44-3002 2LT
Coleman, Raymond 000-44-3008 PFC
Comet, Roger 000-44-1007 PFC
Crippie, Michael 000-44-4002 SGT
Cunningham, Pam 999-44-2001 1SG
Cupid, Raymond 000-44-1006 MSG
Dancer, Archie 000-44-1003 1LT
Doc, Ted 000-44-1010 PFC
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
(Back Side)
You may again ensure you have the correct collection date, you may change it at this time by clicking on the calendar

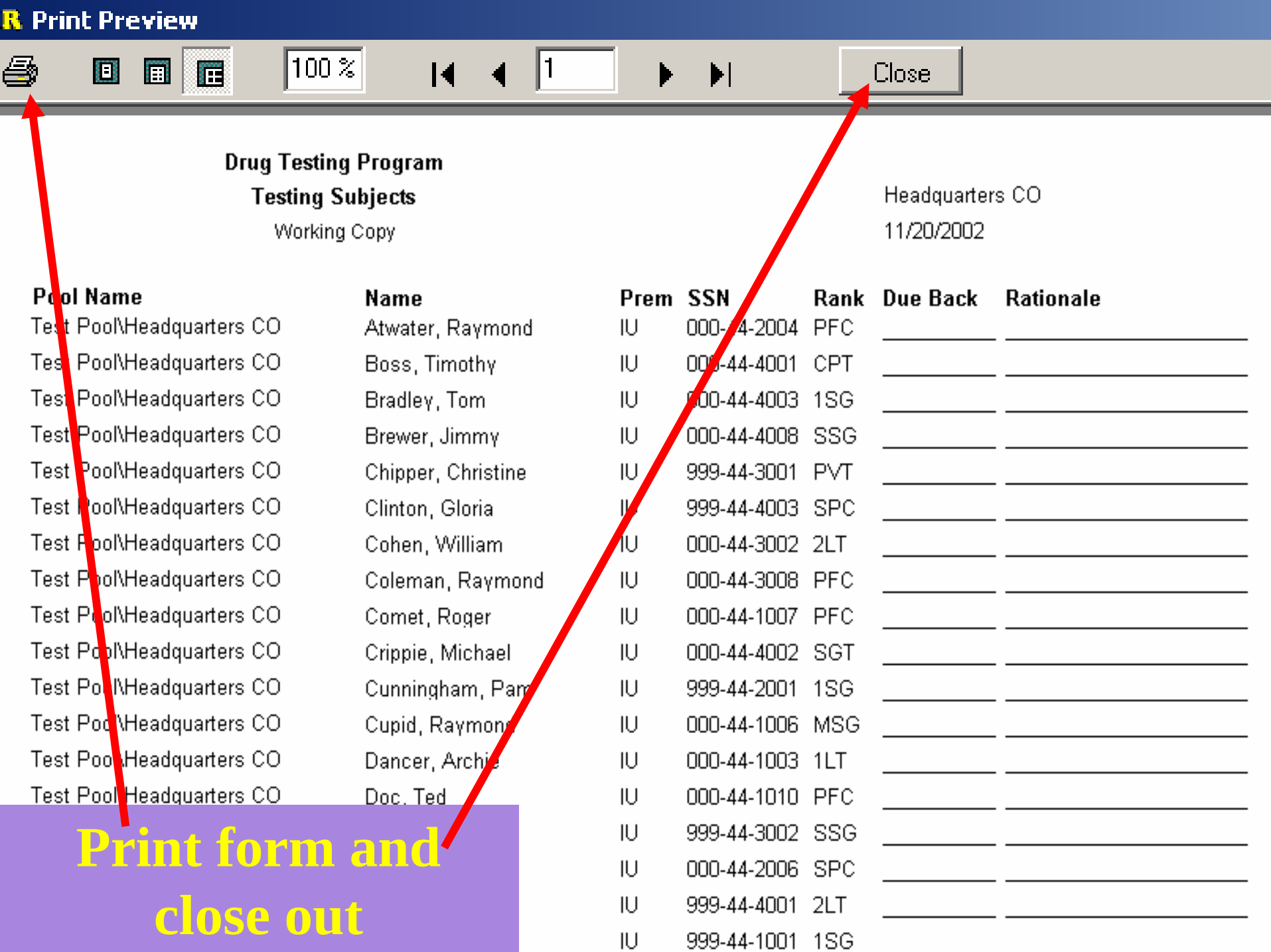

Print Test Products
File Edit Printouts
Starting Batch
Collection Date 11/19/2002
Available Printouts
Name SSN Rank
Aiken, David 000-44-2069 PFC
Atwater, Raymond
Boss, Timothy
Bradley, Tom
Brewer, Jimmy
Chipper, Christine
Clinton, Gloria
Cohen, William
Coleman, Raymond
Comet, Roger
Crippie, Michael
Cunningham, Pam
Cupid, Raymond
Dancer, Archie
Doc, Ted
Driver, Marsha
Eaton, Tom 000-44-2006
Garcia, Marsha 999-44-4001
Grese, Annette 999-44-1001
Grumpy, Gary 000-44-1008 PFC
Personnel To Be Tested (Notification Copy)
Be Tested (Work Copy)
egister
24
DD Form 2624 (Back Side)
Bottle Labels
Select a Date
November, 2002
Sun Mon Tue Wed Thu Fri Sat
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
1 2 3 4 5 6 7
Today: 11/19/2002
OK
Cancel
Help
Choose correct collection date

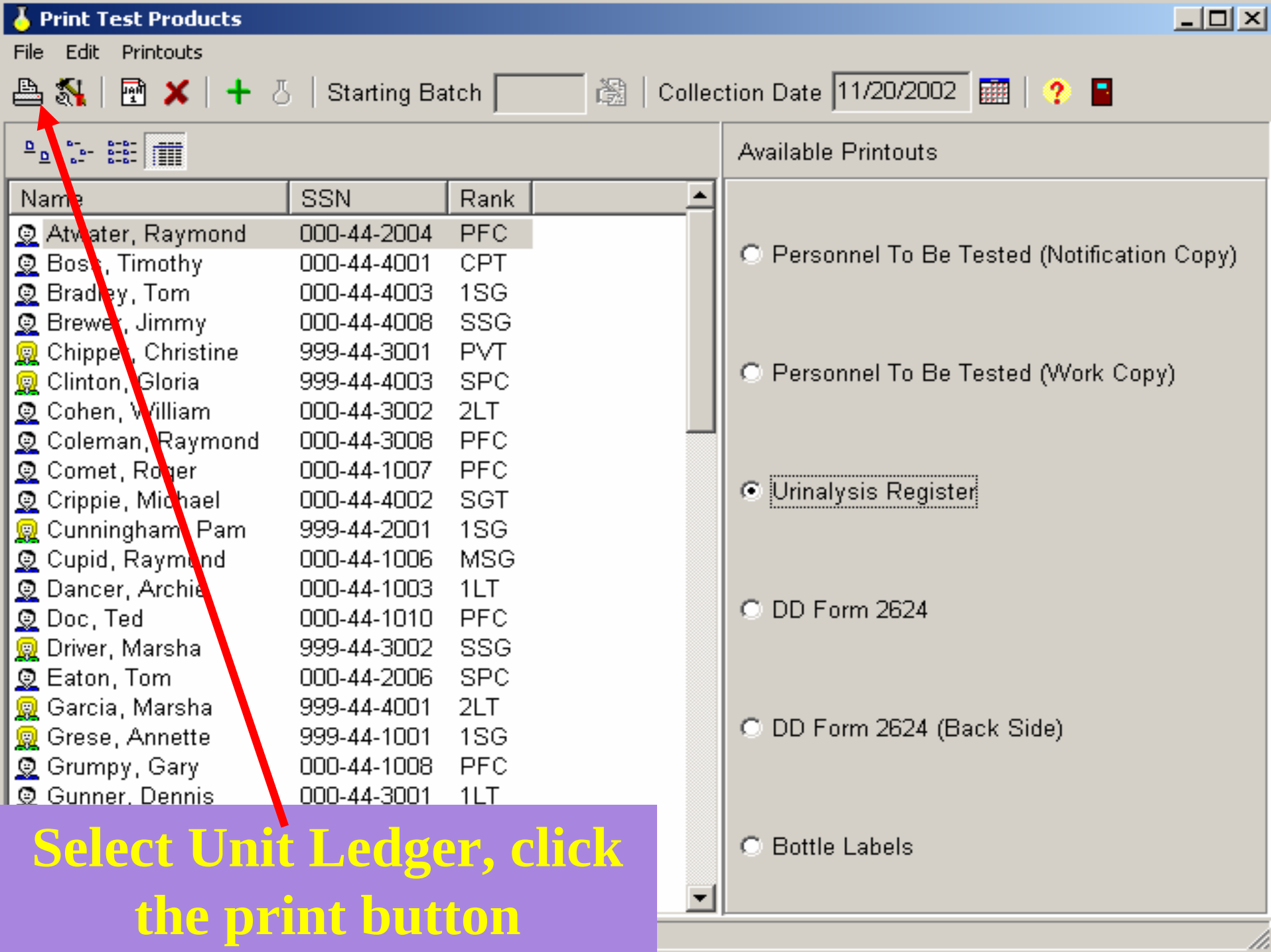

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/20/2002
Add/ Change Due Back Dates
Available Printouts
Name
SSN
Rank
Aiken, David 000-44-2069 PFC
Atwater, Raymond 000-44-2004 PFC
Boss, Timothy 000-44-4001 CPT
Bradley, Tom 000-44-4003 1SG
Brewer, Jimmy 000-44-4008 SSG
Chipper, Christine 999-44-3001 PVT
Clinton, Gloria 999-44-4003 SPC
Cohen, William 000-44-3002 2LT
Coleman, Raymond 000-44-3008 PFC
Comet, Roger 000-44-1007 PFC
Crippie, Michael 000-44-4002 SGT
Cunningham, Pam 999-44-2001 1SG
Cupid, Raymond 000-44-1006 MSG
Dancer, Archie 000-44-1003 1LT
Doc, Ted 000-44-1010 PFC
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
(Back Side)
If someone is unavailable for testing you may give the member a due back date, by double clicking on the calendar

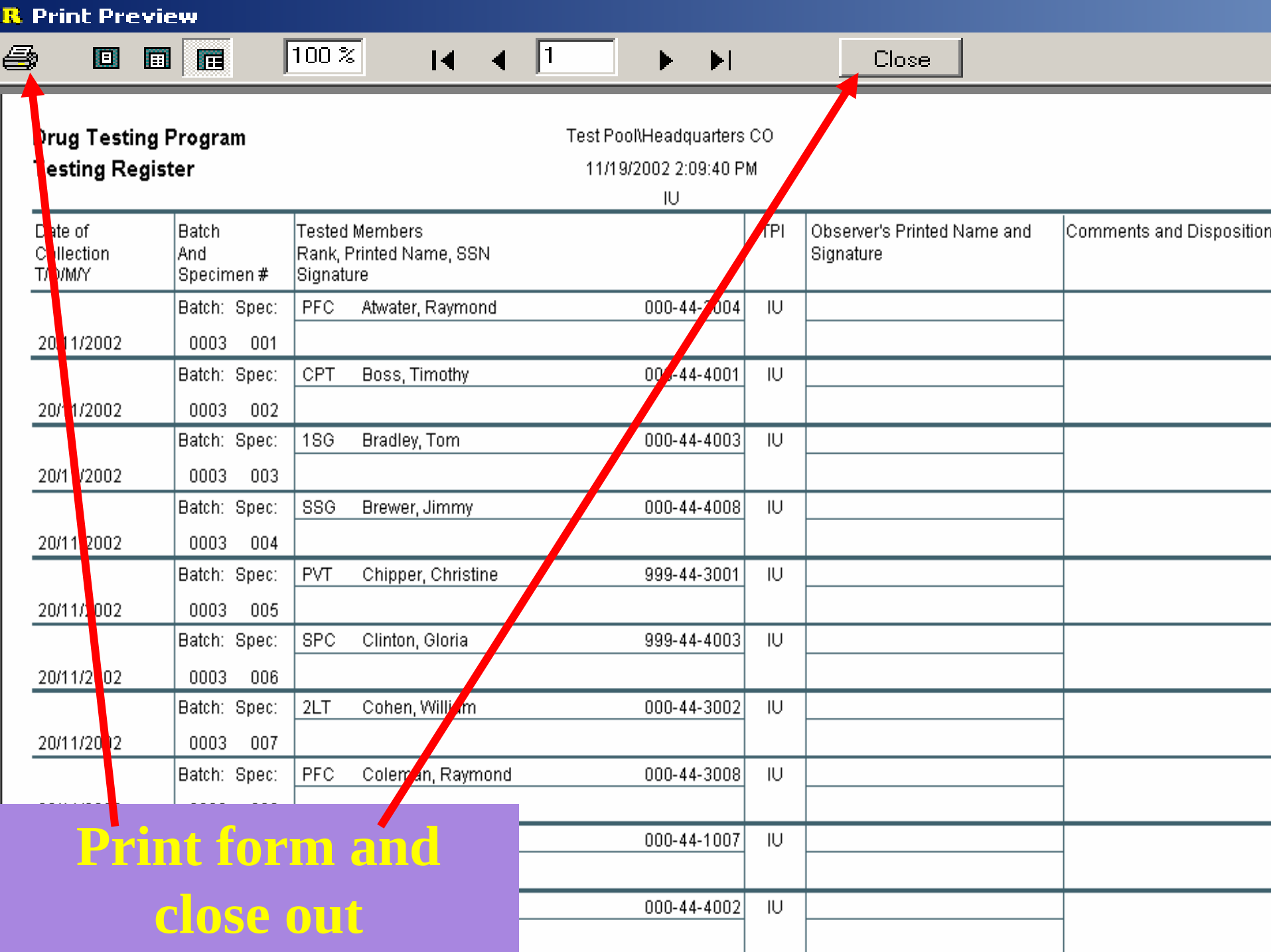

Print Test Products
File Edit Printouts
Starting Batch
Collection Date 11/20/2002
Available Printouts
Name SSN Rank
Aiken, David 000-44-2069 PFC
Atwater, Raymond
Boss, Timothy
Bradley, Tom
Brewer, Jimmy
Chipper, Christine
Clinton, Gloria
Cohen, William
Coleman, Raymond
Comet, Roger
Crippie, Michael
Cunningham, Pam
Cupid, Raymond
Dancer, Archie
Doc, Ted
Driver, Marsha
Eaton, Tom 000-44-2006 SPC
Personnel To Be Tested (Notification Copy)
Be Tested (Work Copy)
egister
24
DD Form 2624 (Back Side)
Bottle Labels
Select a Date
November, 2002
Sun Mon Tue Wed Thu Fri Sat
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
1 2 3 4 5 6 7
Today: 11/19/2002
OK
Cancel
Help
Choose a date of the members return for future testing

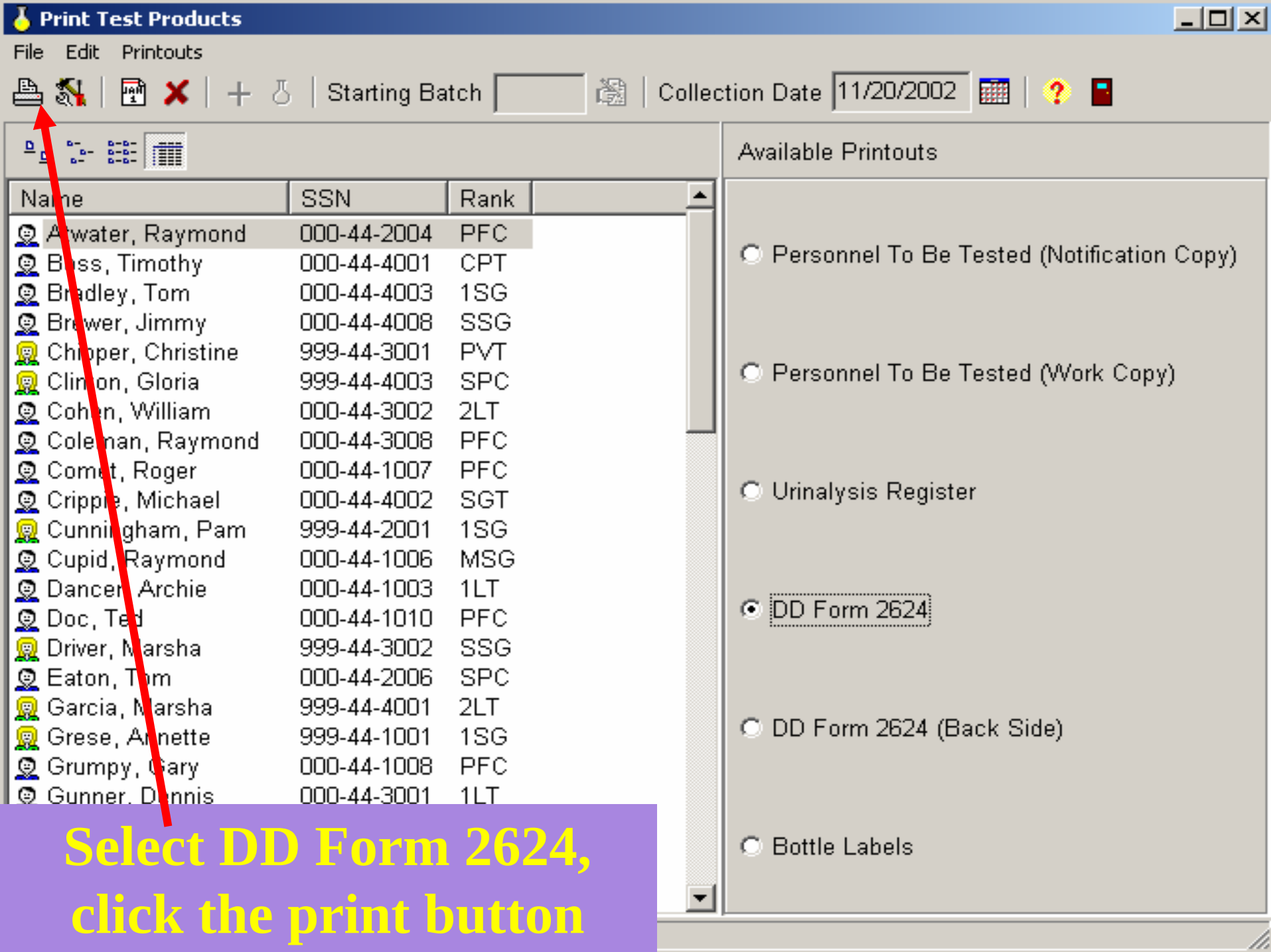

Print Test Products
File Edit Printouts
Starting Batch
Collection Date 11/20/2002
Name SSN Rank
Aiken, David 000-44-2069 PFC
Boss, Timothy
Bradley, Tom
Brewer, Jimmy
Chipper, Christ
Clinton, Gloria
Cohen, William
Coleman, Rayr
Comet, Roger
Crippie, Michae
Cunningham, F
Cupid, Raymor
Dancer, Archie
Doc, Ted
Driver, Marsha
Eaton, Tom 000-44-2006 SPC
Available Printouts
Personnel To Be Tested (Notification Copy)
DD Form 2624 (Back Side)
Bottle Labels
Edit Comments
Standard Comments: (Select From List To Add Comment)
Comments for selected member(s):
TDY
OK
Cancel
Apply
You must add a comment as to why someone was made unavailable for testing

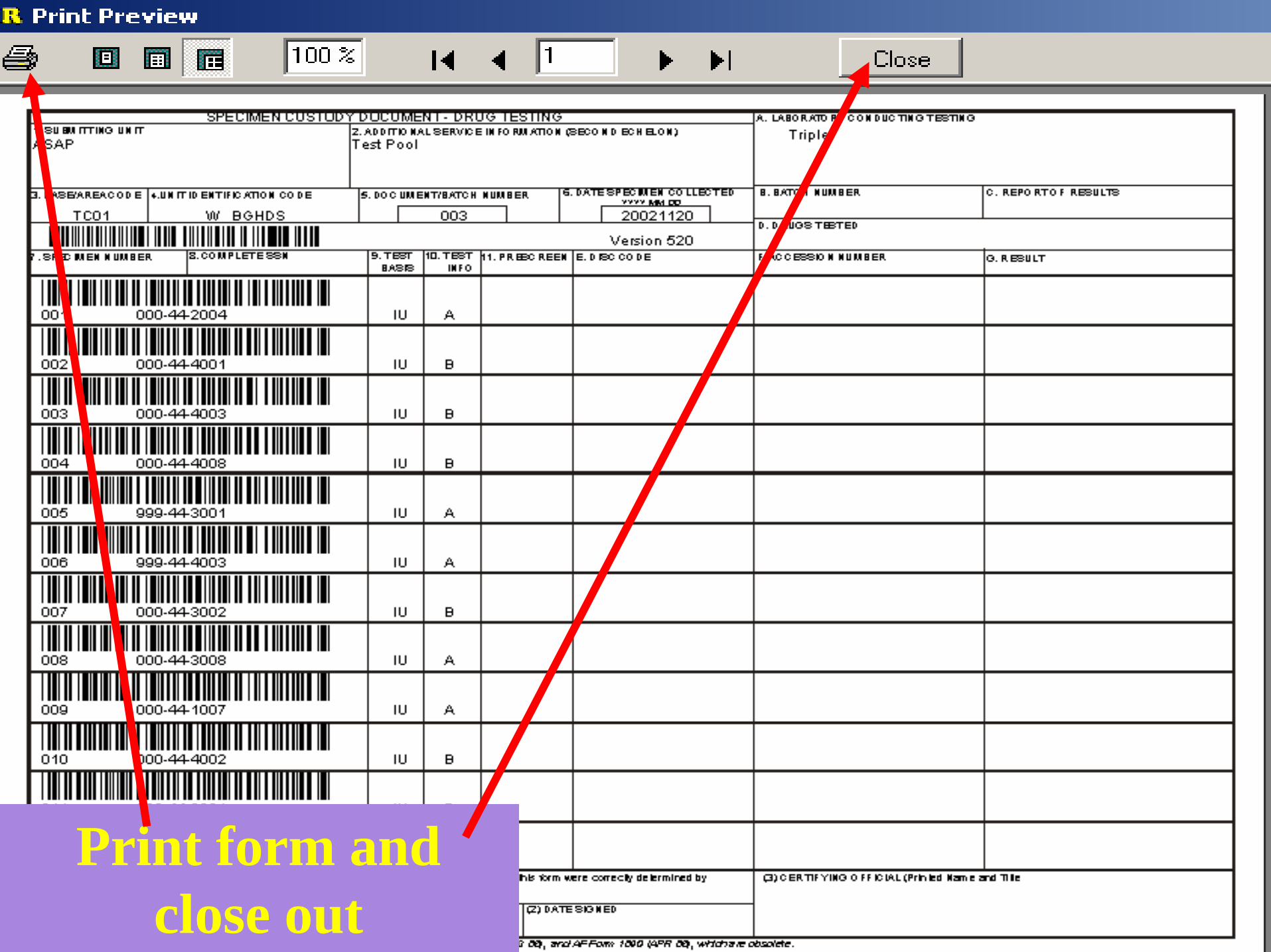

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/20/2002
Name
SSN
Rank
Atwater, Raymond 000-44-2004 PFC
Boss, Timothy 000-44-4001 CPT
Bradley, Tom 000-44-4003 1SG
Brewer, Jimmy 000-44-4008 SSG
Chipper, Christine 999-44-3001 PVT
Clinton, Gloria 999-44-4003 SPC
Cohen, William 000-44-3002 2LT
Coleman, Raymond 000-44-3008 PFC
Comet, Roger 000-44-1007 PFC
Crippie, Michael 000-44-4002 SGT
Cunningham, Pam 999-44-2001 1SG
Cupid, Raymond 000-44-1006 MSG
Dancer, Archie 000-44-1003 1LT
Doc, Ted 000-44-1010 PFC
Driver, Marsha 999-44-3002 SSG
Eaton, Tom 000-44-2006 SPC
Garcia, Marsha 999-44-4001 2LT
Grese, Annette 999-44-1001 1SG
Grumpy, Gary 000-44-1008 PFC
Gunner, Dennis 000-44-3001 1LT
Available Printouts
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
Select Personnel to be tested and click the print button

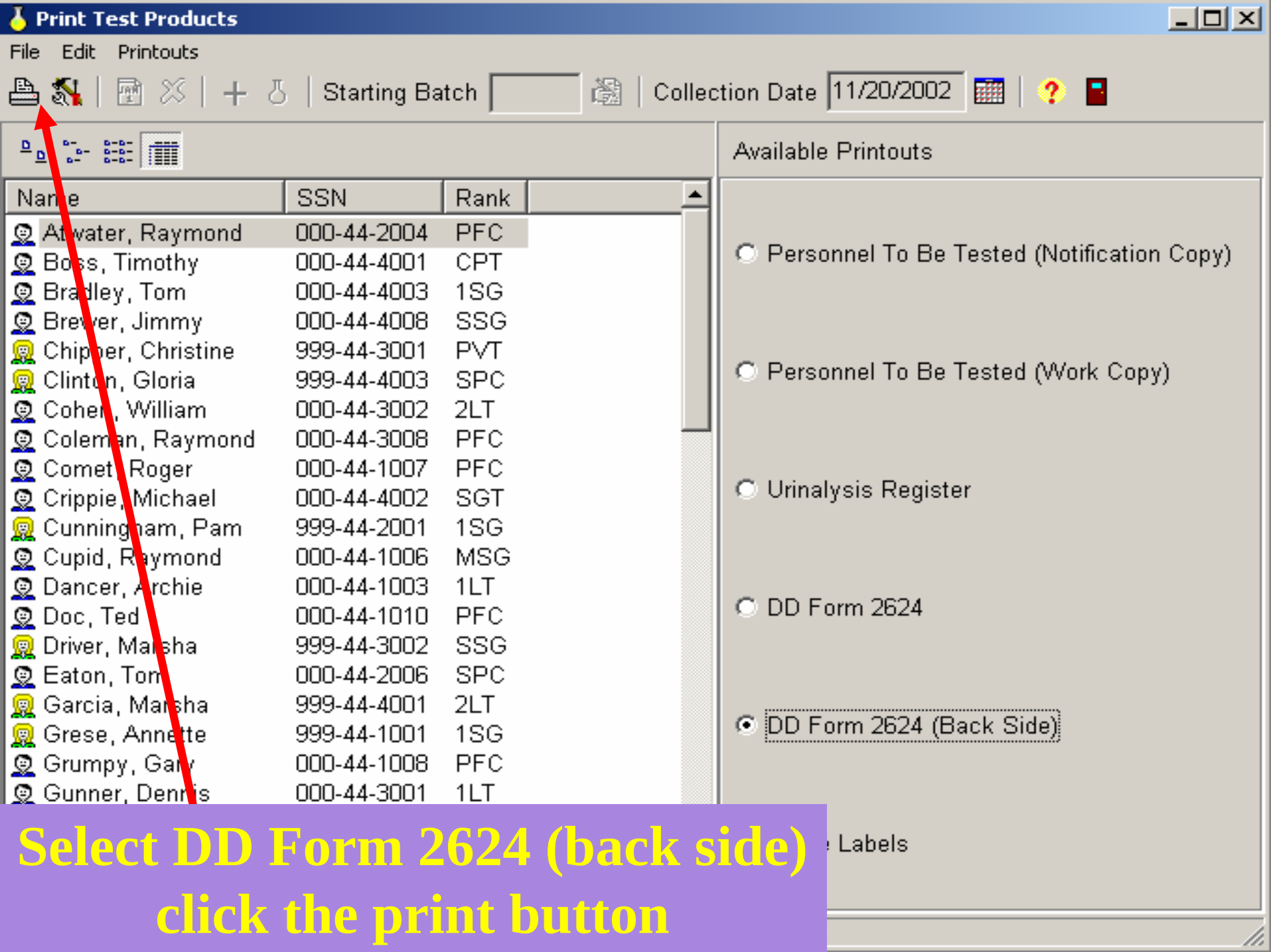

Print Preview
100 %
1
Close
Drug Testing Program
Testing Subjects
Working Copy
Headquarters CO
11/20/2002
Pool Name
Name
Prem
SSN
Rank
Due Back
Rationale
Test Pool\Headquarters CO
Atwater, Raymond
IU
000-44-2004
PFC
Test Pool\Headquarters CO
Boss, Timothy
IU
000-44-4001
CPT
Test Pool\Headquarters CO
Bradley, Tom
IU
000-44-4003
1SG
Test Pool\Headquarters CO
Brewer, Jimmy
IU
000-44-4008
SSG
Test Pool\Headquarters CO
Chipper, Christine
IU
999-44-3001
PVT
Test Pool\Headquarters CO
Clinton, Gloria
IU
999-44-4003
SPC
Test Pool\Headquarters CO
Cohen, William
IU
000-44-3002
2LT
Test Pool\Headquarters CO
Coleman, Raymond
IU
000-44-3008
PFC
Test Pool\Headquarters CO
Comet, Roger
IU
000-44-1007
PFC
Test Pool\Headquarters CO
Crippie, Michael
IU
000-44-4002
SGT
Test Pool\Headquarters CO
Cunningham, Pam
IU
999-44-2001
1SG
Test Pool\Headquarters CO
Cupid, Raymond
IU
000-44-1006
MSG
Test Pool\Headquarters CO
Dancer, Archie
IU
000-44-1003
1LT
Test Pool\Headquarters CO
Doc, Ted
IU
000-44-1010
PFC
IU
999-44-3002
SSG
IU
000-44-2006
SPC
IU
999-44-4001
2LT
IU
999-44-1001
1SG
Print form and close out

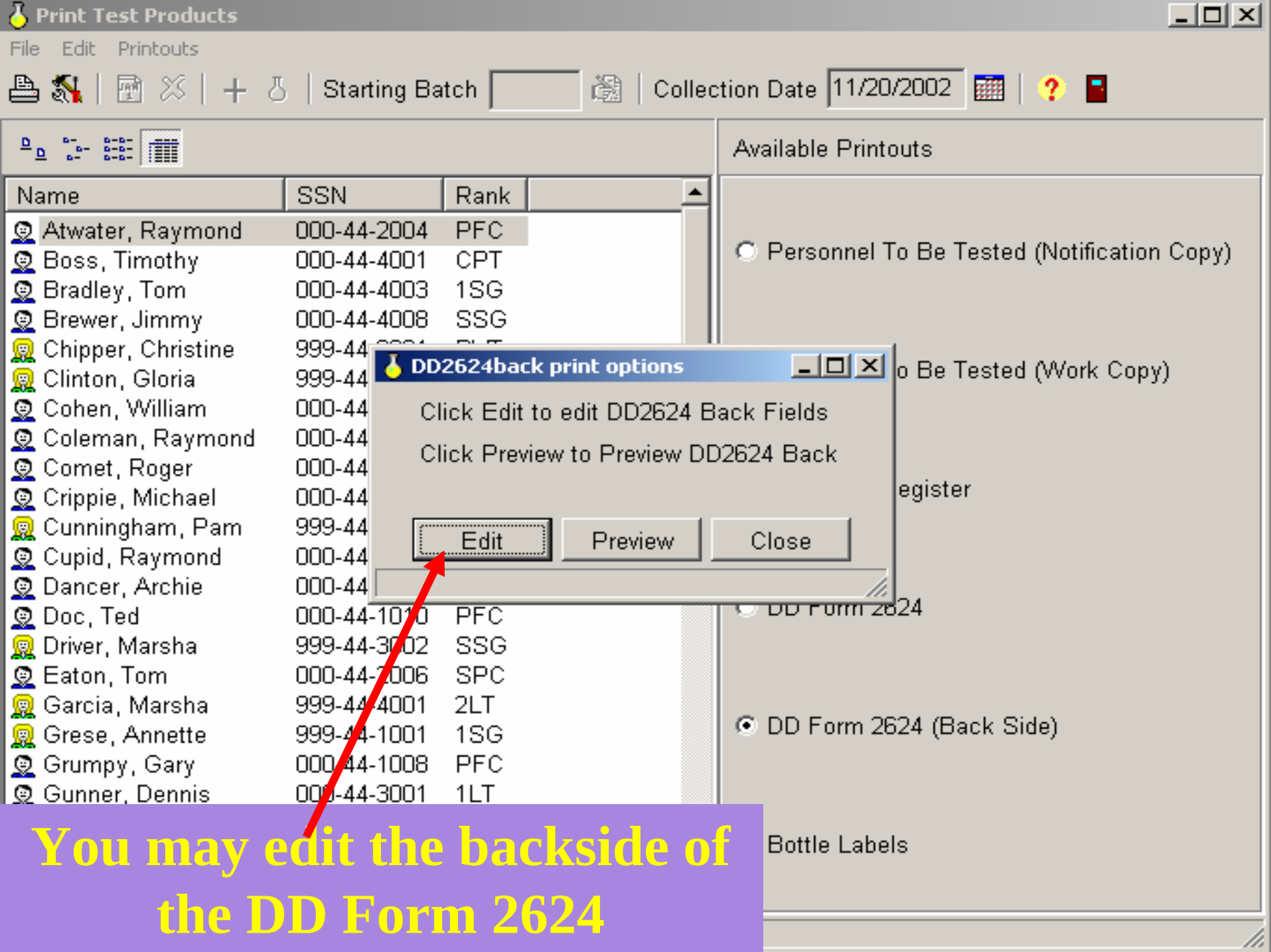

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/20/2002
Name
SSN
Rank
Atwater, Raymond 000-44-2004 PFC
Boss, Timothy 000-44-4001 CPT
Bradley, Tom 000-44-4003 1SG
Brewer, Jimmy 000-44-4008 SSG
Chipper, Christine 999-44-3001 PVT
Clinton, Gloria 999-44-4003 SPC
Cohen, William 000-44-3002 2LT
Coleman, Raymond 000-44-3008 PFC
Comet, Roger 000-44-1007 PFC
Crippie, Michael 000-44-4002 SGT
Cunningham, Pam 999-44-2001 1SG
Cupid, Raymond 000-44-1006 MSG
Dancer, Archie 000-44-1003 1LT
Doc, Ted 000-44-1010 PFC
Driver, Marsha 999-44-3002 SSG
Eaton, Tom 000-44-2006 SPC
Garcia, Marsha 999-44-4001 2LT
Grese, Annette 999-44-1001 1SG
Grumpy, Gary 000-44-1008 PFC
Gunner, Dennis 000-44-3001 1LT
Available Printouts
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
Select Unit Ledger, click the print button

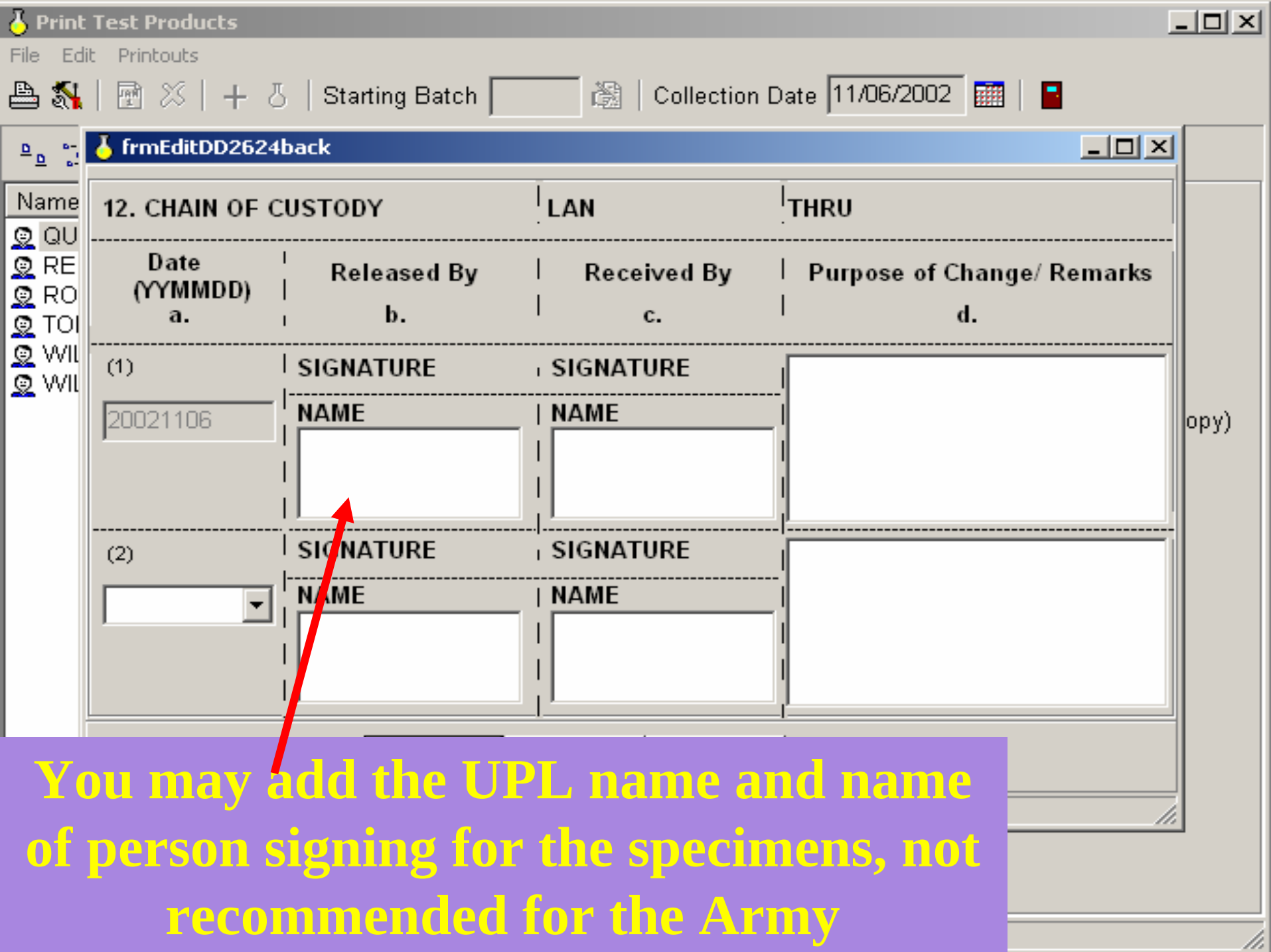

Print Preview
100 %
1
Close
Drug Testing Program
Testing Register
Test Pool\Headquarters CO
11/19/2002 2:09:40 PM
IU
Date of Collection T/D/M/Y
Batch And Specimen #
Tested Members Rank, Printed Name, SSN Signature
TPI
Observer's Printed Name and Signature
Comments and Disposition
Batch: Spec: 0003 001 PFC Atwater, Raymond 000-44-3004 IU
Batch: Spec: 0003 002 CPT Boss, Timothy 000-44-4001 IU
Batch: Spec: 0003 003 1SG Bradley, Tom 000-44-4003 IU
Batch: Spec: 0003 004 SSG Brewer, Jimmy 000-44-4008 IU
Batch: Spec: 0003 005 PVT Chipper, Christine 999-44-3001 IU
Batch: Spec: 0003 006 SPC Clinton, Gloria 999-44-4003 IU
Batch: Spec: 0003 007 2LT Cohen, William 000-44-3002 IU
Batch: Spec: PFC Coleman, Raymond 000-44-3008 IU
000-44-1007 IU
000-44-4002 IU
Print form and close out

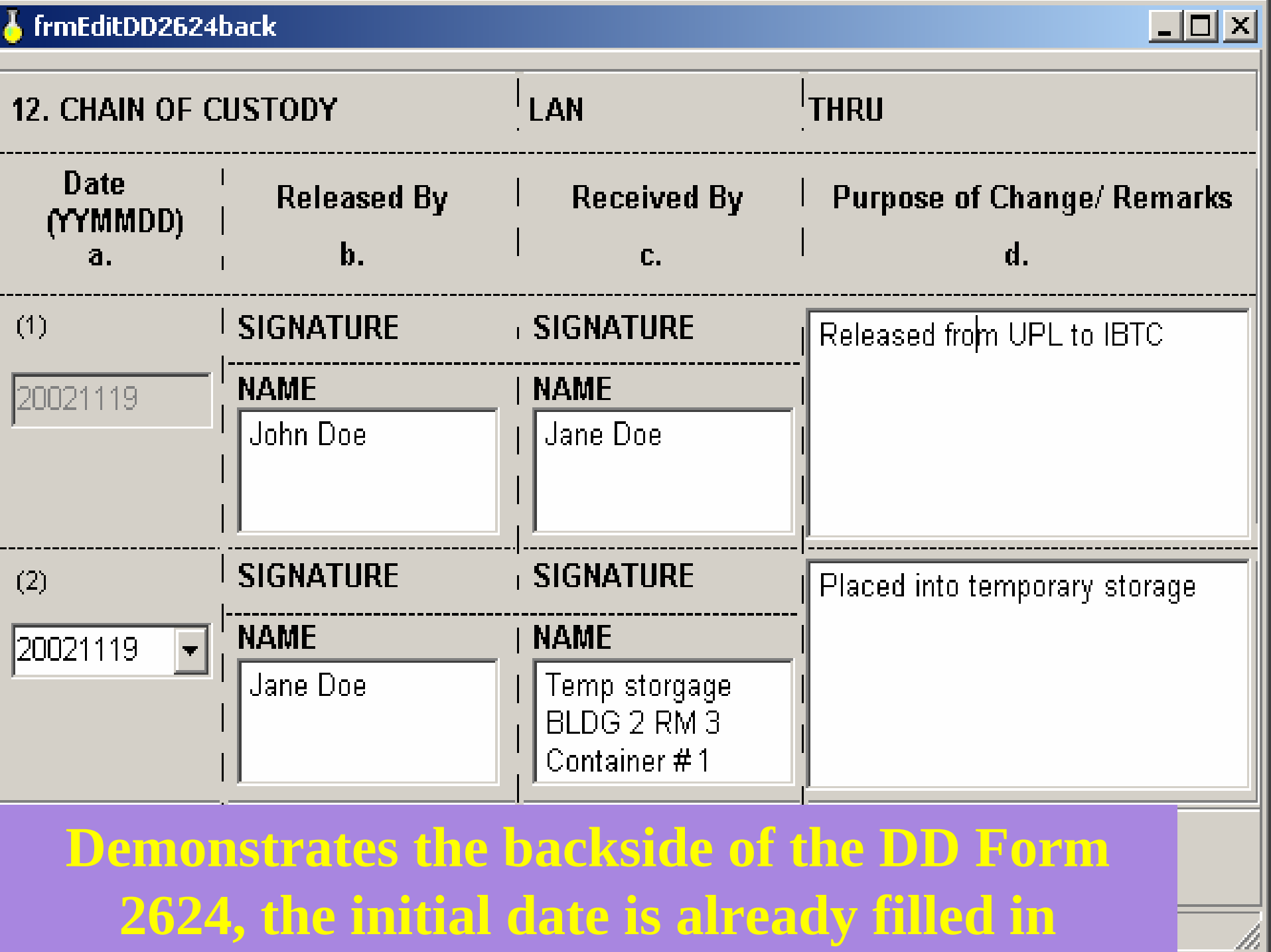

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/20/2002
Name
SSN
Rank
Atwater, Raymond 000-44-2004 PFC
Bliss, Timothy 000-44-4001 CPT
Bradley, Tom 000-44-4003 1SG
Brewer, Jimmy 000-44-4008 SSG
Chipper, Christine 999-44-3001 PVT
Clinton, Gloria 999-44-4003 SPC
Cohen, William 000-44-3002 2LT
Coleman, Raymond 000-44-3008 PFC
Comet, Roger 000-44-1007 PFC
Crippie, Michael 000-44-4002 SGT
Cunningham, Pam 999-44-2001 1SG
Cupid, Raymond 000-44-1006 MSG
Dancer, Archie 000-44-1003 1LT
Doc, Ted 000-44-1010 PFC
Driver, Marsha 999-44-3002 SSG
Eaton, Tom 000-44-2006 SPC
Garcia, Marsha 999-44-4001 2LT
Grese, Annette 999-44-1001 1SG
Grumpy, Gary 000-44-1008 PFC
Gunner, Dennis 000-44-3001 1LT
Available Printouts
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
Select DD Form 2624, click the print button

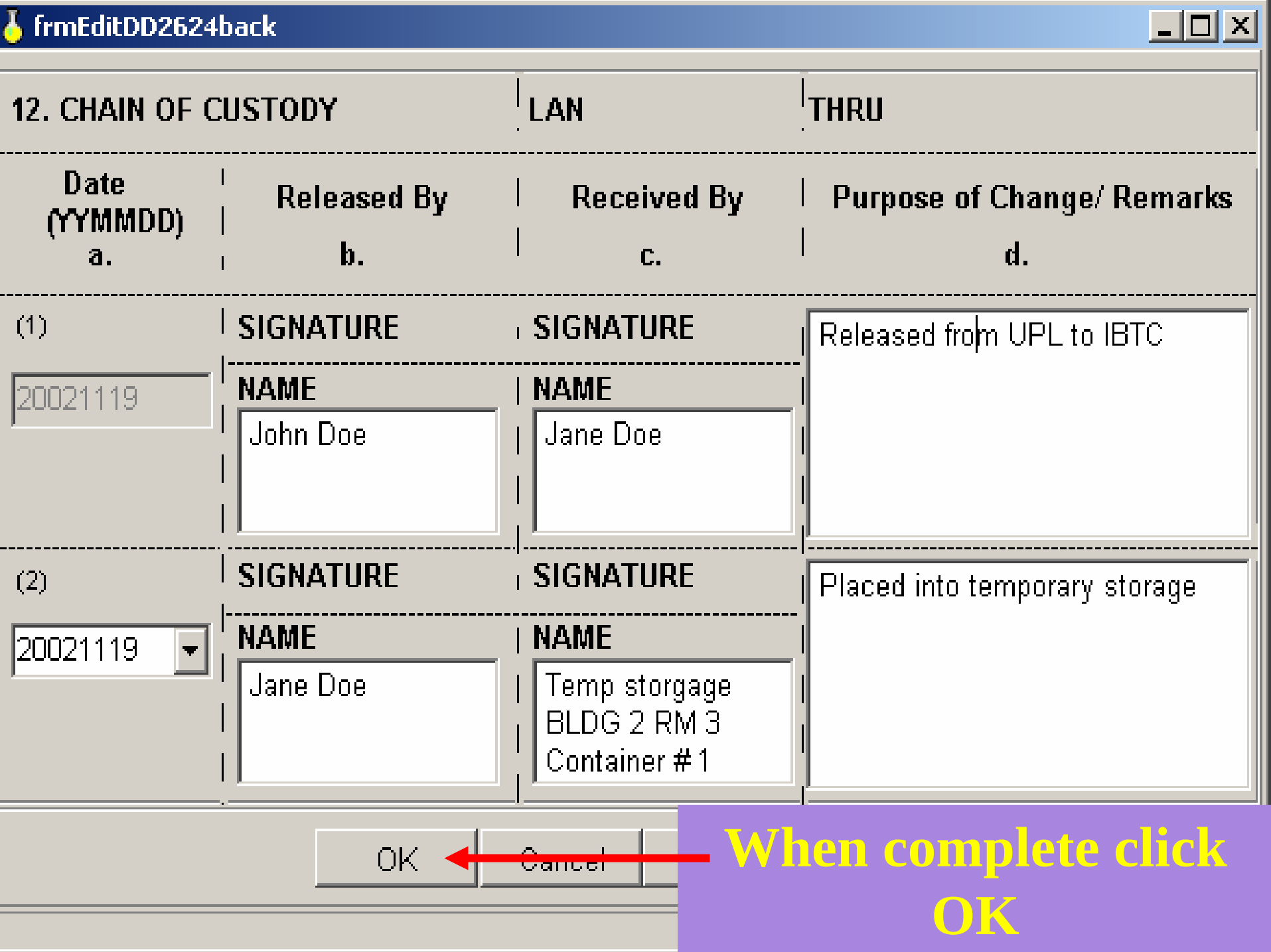

Print Preview
100 %
1
Close
SPECIMEN CUSTODY DOCUMENT - DRUG TESTING
1. SUBMITTING UNIT
ASAP
2. ADDITIONAL SERVICE INFORMATION (SECOND EACHELON)
Test Pool
4. LABORATORY CONDUCTING TESTING
Triple
3. BASE/AREA CODE
TC01
4. UNIT IDENTIFICATION CODE
W BGHDS
5. DOCUMENT/BATCH NUMBER
003
6. DATE SPECIMEN COLLECTED
20021120
Version 520
B. BATCH NUMBER
C. REPORT OF RESULTS
D. DRUGS TESTED
7. SPECIMEN NUMBER
8. COMPLETE SSN
9. TEST BASIS
10. TEST INFO
11. PRESCREEN
E. DISC CODE
F. ACCESSION NUMBER
G. RESULT
000-44-2004 IU A
002 000-44-4001 IU B
003 000-44-4003 IU B
004 000-44-4008 IU B
005 999-44-3001 IU A
006 999-44-4003 IU A
007 000-44-3002 IU B
008 000-44-3008 IU A
009 000-44-1007 IU A
010 000-44-4002 IU B
(2) DATE SIGNED
(3) CERTIFYING OFFICIAL (Printed Name and Title
Print form and close out

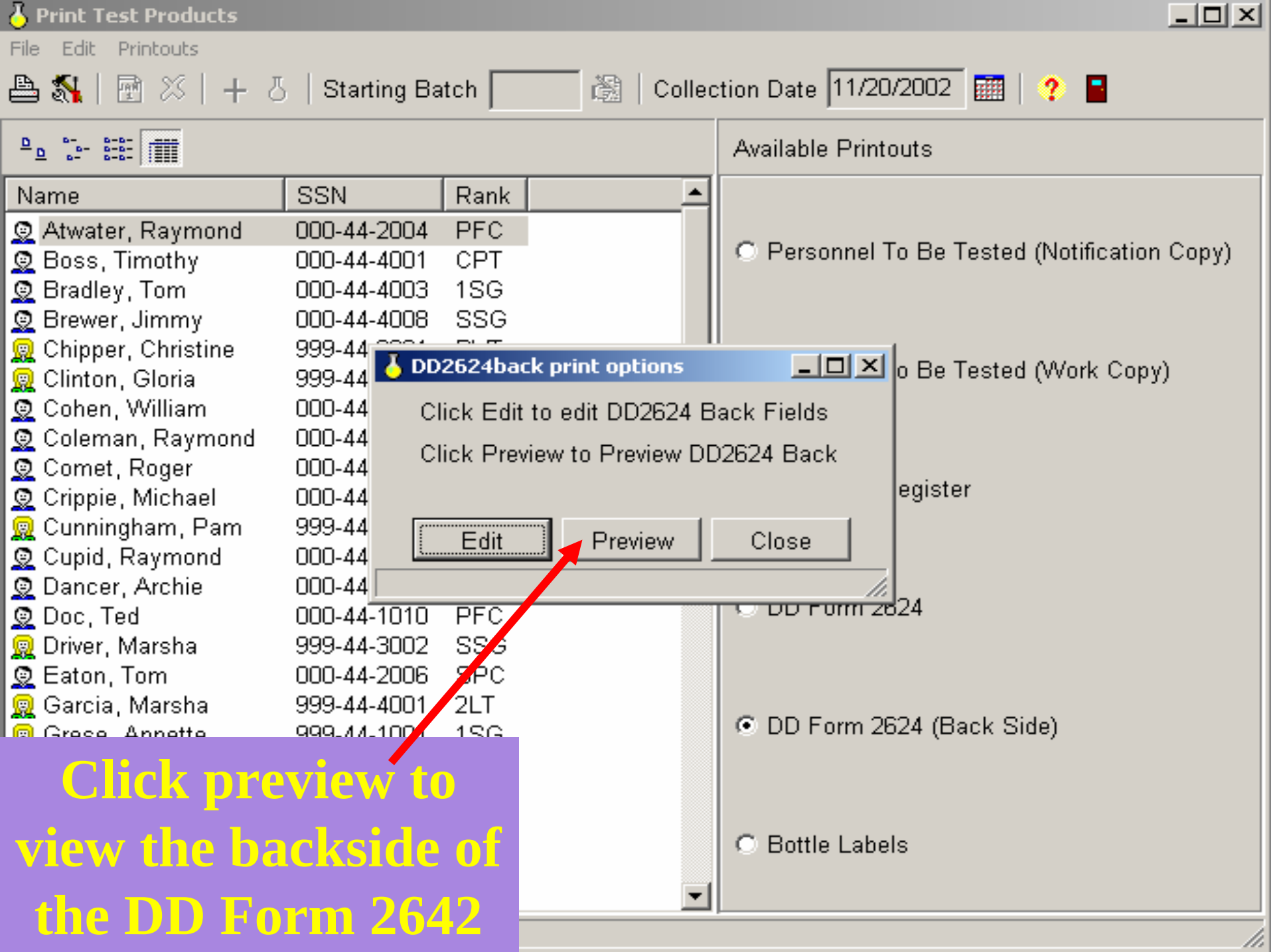

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/20/2002
Name
SSN
Rank
Atwater, Raymond 000-44-2004 PFC
Boss, Timothy 000-44-4001 CPT
Bradley, Tom 000-44-4003 1SG
Brewer, Jimmy 000-44-4008 SSG
Chipper, Christine 999-44-3001 PVT
Clinton, Gloria 999-44-4003 SPC
Cohen, William 000-44-3002 2LT
Coleman, Raymond 000-44-3008 PFC
Comet, Roger 000-44-1007 PFC
Crippie, Michael 000-44-4002 SGT
Cunningham, Pam 999-44-2001 1SG
Cupid, Raymond 000-44-1006 MSG
Dancer, Archie 000-44-1003 1LT
Doc, Ted 000-44-1010 PFC
Driver, Marsha 999-44-3002 SSG
Eaton, Tom 000-44-2006 SPC
Garcia, Marsha 999-44-4001 2LT
Grese, Annette 999-44-1001 1SG
Grumpy, Gary 000-44-1008 PFC
Gunner, Dennis 000-44-3001 1LT
Available Printouts
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
DD Form 2624 (Back Side)
Labels
Select DD Form 2624 (back side)
click the print button


Print Test Products
File Edit Printouts
Starting Batch
Collection Date 11/20/2002
Available Printouts
Name SSN Rank
Atwater, Raymond 000-44-2004 PFC
Boss, Timothy 000-44-4001 CPT
Bradley, Tom 000-44-4003 1SG
Brewer, Jimmy 000-44-4008 SSG
Chipper, Christine
Clinton, Gloria
Cohen, William
Coleman, Raymond
Comet, Roger
Crippie, Michael
Cunningham, Pam
Cupid, Raymond
Dancer, Archie
Doc, Ted
Driver, Marsha
Eaton, Tom
Garcia, Marsha
Grese, Annette
Grumpy, Gary
Gunner, Dennis
Personnel To Be Tested (Notification Copy)
o Be Tested (Work Copy)
egister
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
DD2624back print options
Click Edit to edit DD2624 Back Fields
Click Preview to Preview DD2624 Back
Edit
Preview
Close
You may edit the backside of the DD Form 2624


Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/06/2002
frmEditDD2624back
12. CHAIN OF CUSTODY
LAN
THRU
Date (YYMMDD) a.
Released By b.
Received By c.
Purpose of Change/ Remarks d.
(1)
20021106
SIGNATURE
NAME
SIGNATURE
NAME
(2)
SIGNATURE
NAME
SIGNATURE
NAME
You may add the UPL name and name of person signing for the specimens, not recommended for the Army


frmEditDD2624back
12. CHAIN OF CUSTODY
LAN
THRU
Date (YYMMDD) a.
Released By b.
Received By c.
Purpose of Change/ Remarks d.
(1)
20021119
SIGNATURE
NAME
John Doe
SIGNATURE
NAME
Jane Doe
Released from UPL to IBTC
(2)
20021119
SIGNATURE
NAME
Jane Doe
SIGNATURE
NAME
Temp storgage
BLDG 2 RM 3
Container #1
Placed into temporary storage
Demonstrates the backside of the DD Form 2624, the initial date is already filled in


frmEditDD2624back
12. CHAIN OF CUSTODY
LAN
THRU
Date (YYMMDD) a.
Released By b.
Received By c.
Purpose of Change/ Remarks d.
(1)
20021119
SIGNATURE
NAME
John Doe
SIGNATURE
NAME
Jane Doe
Released from UPL to IBTC
(2)
20021119
SIGNATURE
NAME
Jane Doe
SIGNATURE
NAME
Temp storgage
BLDG 2 RM 3
Container #1
Placed into temporary storage
OK
Cancel
When complete click OK


Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/20/2002
Available Printouts
Name
SSN
Rank
Atwater, Raymond 000-44-2004 PFC
Boss, Timothy 000-44-4001 CPT
Bradley, Tom 000-44-4003 1SG
Brewer, Jimmy 000-44-4008 SSG
Chipper, Christine
Clinton, Gloria
Cohen, William
Coleman, Raymond
Comet, Roger
Crippie, Michael
Cunningham, Pam
Cupid, Raymond
Dancer, Archie
Doc, Ted 000-44-1010 PFC
Driver, Marsha 999-44-3002 SSG
Eaton, Tom 000-44-2006 SPC
Garcia, Marsha 999-44-4001 2LT
Personnel To Be Tested (Notification Copy)
o Be Tested (Work Copy)
egister
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
DD2624back print options
Click Edit to edit DD2624 Back Fields
Click Preview to Preview DD2624 Back
Edit
Preview
Close
Click preview to view the backside of the DD Form 2642

Print Preview

100 %

1

Close

12. CHAIN OF CUSTODY		LAN	THRU
DATE (YYMMDD) a.	RELEASED BY b.	RECEIVED BY c.	PURPOSE OF CHANGE / REMARKS d.
(1) 021119	SIGNATURE NAME John Doe	SIGNATURE NAME Jane Doe	Released from UPL to BTC
(2) 21119	SIGNATURE NAME Jane Doe	SIGNATURE NAME Temp storgage BLDG 2 RM3	Placed into temporary storage
(3)	SIGNATURE NAME	SIGNATURE NAME	
(4)	SIGNATURE NAME	SIGNATURE NAME	
(5)	SIGNATURE NAME	SIGNATURE NAME	
(6)	SIGNATURE NAME	SIGNATURE NAME	
(7)	SIGNATURE	SIGNATURE	

NOTE: Turn DD Form 2624 over to print backside

INSTRUCTIONS

BLOCK		USA	USN/MC	USAF
1	SUBMITTING UNIT	Message address of unit submitting urine samples		
2	ADDITIONAL SERVICE INFORMATION (SECOND	Do not use.	Message address of second echelon commander to whom submitting unit reports	Optional. May be used to identify the base POC.
3	BASE AREA CODE	Service code area.	Leave blank. For future use.	Four-character Base Identification code (Ex., F1Z3). Comprises the first four characters of the full 10-character Base Identification
4	UNIT IDENTIFICATION	Unit Identification Code (UIC or RUC) of unit		Do not use.
5	DOCUMENT/BATCH NUMBER	Do not use.	Enter the locally assigned batch number. Each batch of 12 samples, or portion thereof, shall be assigned a separate number by the submitting unit.	3-digit batch number common to all specimens in the shipment (Ex., 501). Comprises the middle portion of the full 10-character BID# assigned to each
6	DATE SPECIMEN	Enter the four-digit year, two-digit month, and two-digit day that samples were collected by submitting unit.		
7	SPECIMEN	Use number pre-printed on form		Enter 3-digit sequential specimen number (test 3
8	COMPLETE SSN	Full SSN of person from whom sample obtained.		
9	TEST BASE	Indicate the testing premise to conduct the collection.		
10	TEST	Military: A = E.1 - E4 B = E.5 to E10 Civilian only: C = FDP Aviation, D = FDP Guard/Police, F = FD, ADAP/CP Staff, G = other FDP, N = other non-military	Leave blank.	Entry required only if additional testing is requested: F = Full Panel; S = Steroids; O = Other drugs - Provide clarification in attached message.
11	PRESCREEN	If screened (field tested) prior to submission and found positive, indicate P for positive or N for negative for drug(s) pre-screened. Leave blank if		Not used.

12. CHAIN OF CUSTODY (LINE (1))

a. DATE - Date of collection/shipment.
b. RELEASED BY - Signature and printed or typewritten name of the urinalysis coordinator having custody of the samples.
c. RECEIVED BY - Use only if physical change of custody is occuring prior to shipment. Otherwise leave blank.
d. PURPOSE OF CHANGE/REMARK - Specify the mode of accountable transportation/system utilized to ship specimens to the lab.

Note: When custody of specimens changes other than for a shipment (unless hand carried to the lab), each change of custody requires line number signatures in the (b) RELEASED BY and (c) RECEIVED BY blocks to document change in custody with comment in block (d). This

12. CHAIN OF CUSTODY		LAN	THRU
DATE (YYMMDD) a.	RELEASED BY b.	RECEIVED BY c.	PURPOSE OF CHANGE / REMARKS d.
(1) 021119	SIGNATURE NAME John Doe	SIGNATURE NAME Jane Doe	Released from UPL to BTC
(2) 021119	SIGNATURE NAME Jane Doe	SIGNATURE NAME Temp storgage BLDG 2 RM3	Placed into temporary storage
(3)	SIGNATURE NAME	SIGNATURE NAME	
(4)	SIGNATURE NAME	SIGNATURE NAME	
(5)	SIGNATURE NAME	SIGNATURE NAME	
(6)	SIGNATURE NAME	SIGNATURE NAME	
(7)	SIGNATURE NAME	SIGNATURE NAME	

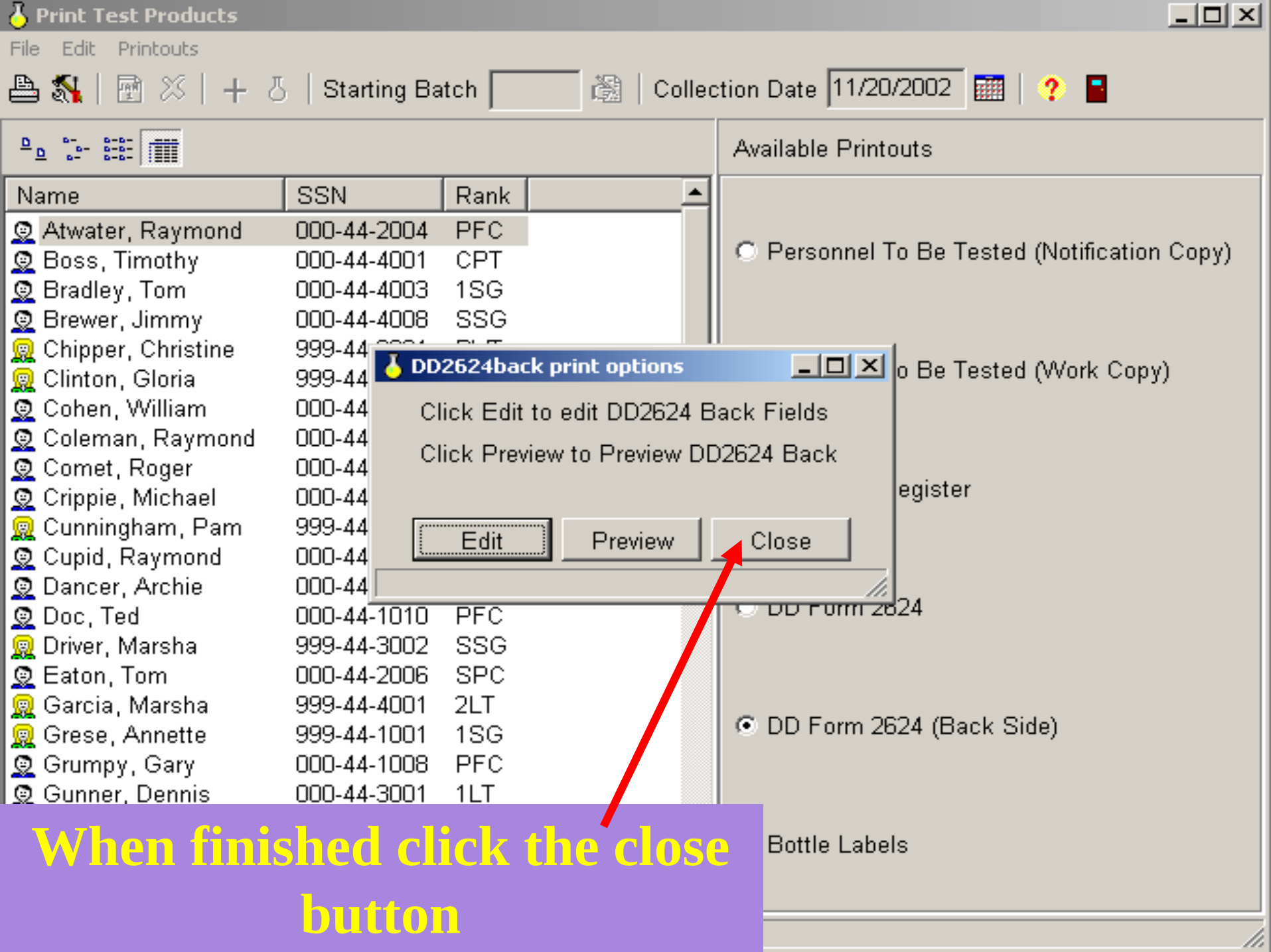
INSTRUCTIONS				
	BLOCK	USA	USN/MC	USAF
1	SUBMITTING UNIT	Message address of unit submitting urine samples		
2	ADDITIONAL SERVICE INFORMATION (SECOND	Do not use.	Message address of second echelon commander to whom submitting unit reports	Optional. May be used to identify the base POC.
3	BASE AREA CODE	Service code area.	Leave blank. For future use.	Four-character Base Identification code (Ex., F1Z3). Comprises the first four characters of the full 10-character Base Identification
4	UNIT IDENTIFICATION	Unit Identification Code (UIC or RUC) of unit		Do not use.
5	DOCUMENT/BATCH NUMBER	Do not use.	Enter the locally assigned batch number. Each batch of 12 samples, or portion thereof, shall be assigned a separate number by the submitting unit.	3-digit batch number common to all specimens in the shipment (Ex., 501). Comprises the middle portion of the full 10-character BID# assigned to each
6	DATE SPECIMEN	Enter the four-digit year, two-digit month, and two-digit day that samples were collected by submitting unit.		
7	SPECIMEN	Use number pre-printed on form		Enter 3-digit sequential specimen number (last 3
8	COMPLETE SSN	Full SSN of person from whom sample obtained.		
9	TEST BASE	Indicate the testing premise to conduct the collection.		
10	TEST	Military: A = E.1 - E4 B = E.5 to E10 Civilian only: C = FDP Aviation, D = FDP Guard/Police, F = FD, ADAP/OP Staff, G = other FDP, N = other non-military	Leave blank.	Entry required only if additional testing is requested: F = Full Panel; S = Steroids; O = Other drugs - Provide clarification in attached message.
11	PRESCREEN	If screened (field tested) prior to submission and found positive, indicate P for positive or N for negative for drug(s) pre-screened. Leave blank if		Not used.

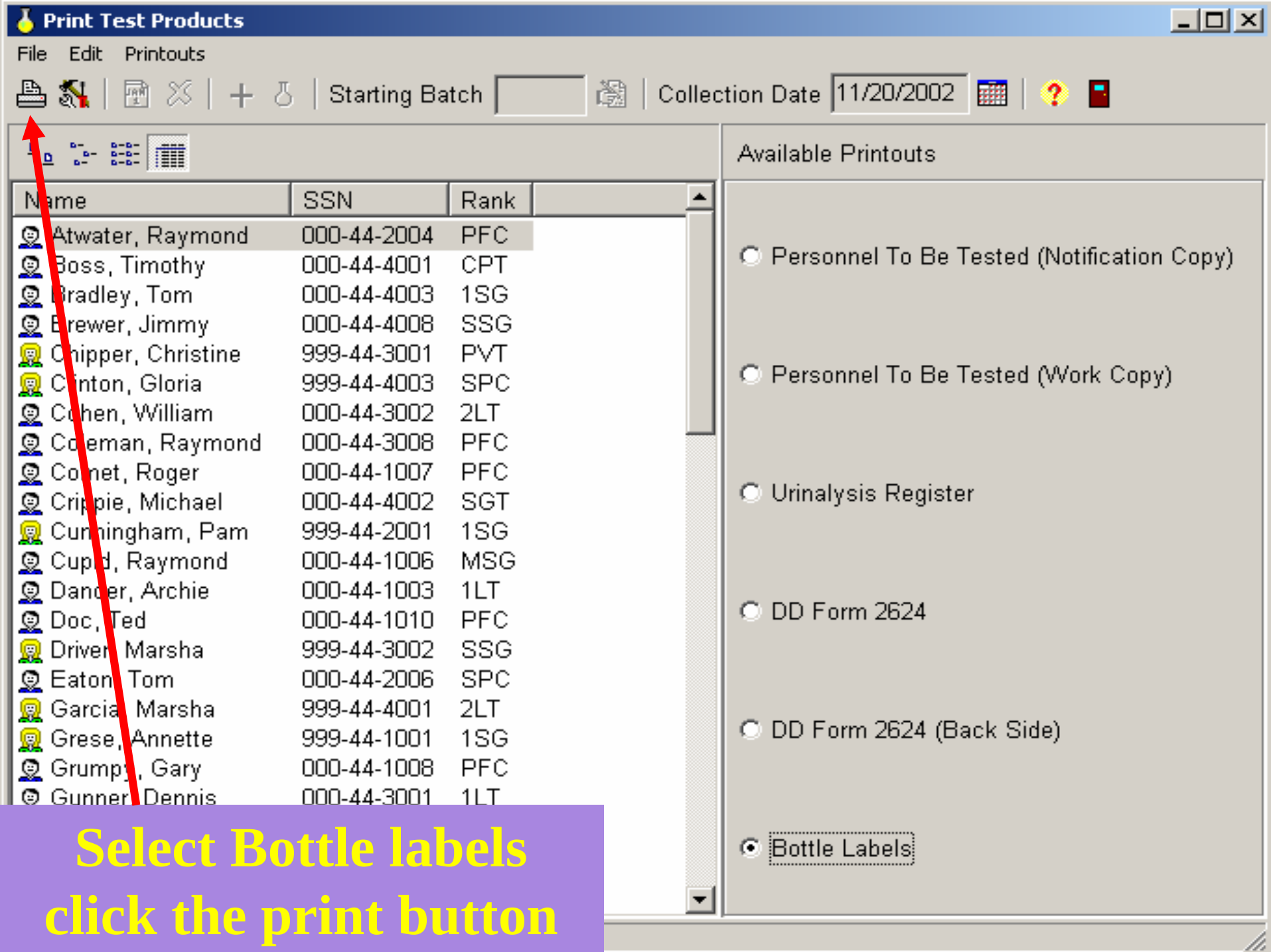
12. CHAIN OF CUSTODY (LINE (1))

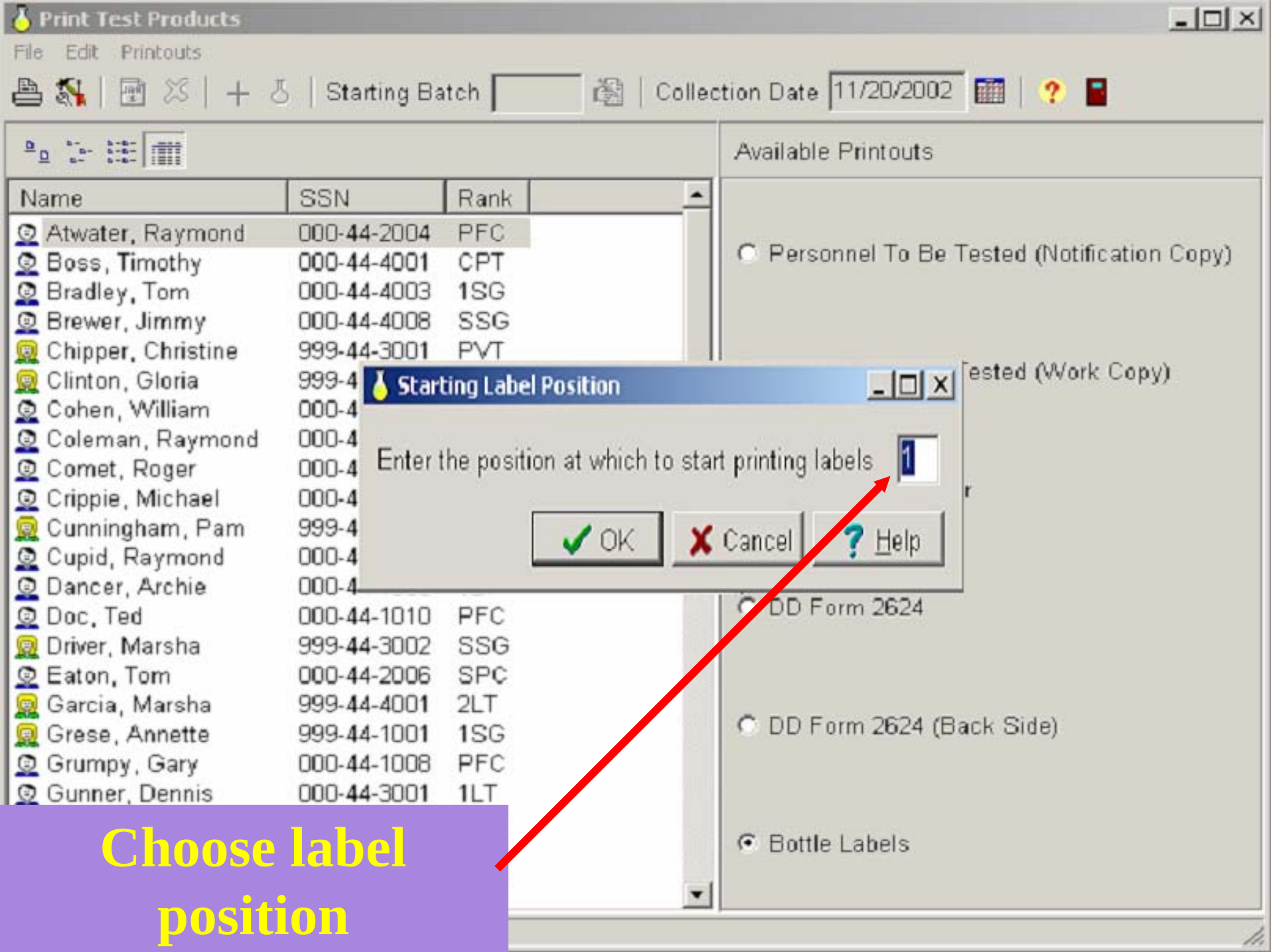
a. DATE - Date of collection/shipment.
b. RELEASED BY - Signature and printed or typewritten name of the urinalysis coordinator having custody of the samples.
c. RECEIVED BY - Use only if physical change of custody is occuring prior to shipment. Otherwise leave blank.
d. PURPOSE OF CHANGE/REMARK - Specify the mode of accountable transportation/system utilized to ship specimens to the lab.

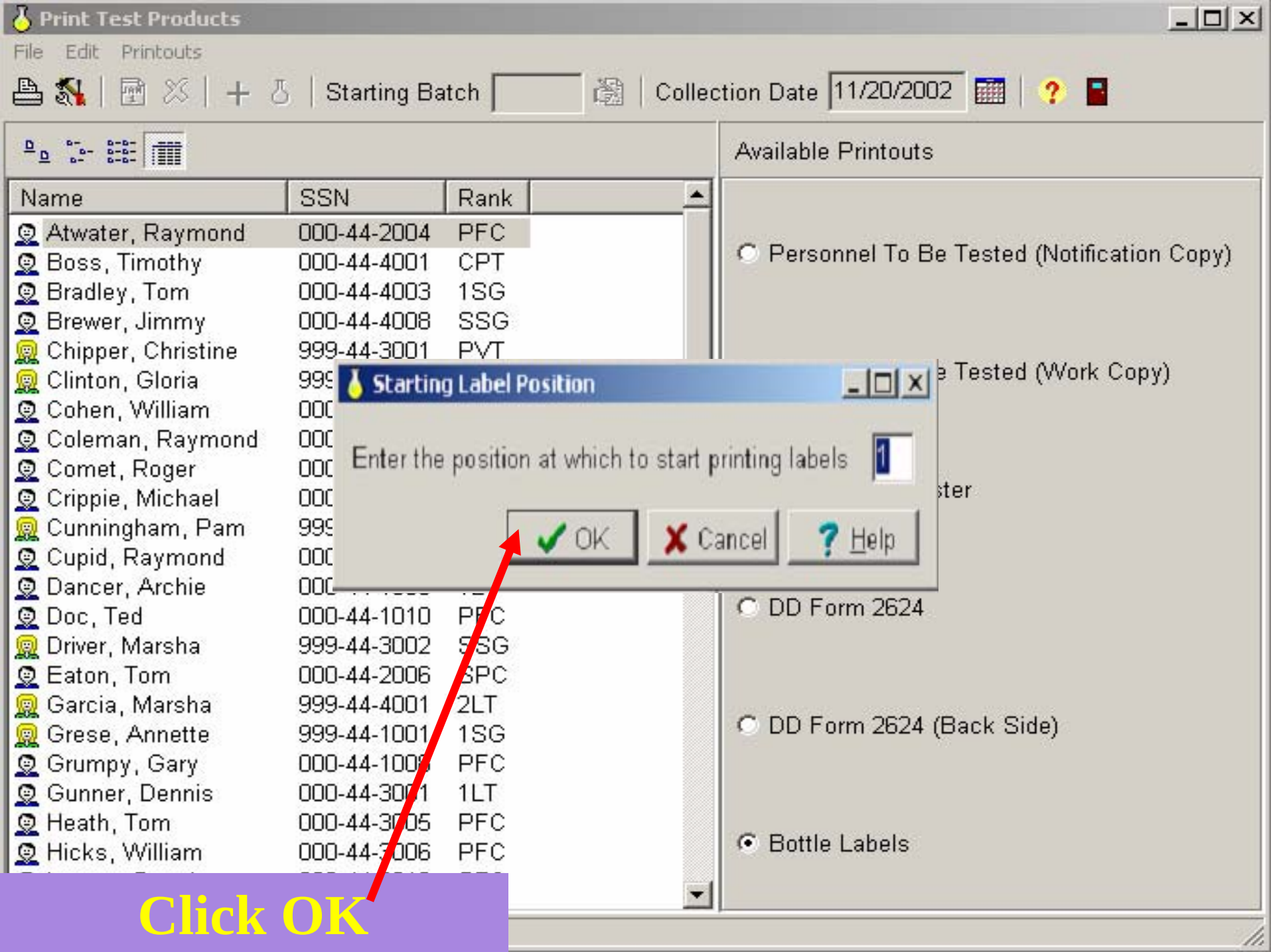
Note: When custody of specimens changes other than for a shipment (unless hand carried to the lab), each change of custody requires line number signatures in the (b) RELEASED BY and (c) RECEIVED BY blocks to document change in custody with comment in block (d). This

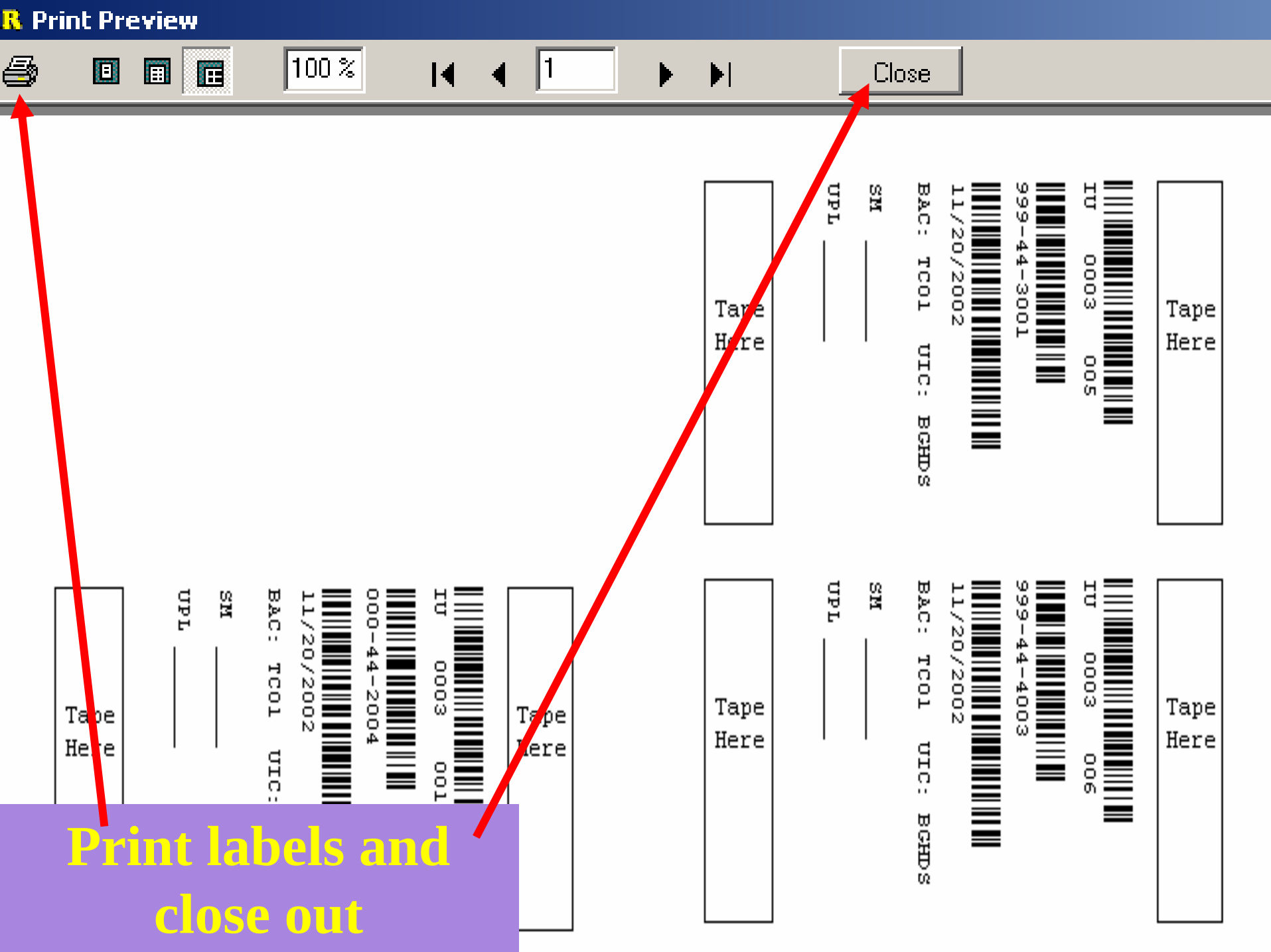
Once printed, close out form

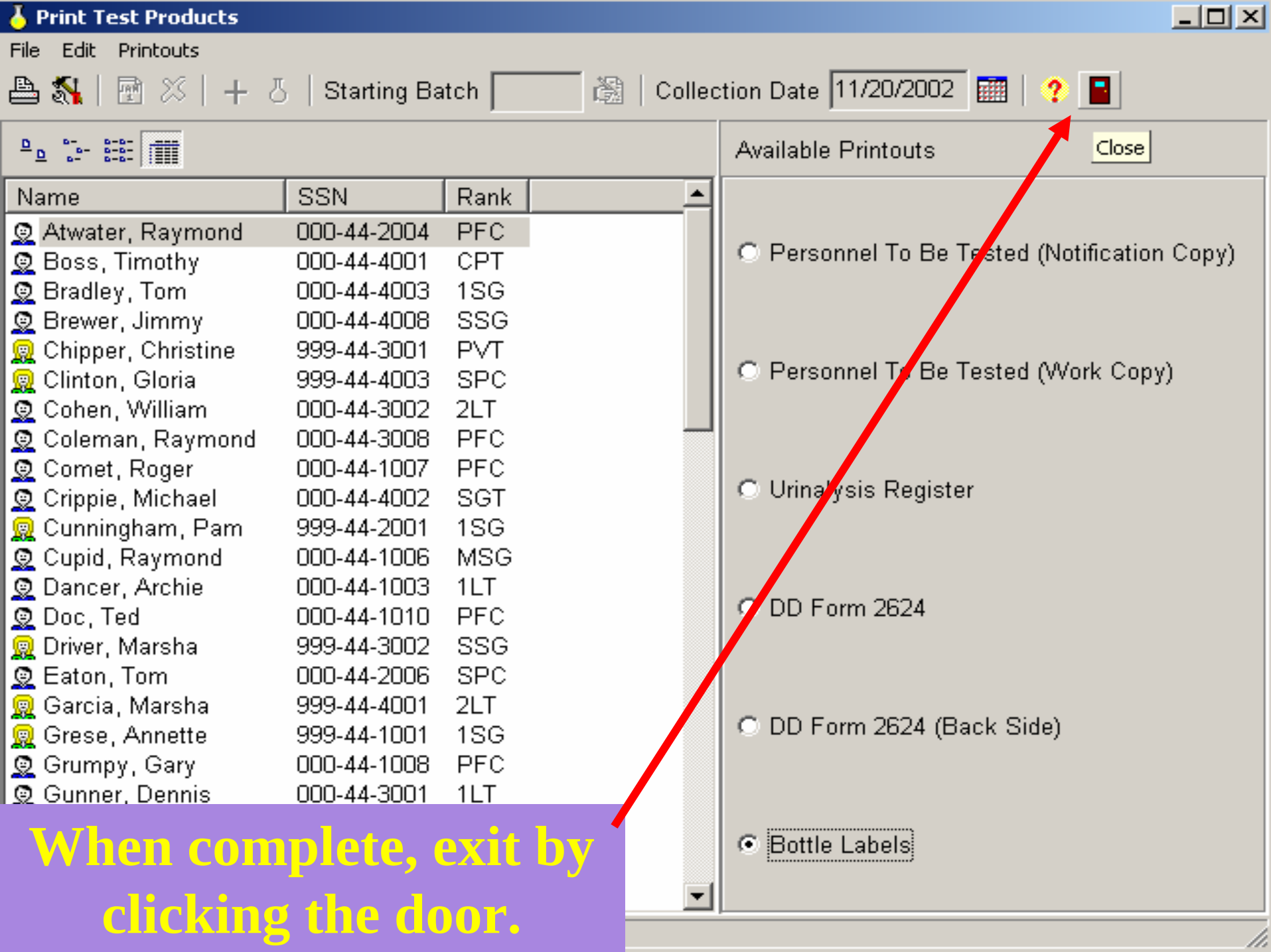

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/20/2002
Available Printouts
Name
SSN
Rank
Atwater, Raymond 000-44-2004 PFC
Boss, Timothy 000-44-4001 CPT
Bradley, Tom 000-44-4003 1SG
Brewer, Jimmy 000-44-4008 SSG
Chipper, Christine 999-44
Clinton, Gloria 999-44
Cohen, William 000-44
Coleman, Raymond 000-44
Comet, Roger 000-44
Crippie, Michael 000-44
Cunningham, Pam 999-44
Cupid, Raymond 000-44
Dancer, Archie 000-44
Doc, Ted 000-44-1010 PFC
Driver, Marsha 999-44-3002 SSG
Eaton, Tom 000-44-2006 SPC
Garcia, Marsha 999-44-4001 2LT
Grese, Annette 999-44-1001 1SG
Grumpy, Gary 000-44-1008 PFC
Gunner, Dennis 000-44-3001 1LT
Personnel To Be Tested (Notification Copy)
o Be Tested (Work Copy)
egister
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
DD2624back print options
Click Edit to edit DD2624 Back Fields
Click Preview to Preview DD2624 Back
Edit
Preview
Close
When finished click the close button


Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/20/2002
Available Printouts
Name
SSN
Rank
Atwater, Raymond 000-44-2004 PFC
Boss, Timothy 000-44-4001 CPT
Bradley, Tom 000-44-4003 1SG
Brewer, Jimmy 000-44-4008 SSG
Chipper, Christine 999-44-3001 PVT
Clinton, Gloria 999-44-4003 SPC
Cohen, William 000-44-3002 2LT
Coleman, Raymond 000-44-3008 PFC
Comet, Roger 000-44-1007 PFC
Crippie, Michael 000-44-4002 SGT
Cunningham, Pam 999-44-2001 1SG
Cupid, Raymond 000-44-1006 MSG
Dancer, Archie 000-44-1003 1LT
Doc, Ted 000-44-1010 PFC
Driver, Marsha 999-44-3002 SSG
Eaton, Tom 000-44-2006 SPC
Garcia, Marsha 999-44-4001 2LT
Grese, Annette 999-44-1001 1SG
Grumpy, Gary 000-44-1008 PFC
Gunner, Dennis 000-44-3001 1LT
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
Select Bottle labels
click the print button


Print Test Products
File Edit Printouts
Starting Batch
Collection Date 11/20/2002
Available Printouts
Name SSN Rank
Atwater, Raymond 000-44-2004 PFC
Boss, Timothy 000-44-4001 CPT
Bradley, Tom 000-44-4003 1SG
Brewer, Jimmy 000-44-4008 SSG
Chipper, Christine 999-44-3001 PVT
Clinton, Gloria 999-4
Cohen, William 000-4
Coleman, Raymond 000-4
Comet, Roger 000-4
Crippie, Michael 000-4
Cunningham, Pam 999-4
Cupid, Raymond 000-4
Dancer, Archie 000-4
Doc, Ted 000-44-1010 PFC
Driver, Marsha 999-44-3002 SSG
Eaton, Tom 000-44-2006 SPC
Garcia, Marsha 999-44-4001 2LT
Grese, Annette 999-44-1001 1SG
Grumpy, Gary 000-44-1008 PFC
Gunner, Dennis 000-44-3001 1LT
Personnel To Be Tested (Notification Copy)
Tested (Work Copy)
Starting Label Position
Enter the position at which to start printing labels
1
OK
Cancel
Help
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
Choose label position


Print Test Products
File Edit Printouts
Starting Batch
Collection Date 11/20/2002
Available Printouts
Name SSN Rank
Atwater, Raymond 000-44-2004 PFC
Boss, Timothy 000-44-4001 CPT
Bradley, Tom 000-44-4003 1SG
Brewer, Jimmy 000-44-4008 SSG
Chipper, Christine 999-44-3001 PVT
Clinton, Gloria
Cohen, William
Coleman, Raymond
Comet, Roger
Crippie, Michael
Cunningham, Pam
Cupid, Raymond
Dancer, Archie
Doc, Ted 000-44-1010
Driver, Marsha 999-44-3002
Eaton, Tom 000-44-2006
Garcia, Marsha 999-44-4001 2LT
Grese, Annette 999-44-1001 1SG
Grumpy, Gary PFC
Gunner, Dennis 1LT
Heath, Tom PFC
Hicks, William PFC
Personnel To Be Tested (Notification Copy)
Tested (Work Copy)
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
Starting Label Position
Enter the position at which to start printing labels
1
OK
Cancel
Help
Click OK


Print Preview
100 %
1
Close
Tape Here
IU 0003 005
999-44-3001
11/20/2002
BAC: TC01 UIC: BGHDS
SM
UPL
Tape Here
IU 0003 006
999-44-4003
11/20/2002
BAC: TC01 UIC: BGHDS
SM
UPL
Tape Here
IU 0003 001
000-44-2004
11/20/2002
BAC: TC01 UIC:
SM
UPL
Tape Here
Print labels and close out


Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/20/2002
Name
SSN
Rank
Atwater, Raymond 000-44-2004 PFC
Boss, Timothy 000-44-4001 CPT
Bradley, Tom 000-44-4003 1SG
Brewer, Jimmy 000-44-4008 SSG
Chipper, Christine 999-44-3001 PVT
Clinton, Gloria 999-44-4003 SPC
Cohen, William 000-44-3002 2LT
Coleman, Raymond 000-44-3008 PFC
Comet, Roger 000-44-1007 PFC
Crippie, Michael 000-44-4002 SGT
Cunningham, Pam 999-44-2001 1SG
Cupid, Raymond 000-44-1006 MSG
Dancer, Archie 000-44-1003 1LT
Doc, Ted 000-44-1010 PFC
Driver, Marsha 999-44-3002 SSG
Eaton, Tom 000-44-2006 SPC
Garcia, Marsha 999-44-4001 2LT
Grese, Annette 999-44-1001 1SG
Grumpy, Gary 000-44-1008 PFC
Gunner, Dennis 000-44-3001 1LT
Available Printouts
Close
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
When complete, exit by clicking the door.

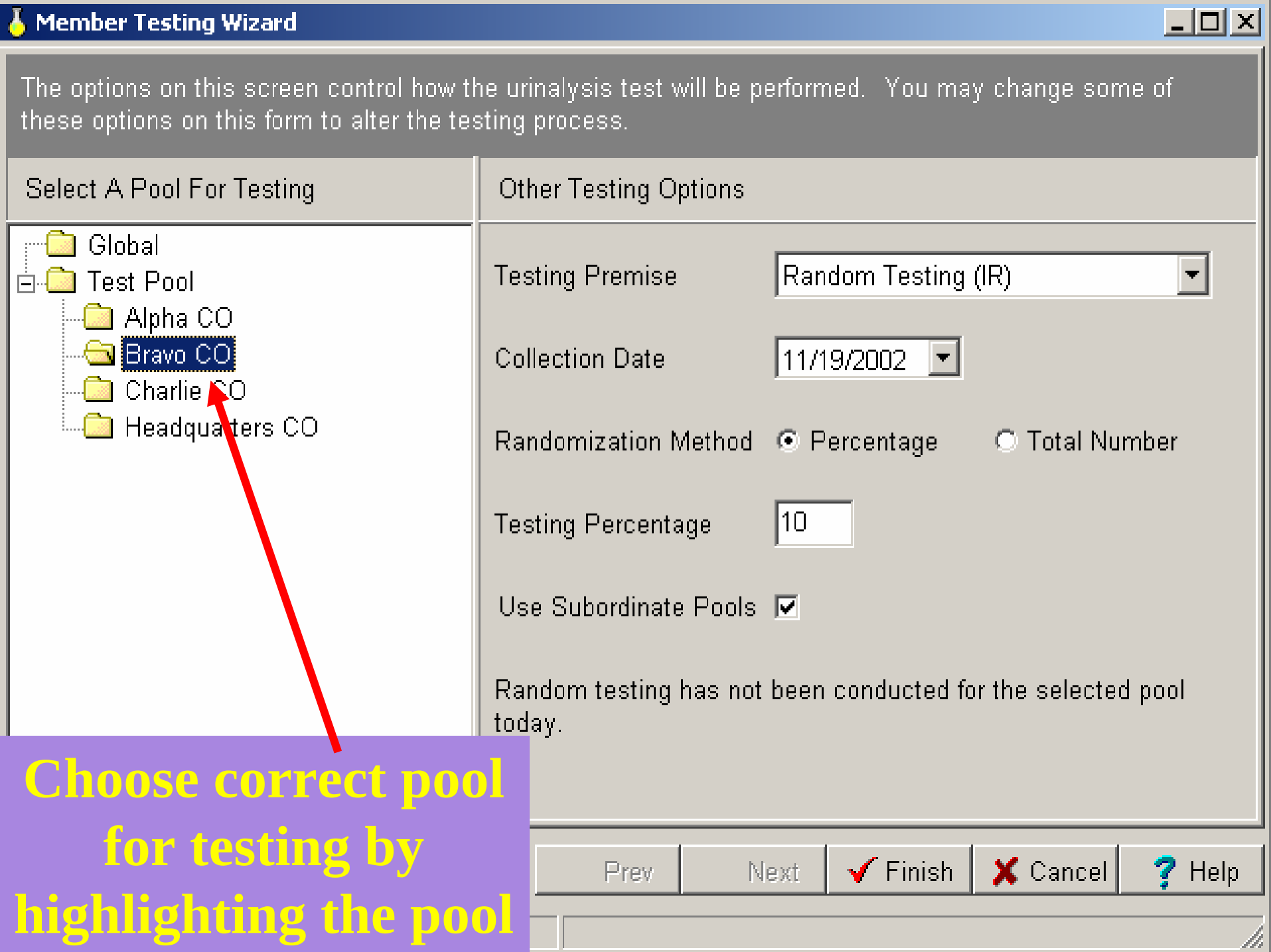
Army Drug Testing Program

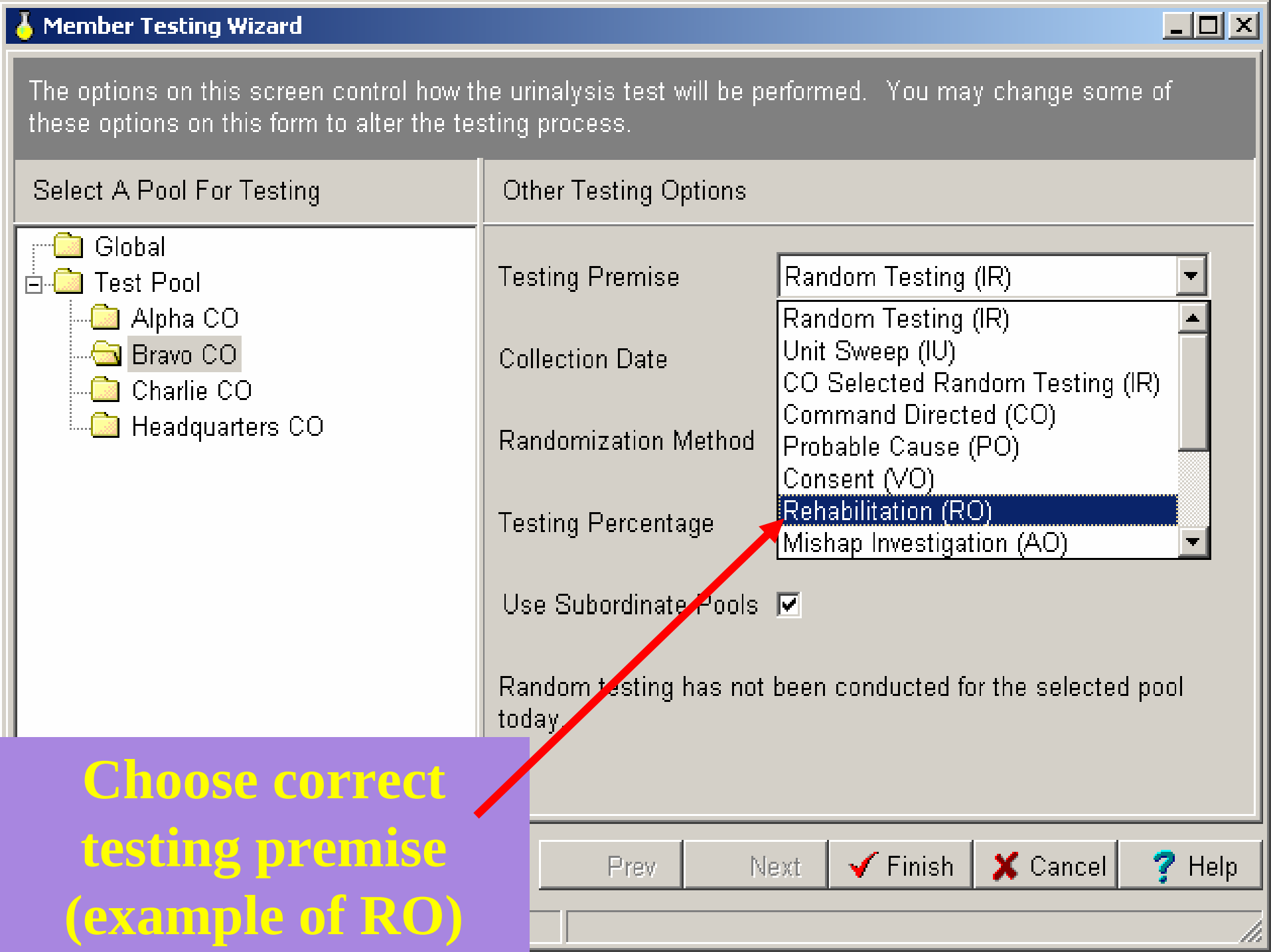
File Personnel Testing Reports Utilities Help

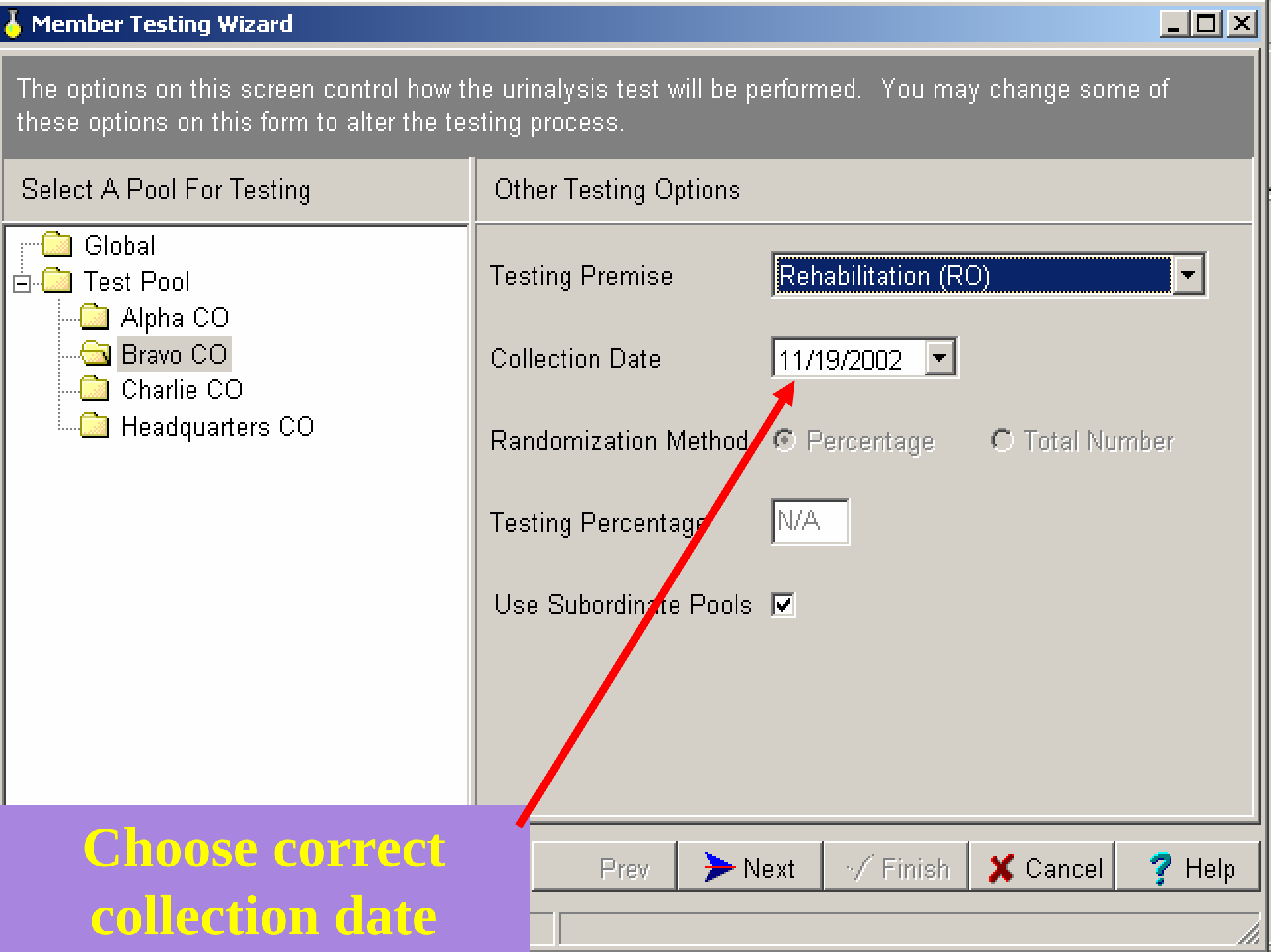
Conduct Testing | Samples Due | Collect Samples | Samples Collected | Positive Results | Personnel Roster | Pool Maintenance | System Utilities | Quit

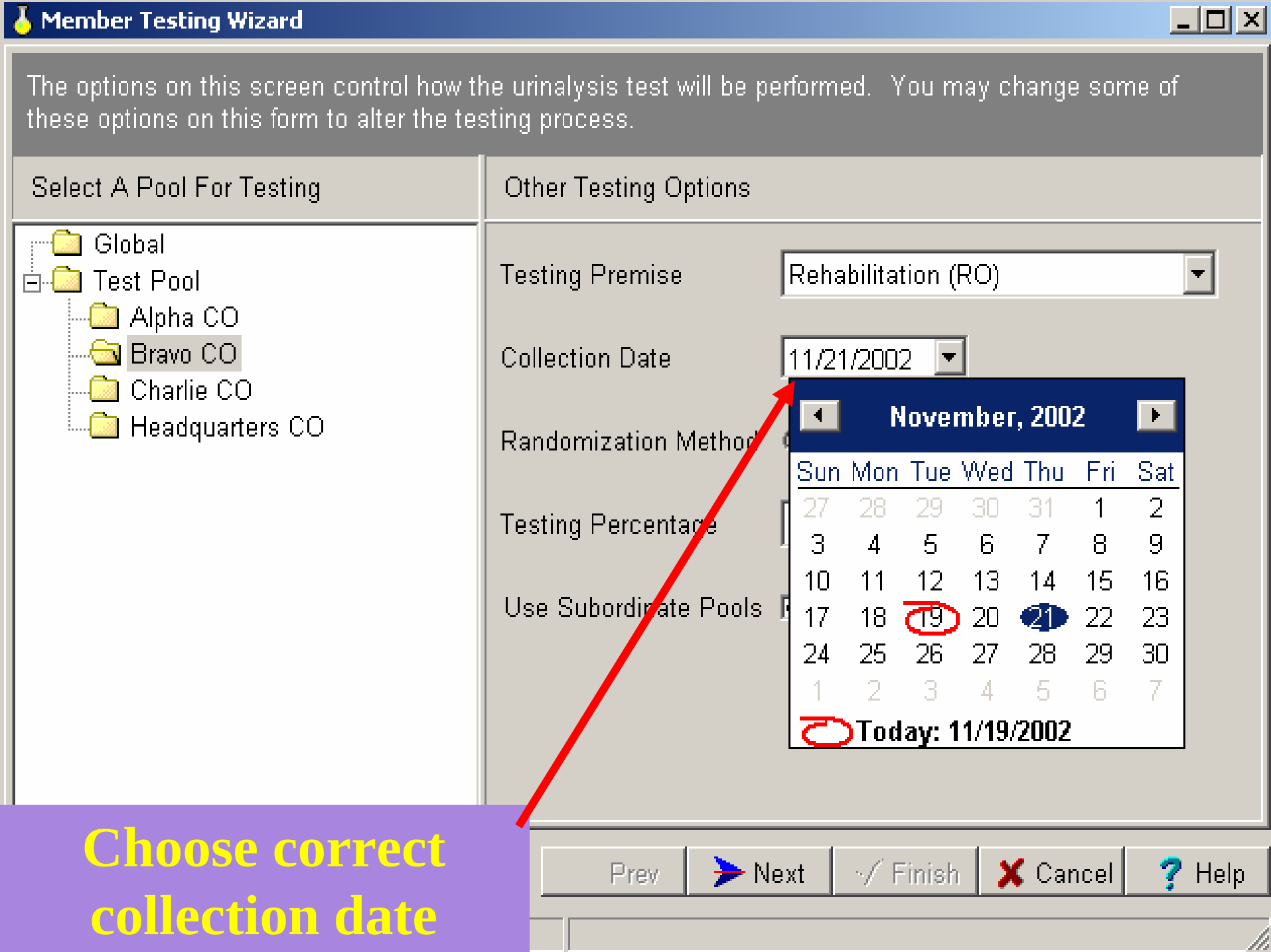
To conduct any type of testing click Conduct Testing

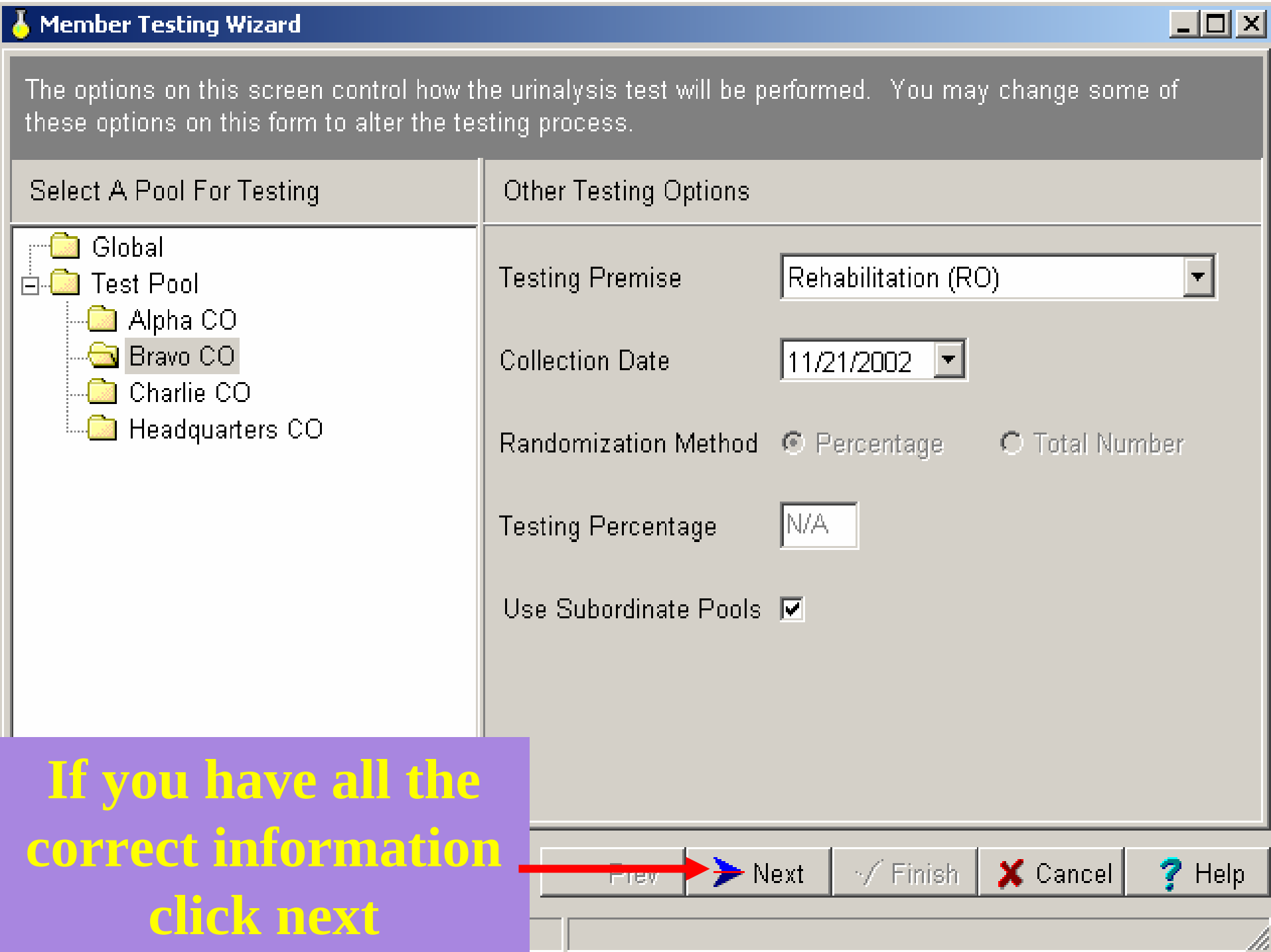
on Co.

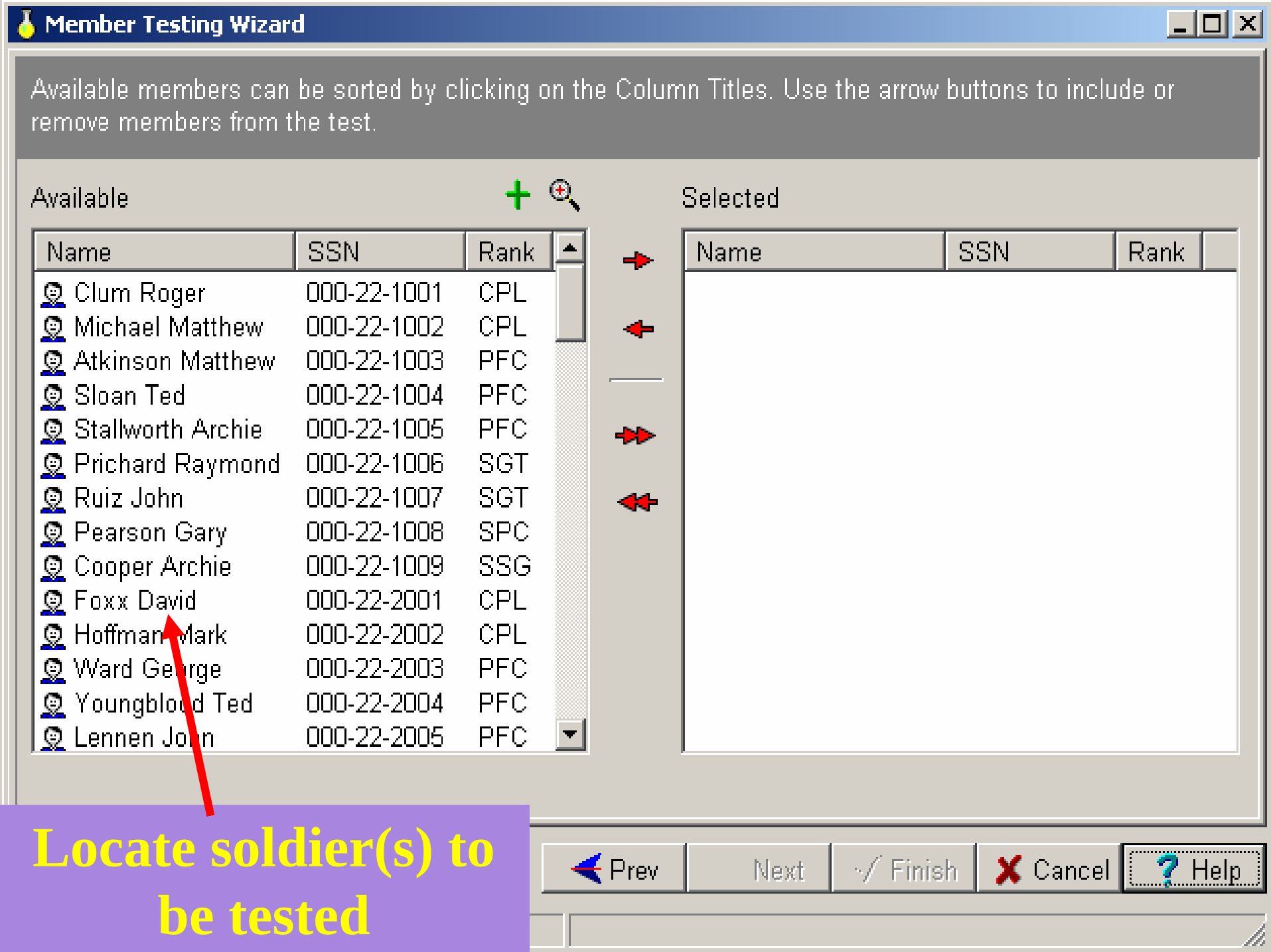

Member Testing Wizard
The options on this screen control how the urinalysis test will be performed. You may change some of these options on this form to alter the testing process.
Select A Pool For Testing
Other Testing Options
Global
Test Pool
Alpha CO
Bravo CO
Charlie CO
Headquarters CO
Testing Premise
Random Testing (IR)
Collection Date
11/19/2002
Randomization Method
Percentage
Total Number
Testing Percentage
10
Use Subordinate Pools
Random testing has not been conducted for the selected pool today.
Prev
Next
Finish
Cancel
Help
Choose correct pool for testing by highlighting the pool

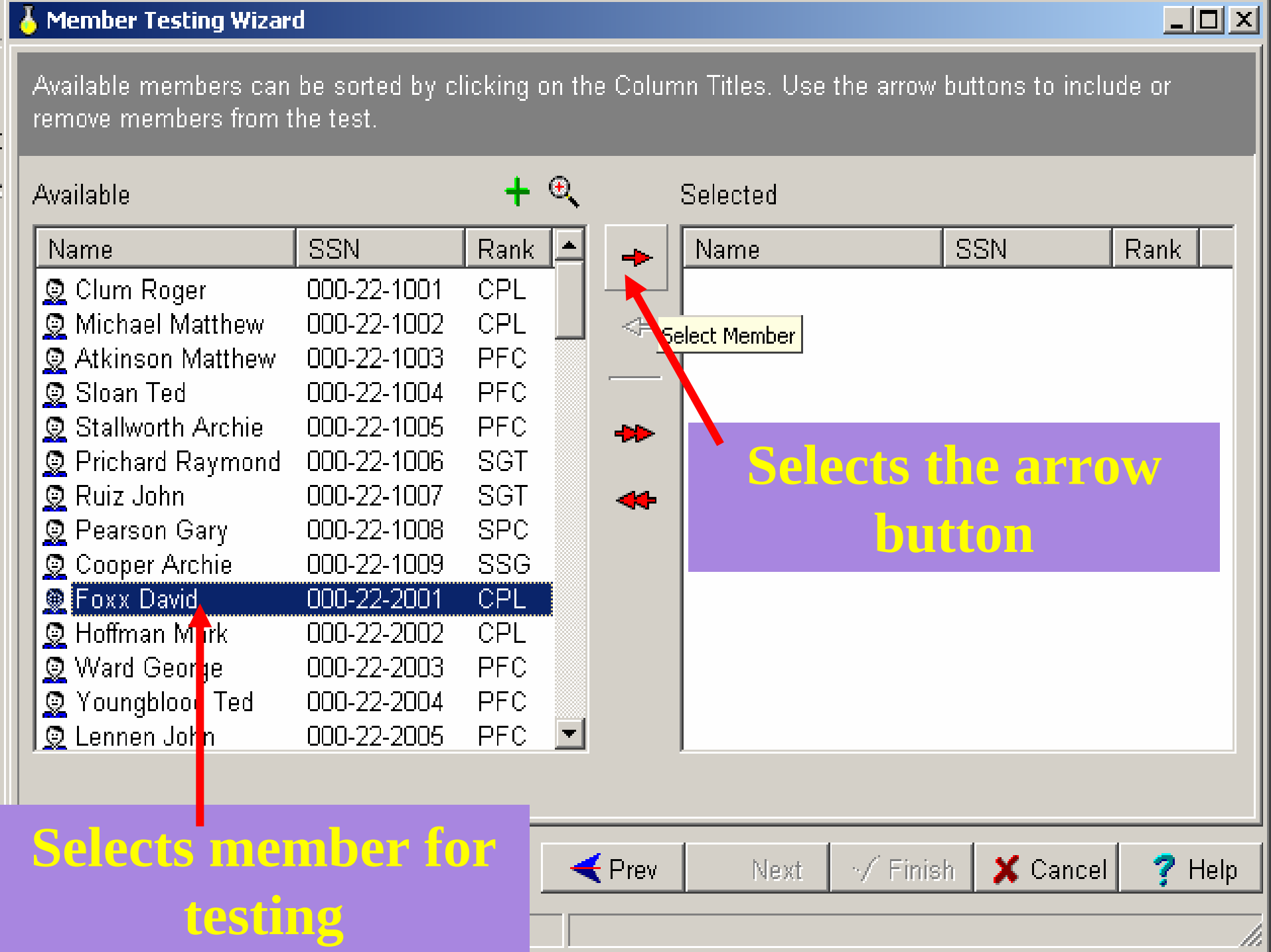

Member Testing Wizard
The options on this screen control how the urinalysis test will be performed. You may change some of these options on this form to alter the testing process.
Select A Pool For Testing
Global
Test Pool
Alpha CO
Bravo CO
Charlie CO
Headquarters CO
Other Testing Options
Testing Premise
Random Testing (IR)
Collection Date
Randomization Method
Testing Percentage
Random Testing (IR)
Unit Sweep (IU)
CO Selected Random Testing (IR)
Command Directed (CO)
Probable Cause (PO)
Consent (VO)
Rehabilitation (RO)
Mishap Investigation (AO)
Use Subordinate Pools
Random testing has not been conducted for the selected pool today.
Prev
Next
Finish
Cancel
Help
Choose correct testing premise (example of RO)

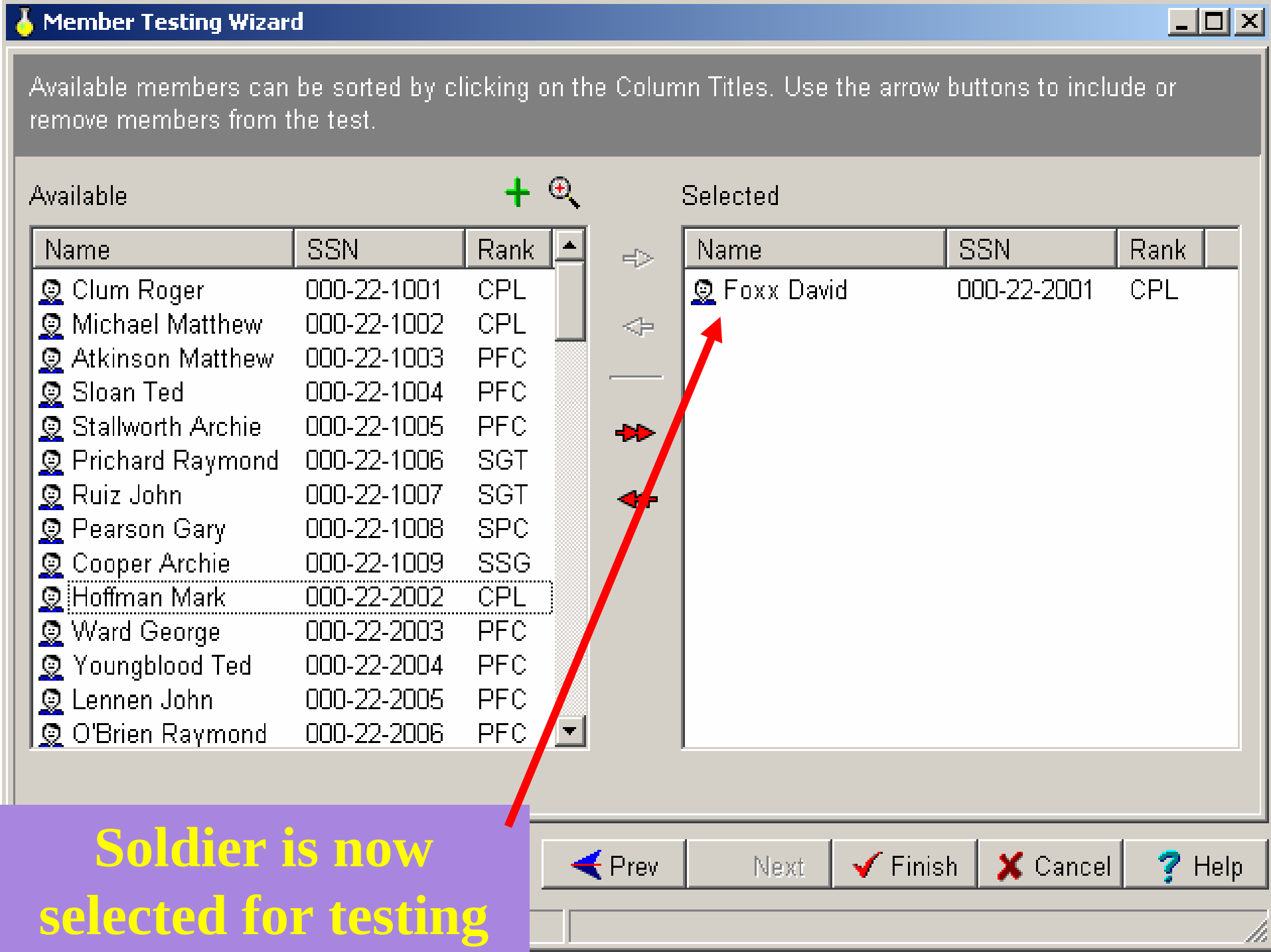

Member Testing Wizard
The options on this screen control how the urinalysis test will be performed. You may change some of these options on this form to alter the testing process.
Select A Pool For Testing
Global
Test Pool
Alpha CO
Bravo CO
Charlie CO
Headquarters CO
Other Testing Options
Testing Premise
Rehabilitation (RO)
Collection Date
11/19/2002
Randomization Method
Percentage
Total Number
Testing Percentage
N/A
Use Subordinate Pools
Prev
Next
Finish
Cancel
Help
Choose correct collection date

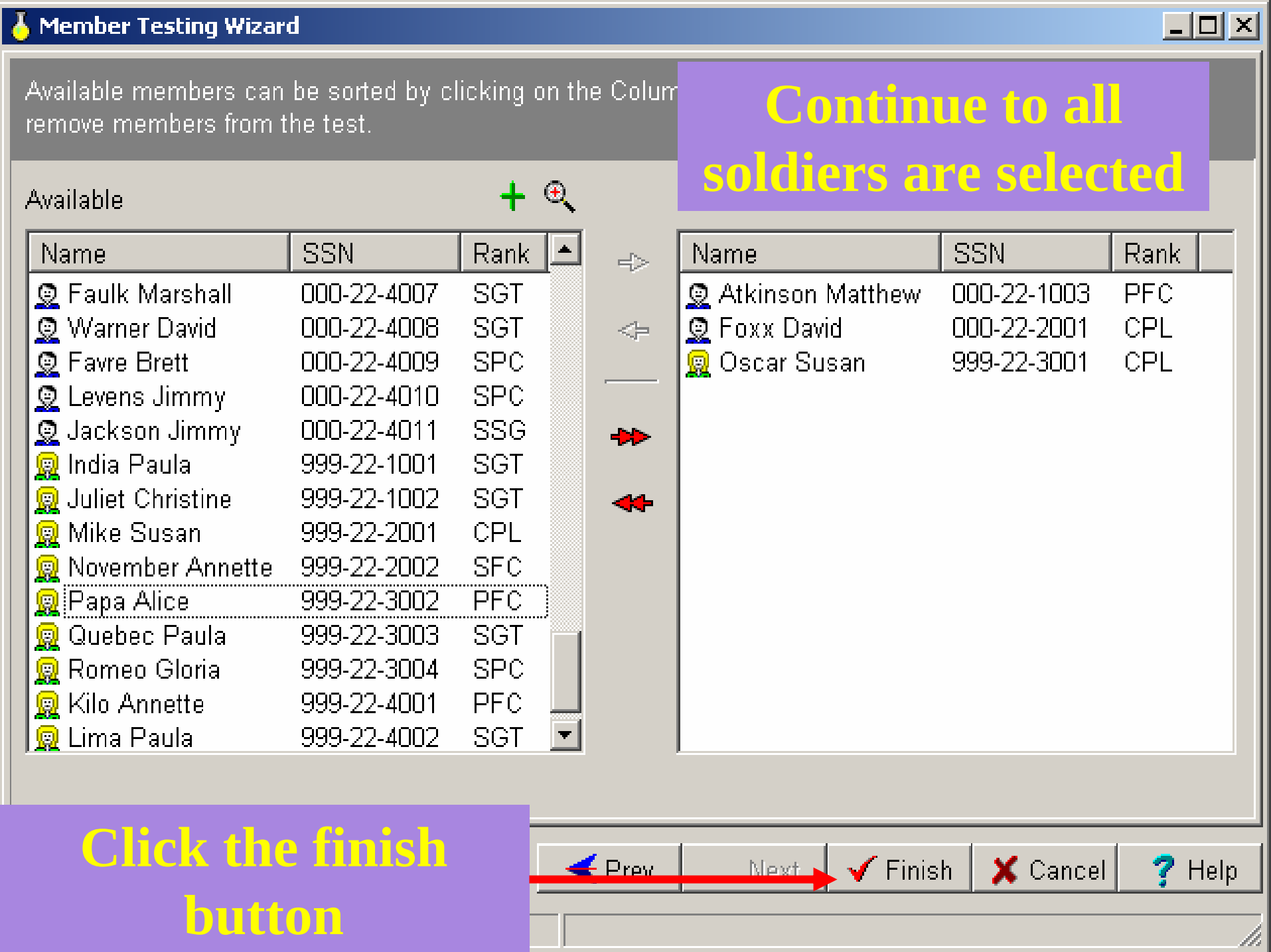

Member Testing Wizard
The options on this screen control how the urinalysis test will be performed. You may change some of these options on this form to alter the testing process.
Select A Pool For Testing
Global
Test Pool
Alpha CO
Bravo CO
Charlie CO
Headquarters CO
Other Testing Options
Testing Premise
Rehabilitation (RO)
Collection Date
11/21/2002
Randomization Method
Testing Percentage
Use Subordinate Pools
November, 2002
Sun Mon Tue Wed Thu Fri Sat
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
1 2 3 4 5 6 7
Today: 11/19/2002
Prev
Next
Finish
Cancel
Help
Choose correct collection date

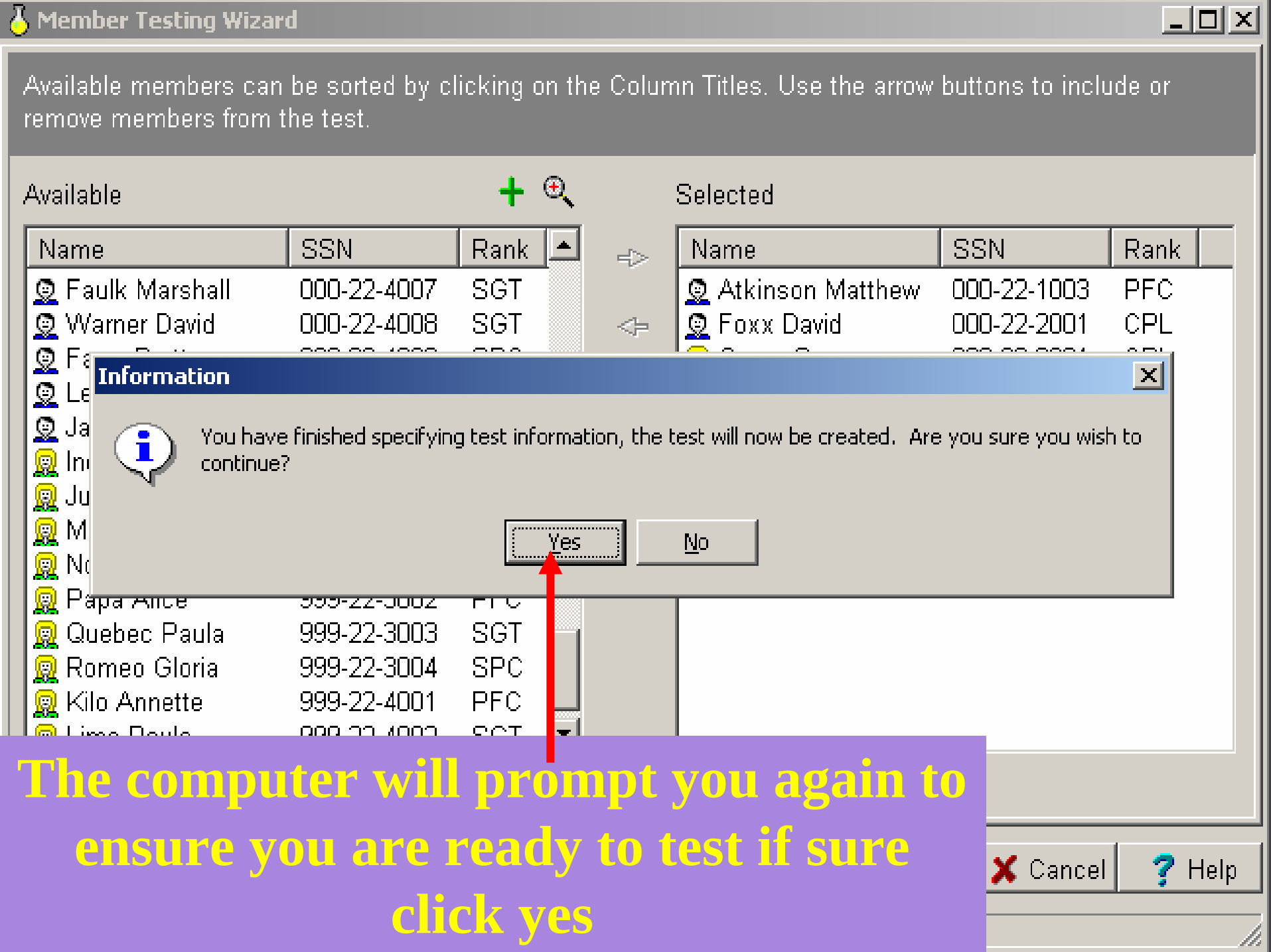

Member Testing Wizard
The options on this screen control how the urinalysis test will be performed. You may change some of these options on this form to alter the testing process.
Select A Pool For Testing
Global
Test Pool
Alpha CO
Bravo CO
Charlie CO
Headquarters CO
Other Testing Options
Testing Premise
Rehabilitation (RO)
Collection Date
11/21/2002
Randomization Method
Percentage
Total Number
Testing Percentage
N/A
Use Subordinate Pools
If you have all the correct information click next
Prev
Next
Finish
Cancel
Help

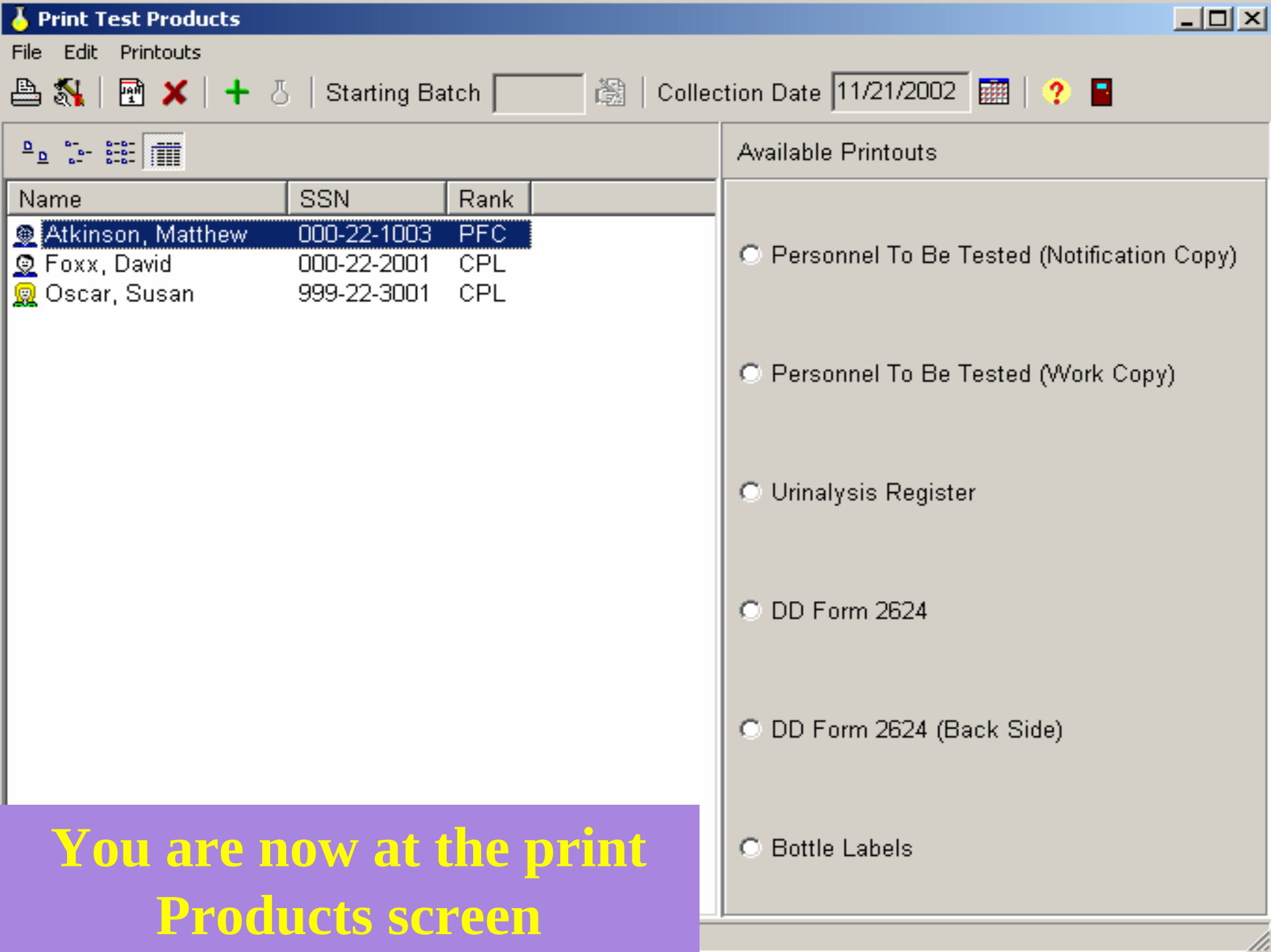

Member Testing Wizard
Available members can be sorted by clicking on the Column Titles. Use the arrow buttons to include or remove members from the test.
Available
Selected
Name
SSN
Rank
Clum Roger 000-22-1001 CPL
Michael Matthew 000-22-1002 CPL
Atkinson Matthew 000-22-1003 PFC
Sloan Ted 000-22-1004 PFC
Stallworth Archie 000-22-1005 PFC
Prichard Raymond 000-22-1006 SGT
Ruiz John 000-22-1007 SGT
Pearson Gary 000-22-1008 SPC
Cooper Archie 000-22-1009 SSG
Foxx David 000-22-2001 CPL
Hoffman Mark 000-22-2002 CPL
Ward George 000-22-2003 PFC
Youngblood Ted 000-22-2004 PFC
Lennen John 000-22-2005 PFC
Prev
Next
Finish
Cancel
Help
Locate soldier(s) to be tested

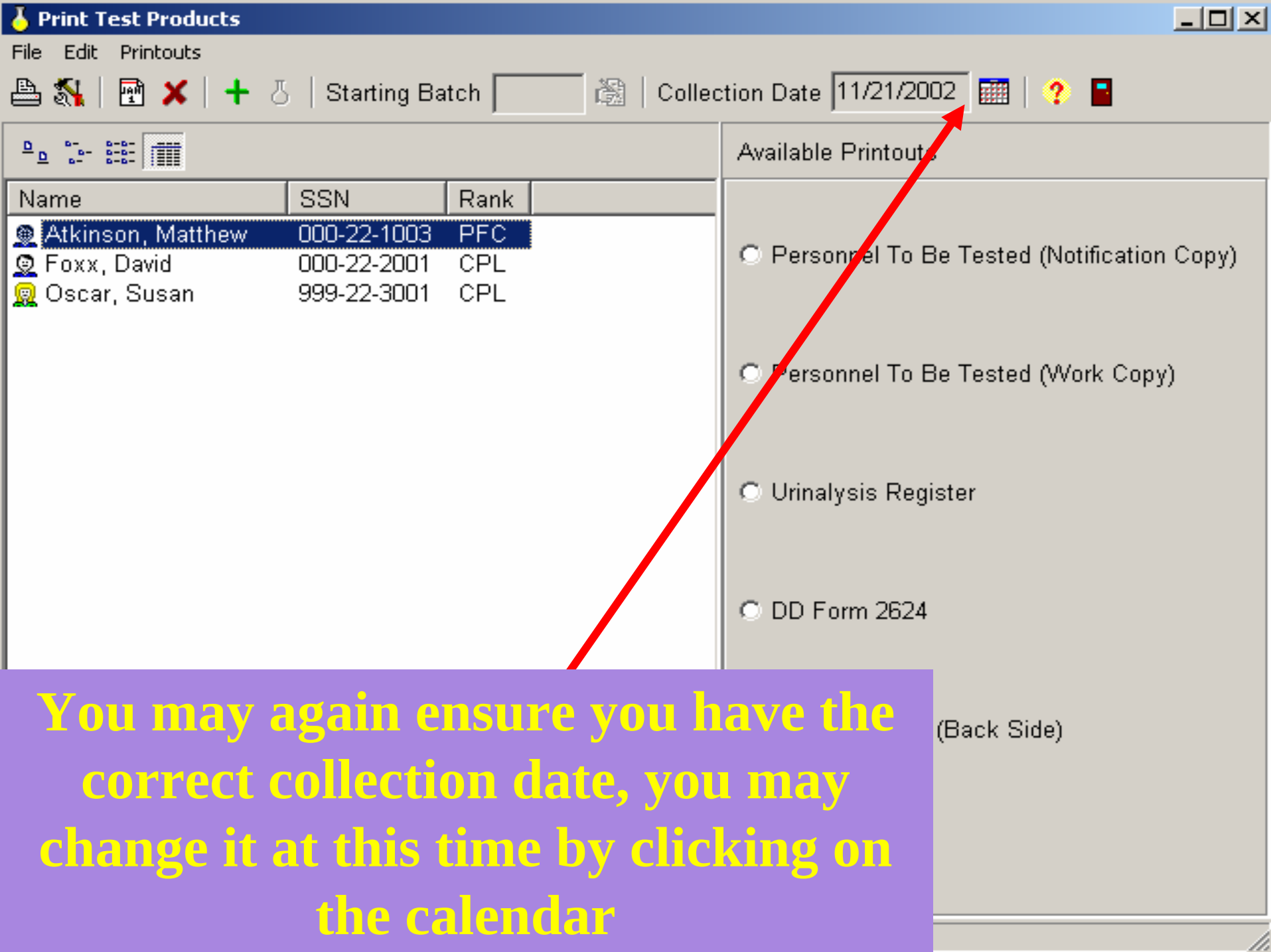

Member Testing Wizard
Available members can be sorted by clicking on the Column Titles. Use the arrow buttons to include or remove members from the test.
Available
Selected
Name
SSN
Rank
Clum Roger 000-22-1001 CPL
Michael Matthew 000-22-1002 CPL
Atkinson Matthew 000-22-1003 PFC
Sloan Ted 000-22-1004 PFC
Stallworth Archie 000-22-1005 PFC
Prichard Raymond 000-22-1006 SGT
Ruiz John 000-22-1007 SGT
Pearson Gary 000-22-1008 SPC
Cooper Archie 000-22-1009 SSG
Foxx David 000-22-2001 CPL
Hoffman Mark 000-22-2002 CPL
Ward George 000-22-2003 PFC
Youngblood Ted 000-22-2004 PFC
Lennen John 000-22-2005 PFC
Select Member
Selects the arrow button
Selects member for testing
Prev
Next
Finish
Cancel
Help

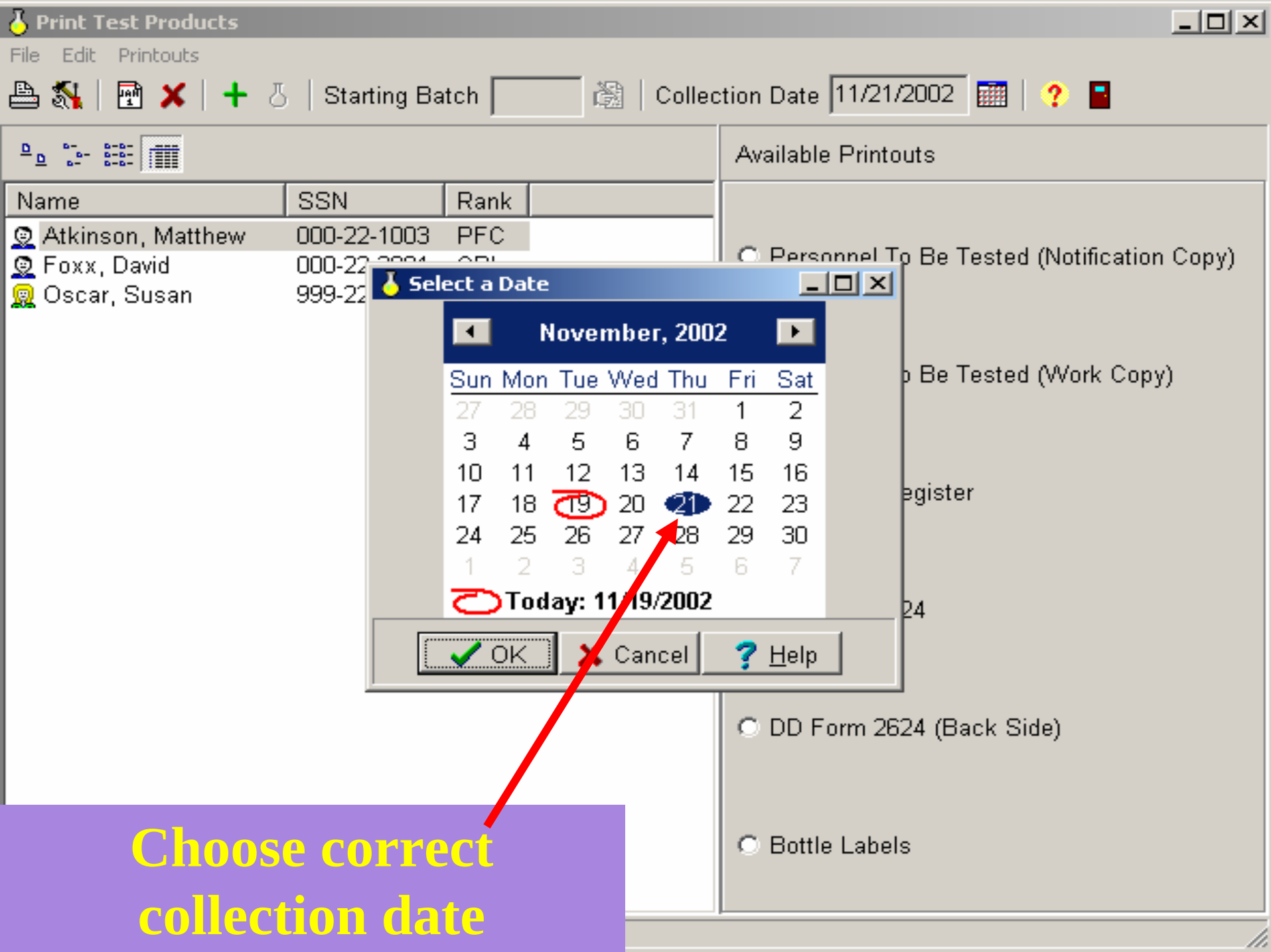

Member Testing Wizard
Available members can be sorted by clicking on the Column Titles. Use the arrow buttons to include or remove members from the test.
Available
Selected
Name
SSN
Rank
Clum Roger 000-22-1001 CPL
Michael Matthew 000-22-1002 CPL
Atkinson Matthew 000-22-1003 PFC
Sloan Ted 000-22-1004 PFC
Stallworth Archie 000-22-1005 PFC
Prichard Raymond 000-22-1006 SGT
Ruiz John 000-22-1007 SGT
Pearson Gary 000-22-1008 SPC
Cooper Archie 000-22-1009 SSG
Hoffman Mark 000-22-2002 CPL
Ward George 000-22-2003 PFC
Youngblood Ted 000-22-2004 PFC
Lennen John 000-22-2005 PFC
O'Brien Raymond 000-22-2006 PFC
Foxx David 000-22-2001 CPL
Prev
Next
Finish
Cancel
Help
Soldier is now selected for testing

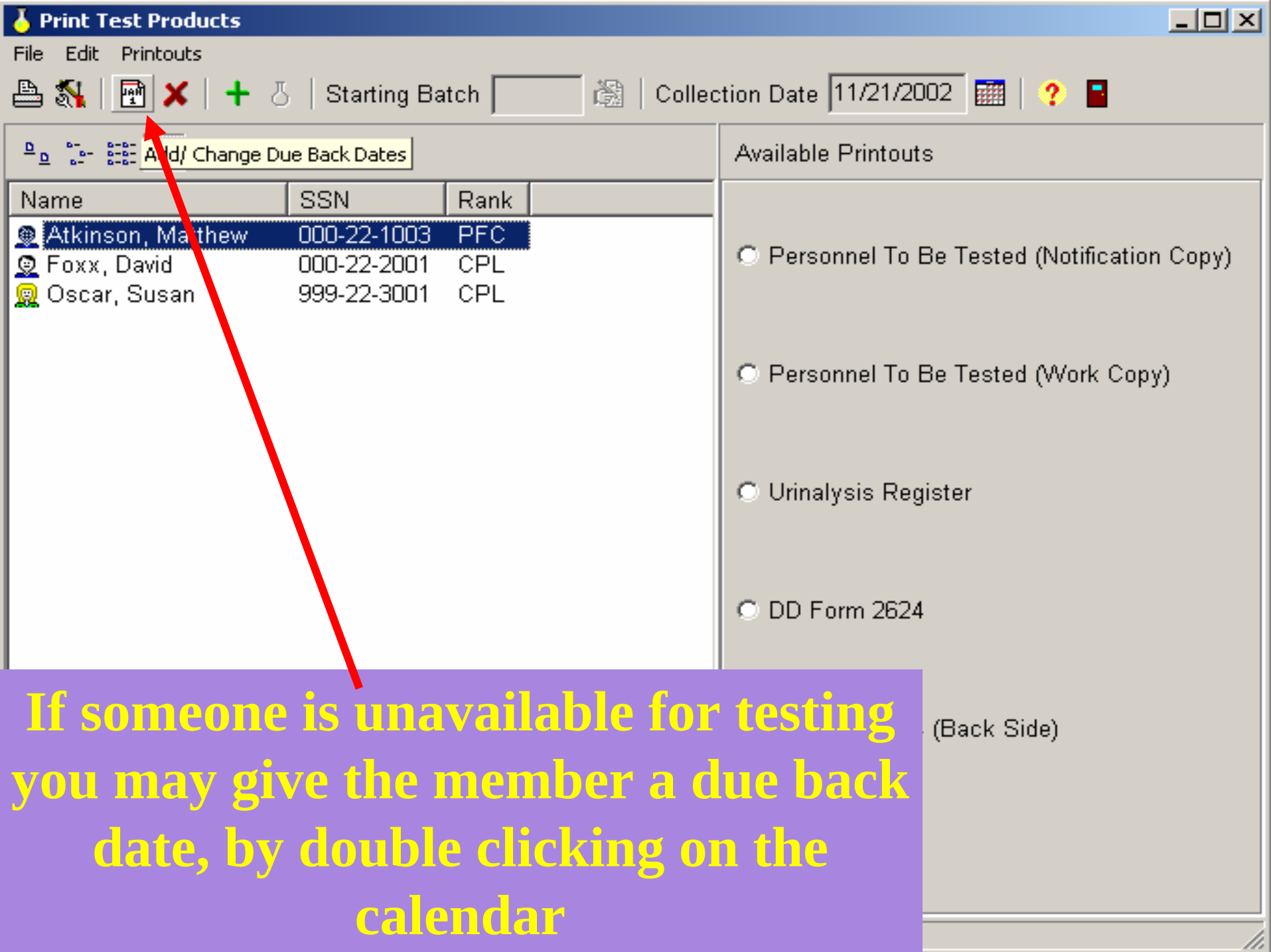

Member Testing Wizard
Available members can be sorted by clicking on the Colum
remove members from the test.
Continue to all soldiers are selected
Available
Name
SSN
Rank
Faulk Marshall 000-22-4007 SGT
Warner David 000-22-4008 SGT
Favre Brett 000-22-4009 SPC
Levens Jimmy 000-22-4010 SPC
Jackson Jimmy 000-22-4011 SSG
India Paula 999-22-1001 SGT
Juliet Christine 999-22-1002 SGT
Mike Susan 999-22-2001 CPL
November Annette 999-22-2002 SFC
Papa Alice 999-22-3002 PFC
Quebec Paula 999-22-3003 SGT
Romeo Gloria 999-22-3004 SPC
Kilo Annette 999-22-4001 PFC
Lima Paula 999-22-4002 SGT
Name
SSN
Rank
Atkinson Matthew 000-22-1003 PFC
Foxx David 000-22-2001 CPL
Oscar Susan 999-22-3001 CPL
Click the finish button
Prev
Next
Finish
Cancel
Help

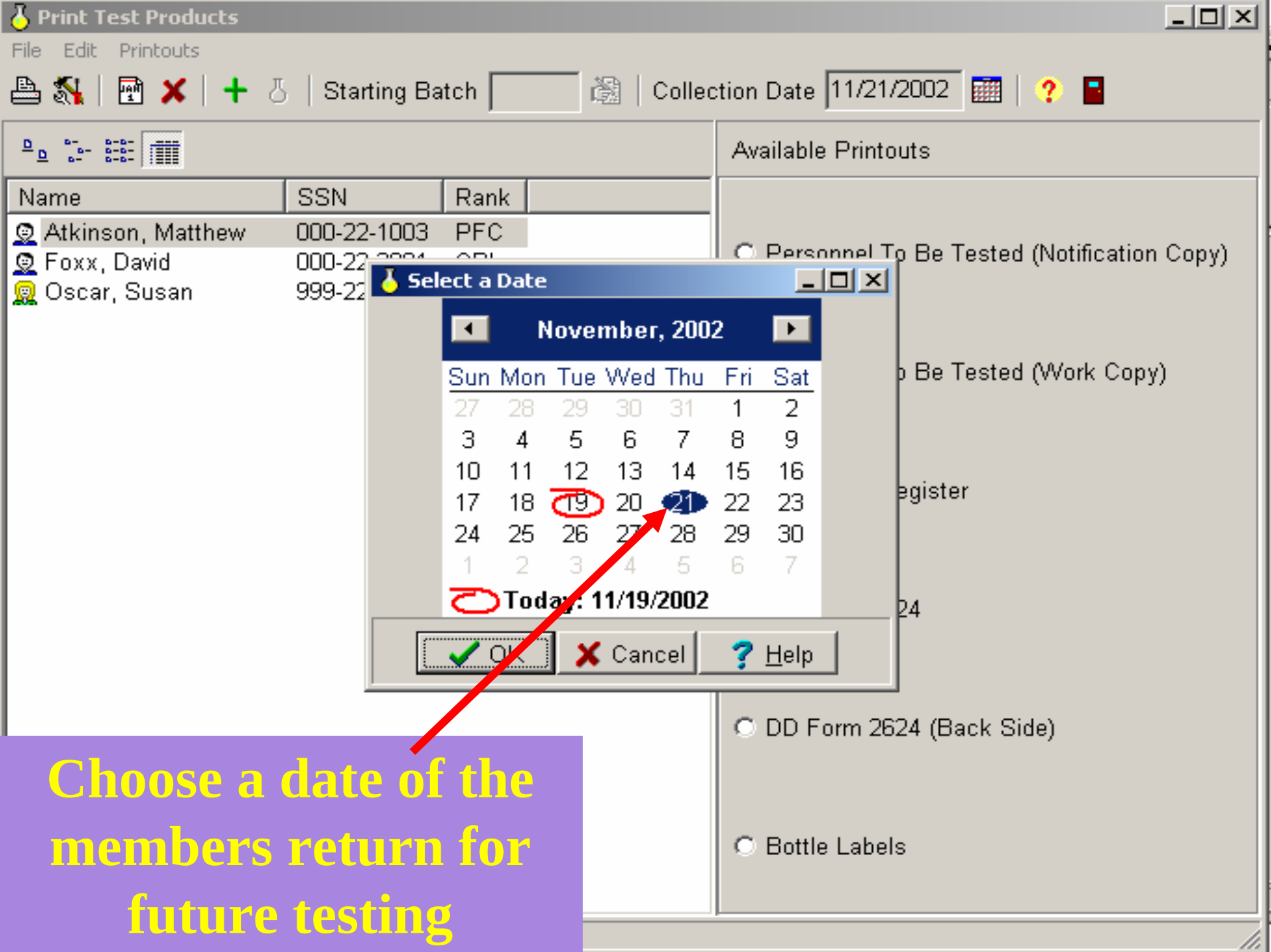

Member Testing Wizard
Available members can be sorted by clicking on the Column Titles. Use the arrow buttons to include or remove members from the test.
Available
Selected
Name
SSN
Rank
Faulk Marshall 000-22-4007 SGT
Warner David 000-22-4008 SGT
Quebec Paula 999-22-3003 SGT
Romeo Gloria 999-22-3004 SPC
Kilo Annette 999-22-4001 PFC
Atkinson Matthew 000-22-1003 PFC
Foxx David 000-22-2001 CPL
Information
You have finished specifying test information, the test will now be created. Are you sure you wish to continue?
Yes
No
Cancel
Help
The computer will prompt you again to ensure you are ready to test if sure click yes

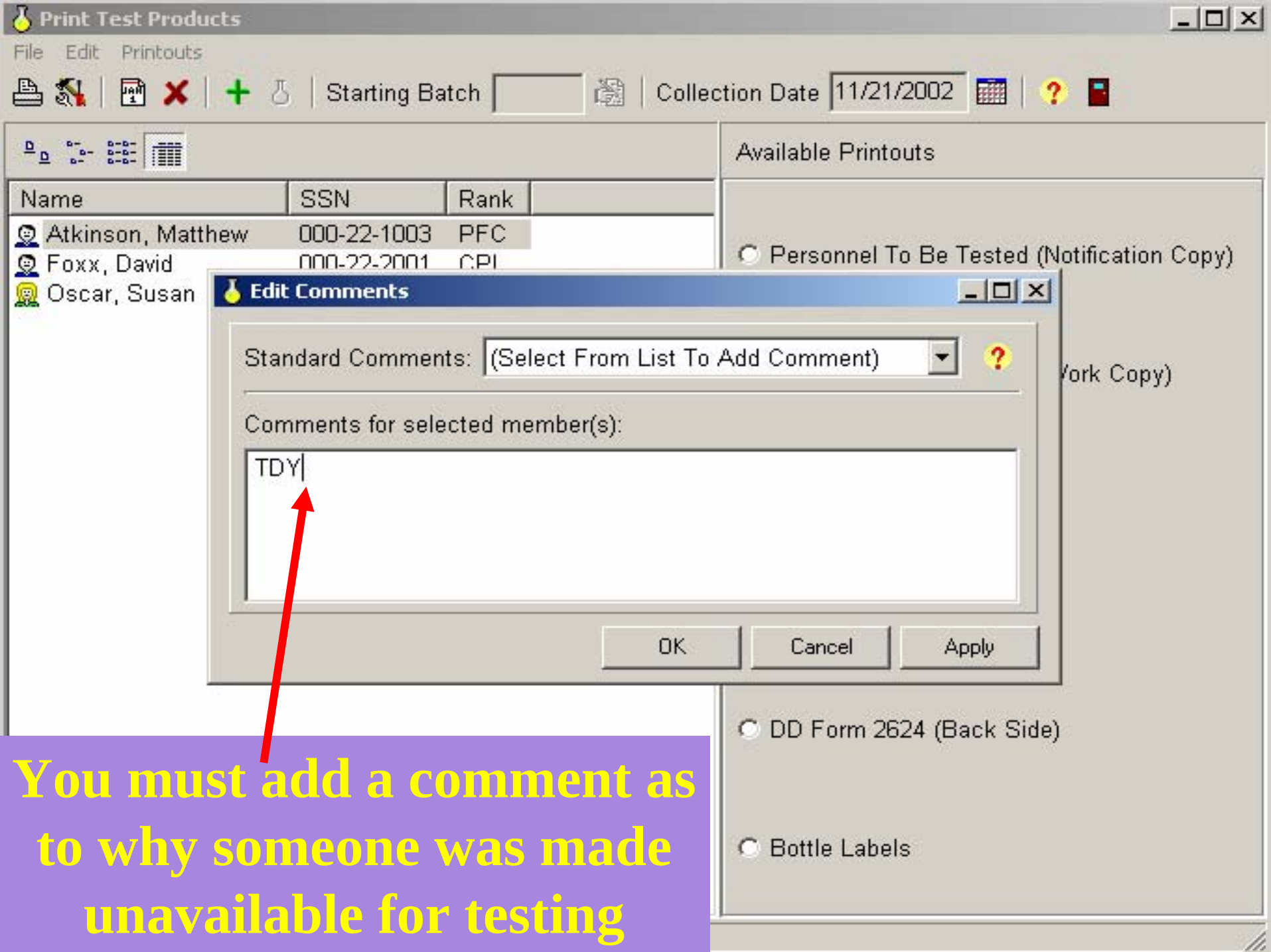

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/21/2002
Name
SSN
Rank
Atkinson, Matthew
000-22-1003
PFC
Foxx, David
000-22-2001
CPL
Oscar, Susan
999-22-3001
CPL
Available Printouts
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
You are now at the print Products screen

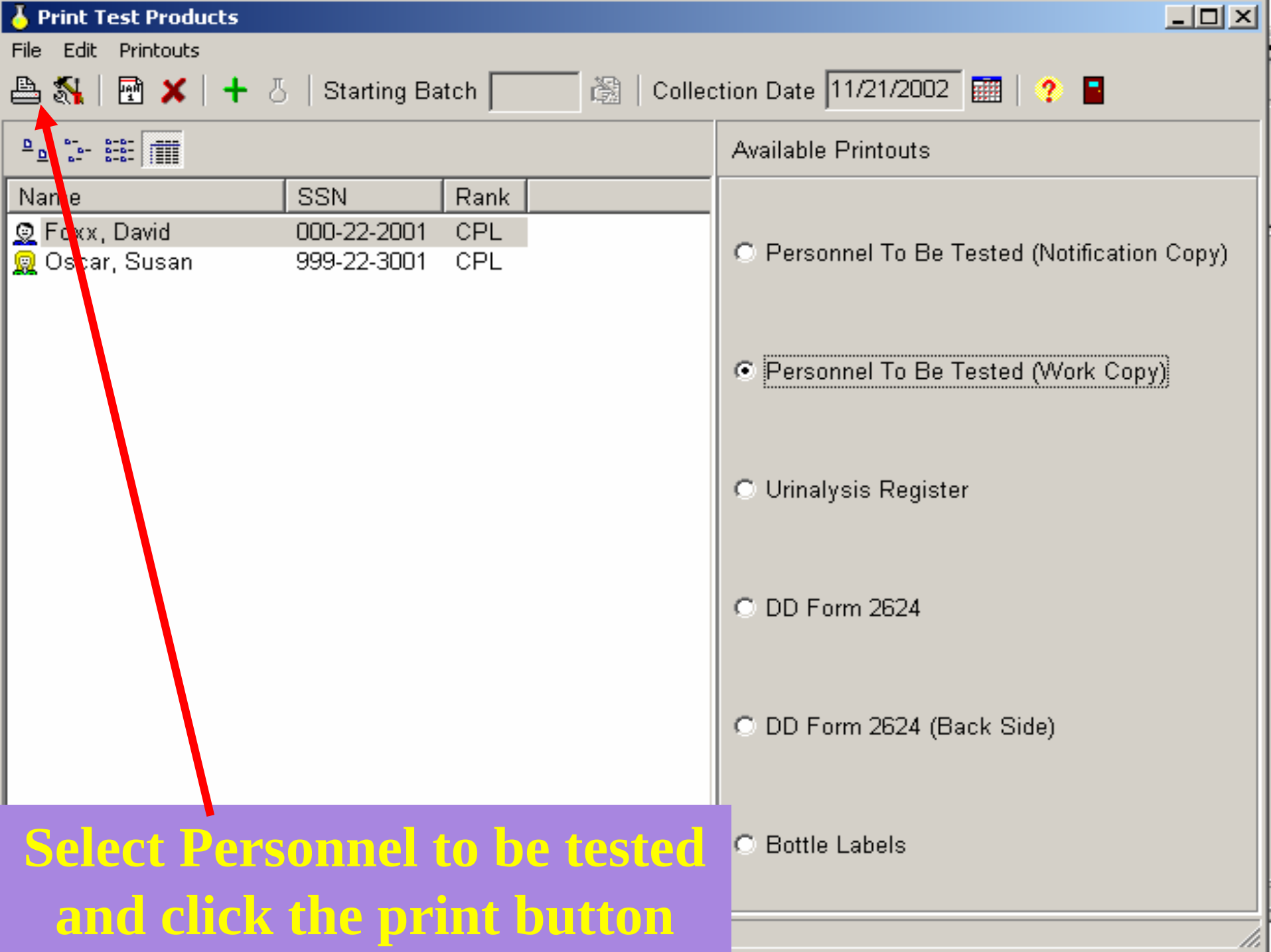

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/21/2002
Name
SSN
Rank
Atkinson, Matthew
000-22-1003
PFC
Foxx, David
000-22-2001
CPL
Oscar, Susan
999-22-3001
CPL
Available Printouts
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
(Back Side)
You may again ensure you have the correct collection date, you may change it at this time by clicking on the calendar

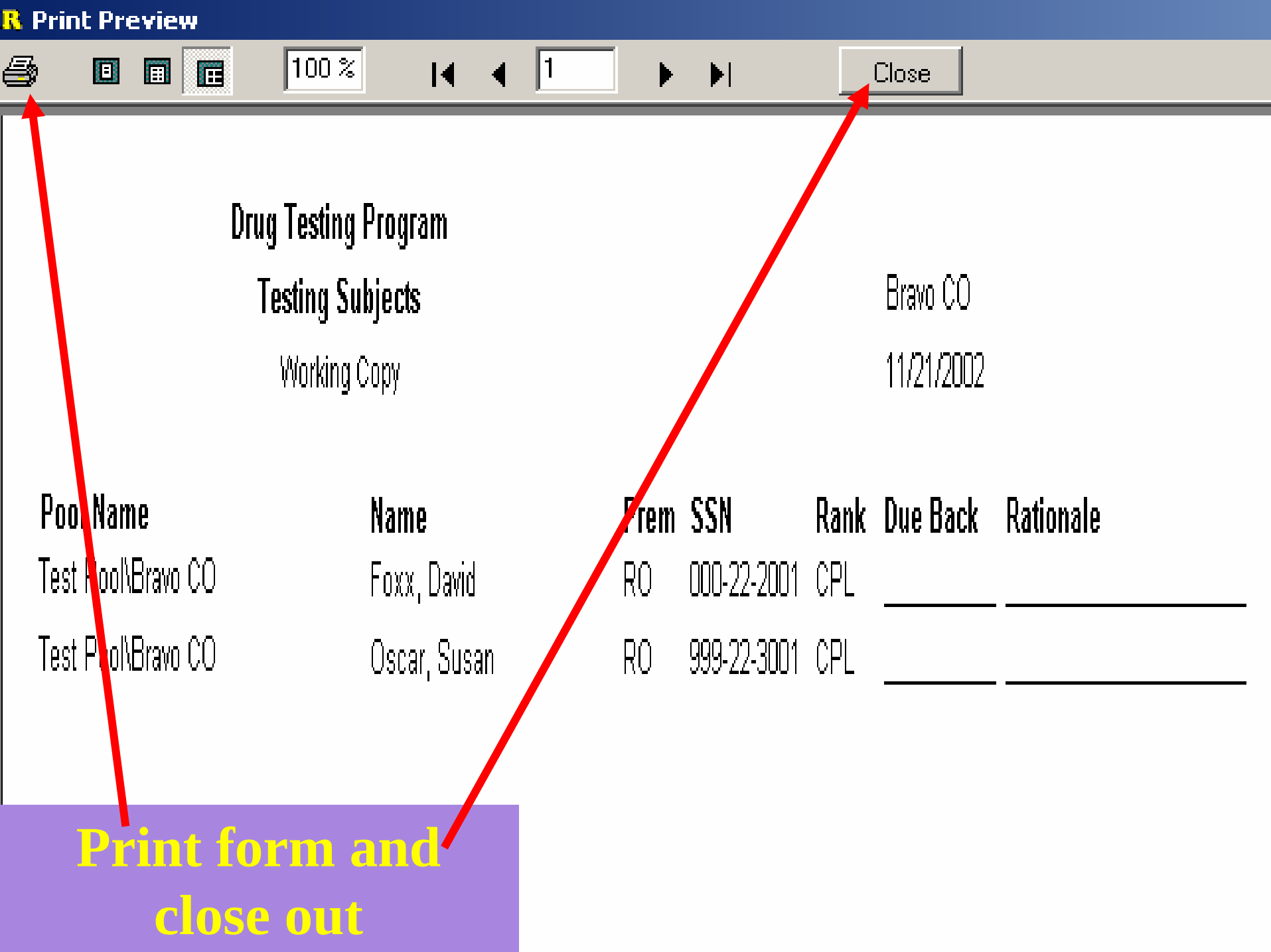

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/21/2002
Name
SSN
Rank
Atkinson, Matthew
000-22-1003
PFC
Foxx, David
Oscar, Susan
Available Printouts
Personnel To Be Tested (Notification Copy)
Be Tested (Work Copy)
egister
24
DD Form 2624 (Back Side)
Bottle Labels
Select a Date
November, 2002
Sun Mon Tue Wed Thu Fri Sat
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
1 2 3 4 5 6 7
Today: 11/19/2002
OK
Cancel
Help
Choose correct collection date

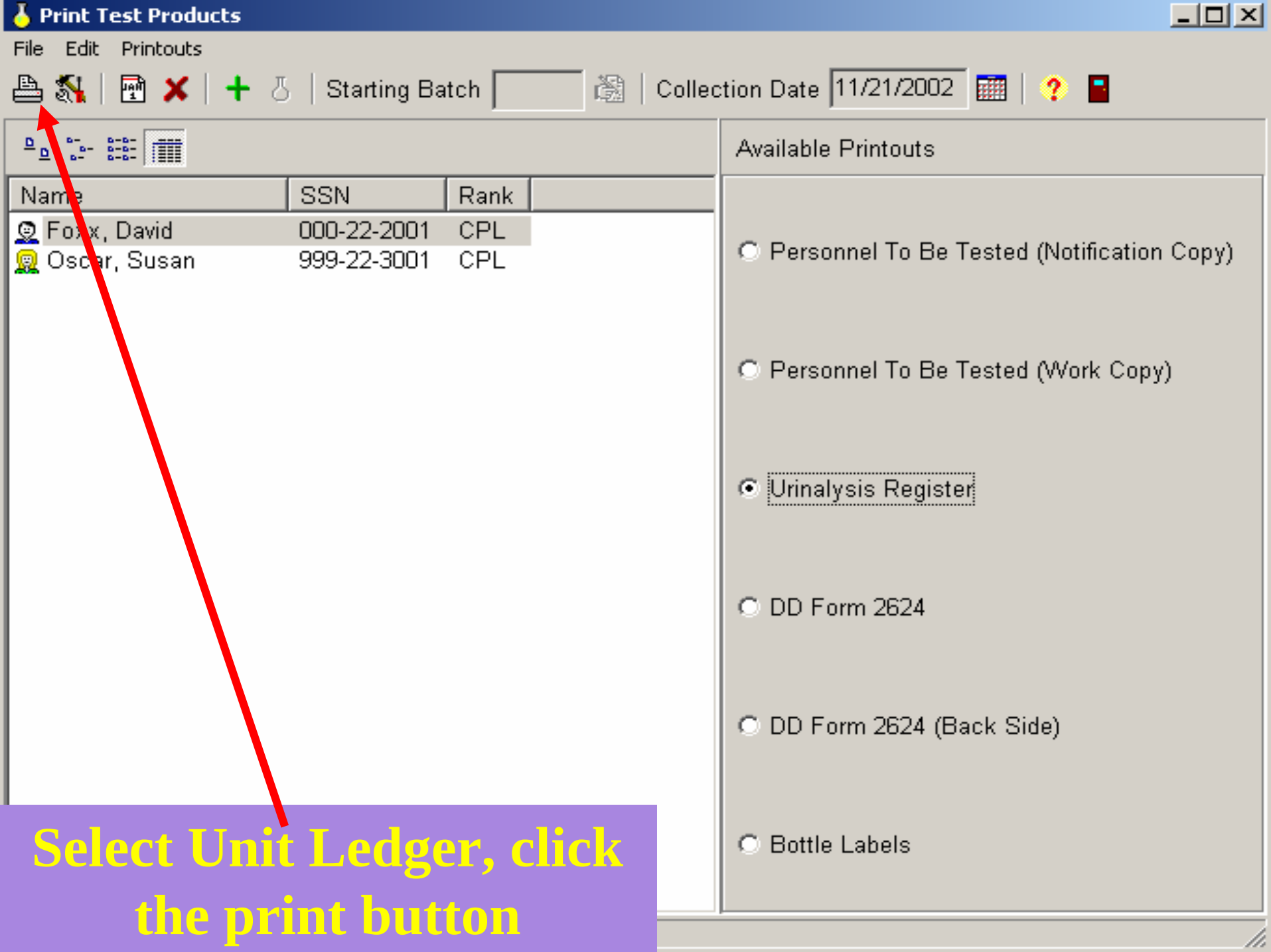

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/21/2002
Add/ Change Due Back Dates
Name
SSN
Rank
Atkinson, Matthew
000-22-1003
PFC
Foxx, David
000-22-2001
CPL
Oscar, Susan
999-22-3001
CPL
Available Printouts
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
(Back Side)
If someone is unavailable for testing you may give the member a due back date, by double clicking on the calendar

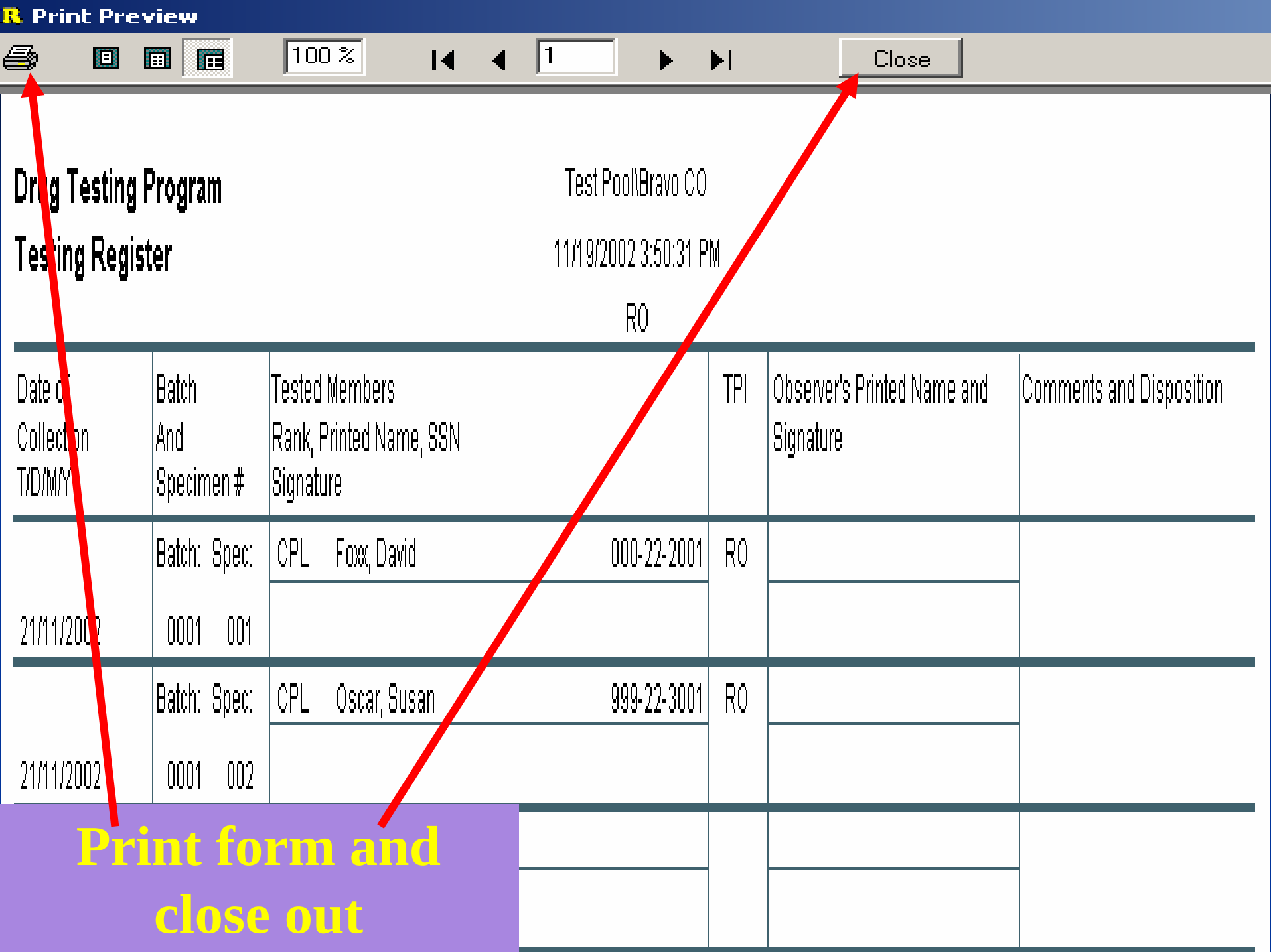

Print Test Products
File Edit Printouts
Starting Batch
Collection Date 11/21/2002
Name SSN Rank
Atkinson, Matthew 000-22-1003 PFC
Foxx, David
Oscar, Susan
Available Printouts
Personnel To Be Tested (Notification Copy)
Be Tested (Work Copy)
egister
24
DD Form 2624 (Back Side)
Bottle Labels
Select a Date
November, 2002
Sun Mon Tue Wed Thu Fri Sat
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
1 2 3 4 5 6 7
Today: 11/19/2002
OK
Cancel
Help
Choose a date of the members return for future testing

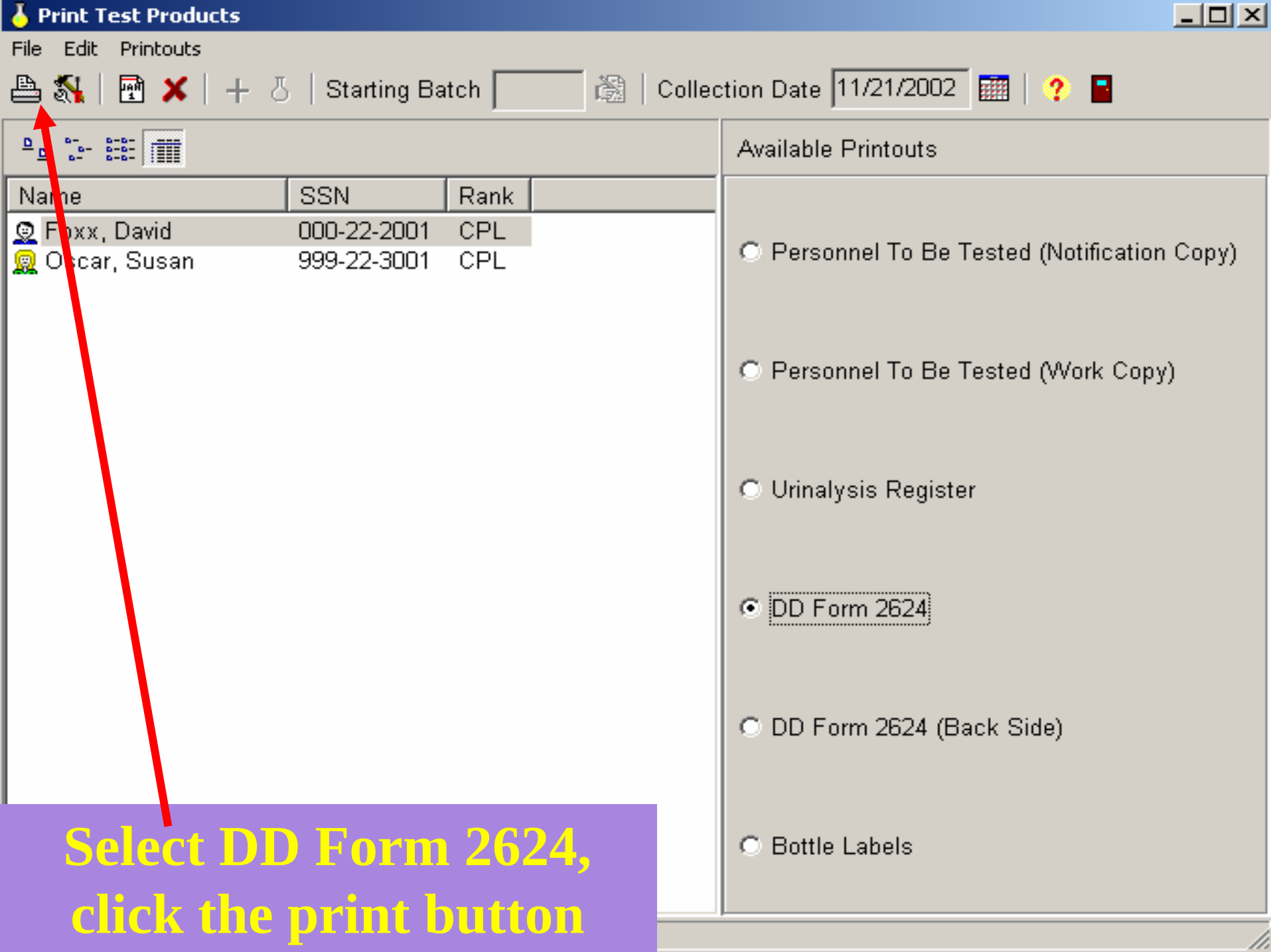

Print Test Products
File Edit Printouts
Starting Batch
Collection Date 11/21/2002
Available Printouts
Name SSN Rank
Atkinson, Matthew 000-22-1003 PFC
Foxx, David
Oscar, Susan
Personnel To Be Tested (Notification Copy)
Edit Comments
Standard Comments: (Select From List To Add Comment)
Comments for selected member(s):
TDY
OK Cancel Apply
DD Form 2624 (Back Side)
Bottle Labels
You must add a comment as to why someone was made unavailable for testing

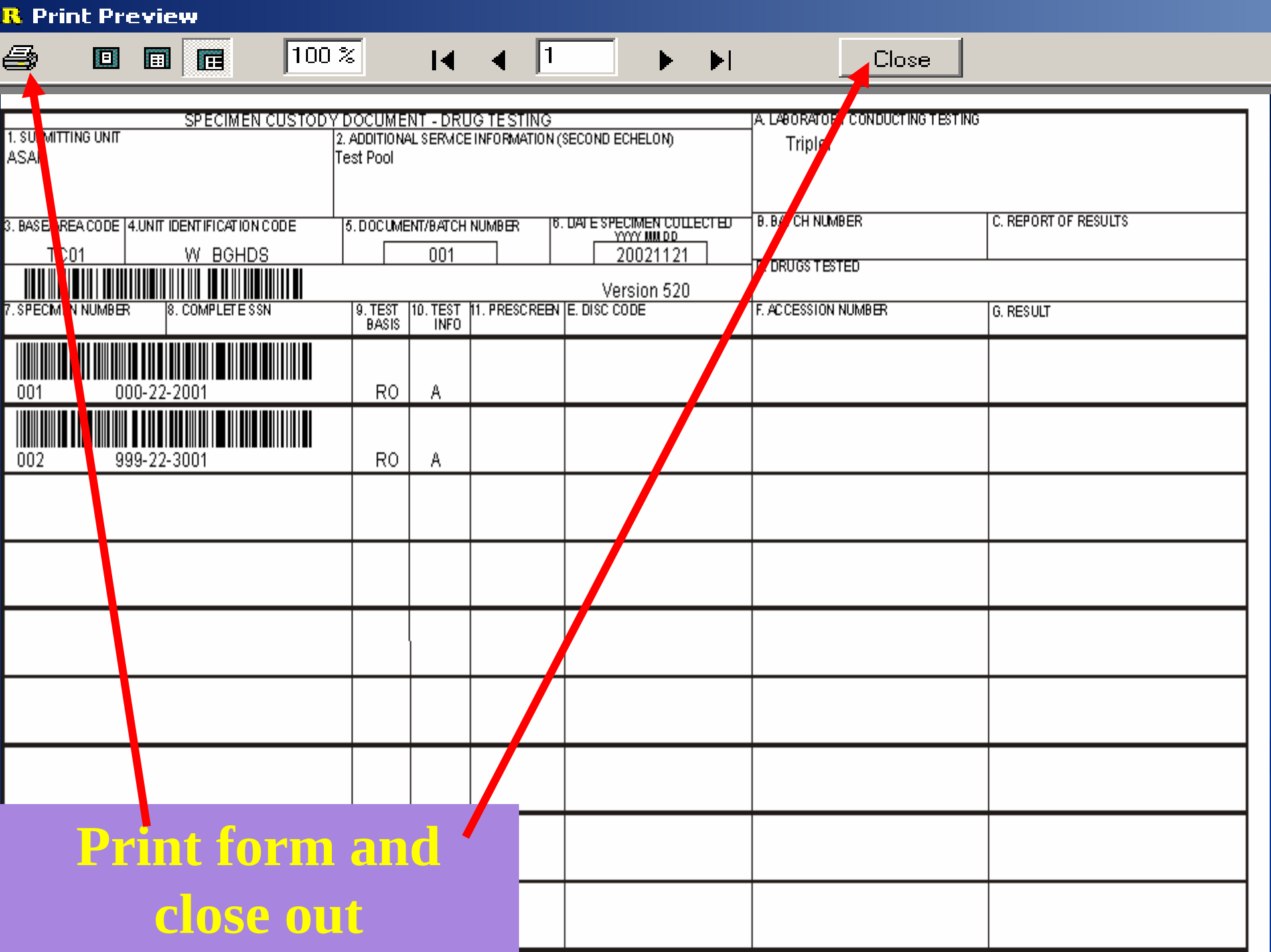

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/21/2002
Name
SSN
Rank
Foxx, David
000-22-2001
CPL
Oscar, Susan
999-22-3001
CPL
Available Printouts
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
Select Personnel to be tested and click the print button

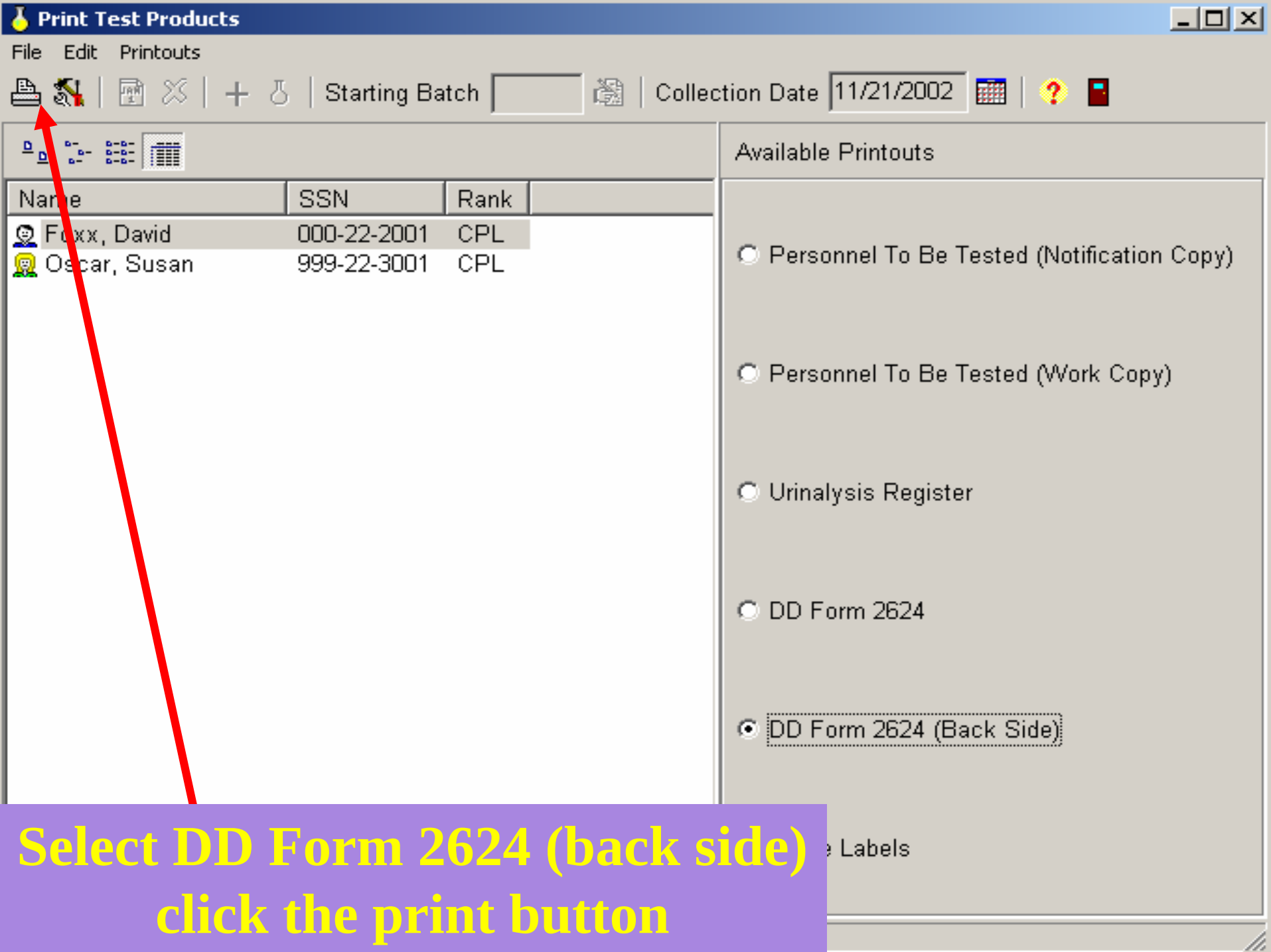

Print Preview
100 %
1
Close
Drug Testing Program
Testing Subjects
Working Copy
Bravo CO
11/21/2002
Pool Name
Name
Prem
SSN
Rank
Due Back
Rationale
Test Pool\Bravo CO
Foxx, David
RO
000-22-2001
CPL
Test Pool\Bravo CO
Oscar, Susan
RO
999-22-3001
CPL
Print form and close out

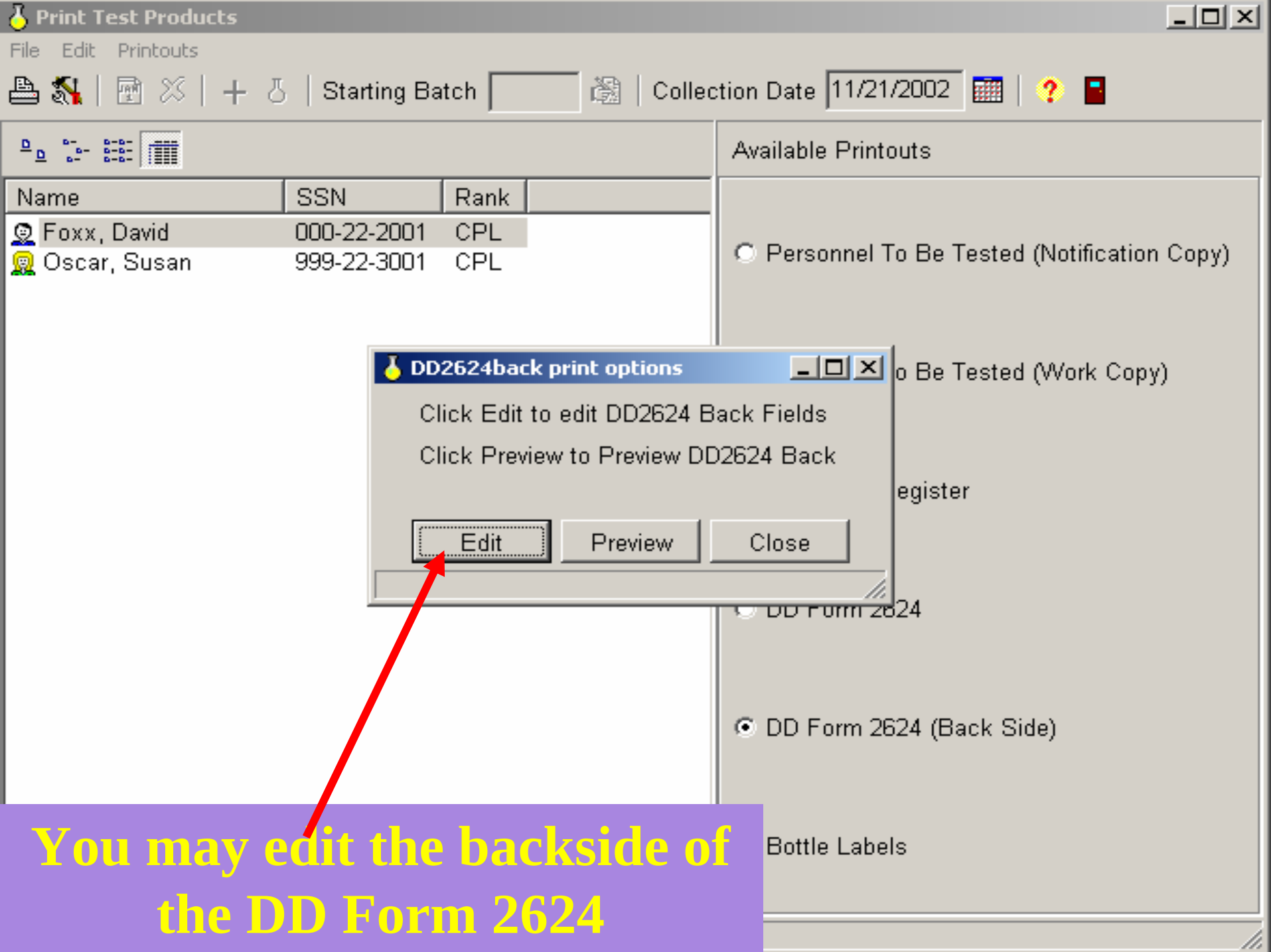

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/21/2002
Name
SSN
Rank
Fo x, David
000-22-2001
CPL
Oscar, Susan
999-22-3001
CPL
Available Printouts
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
Select Unit Ledger, click the print button

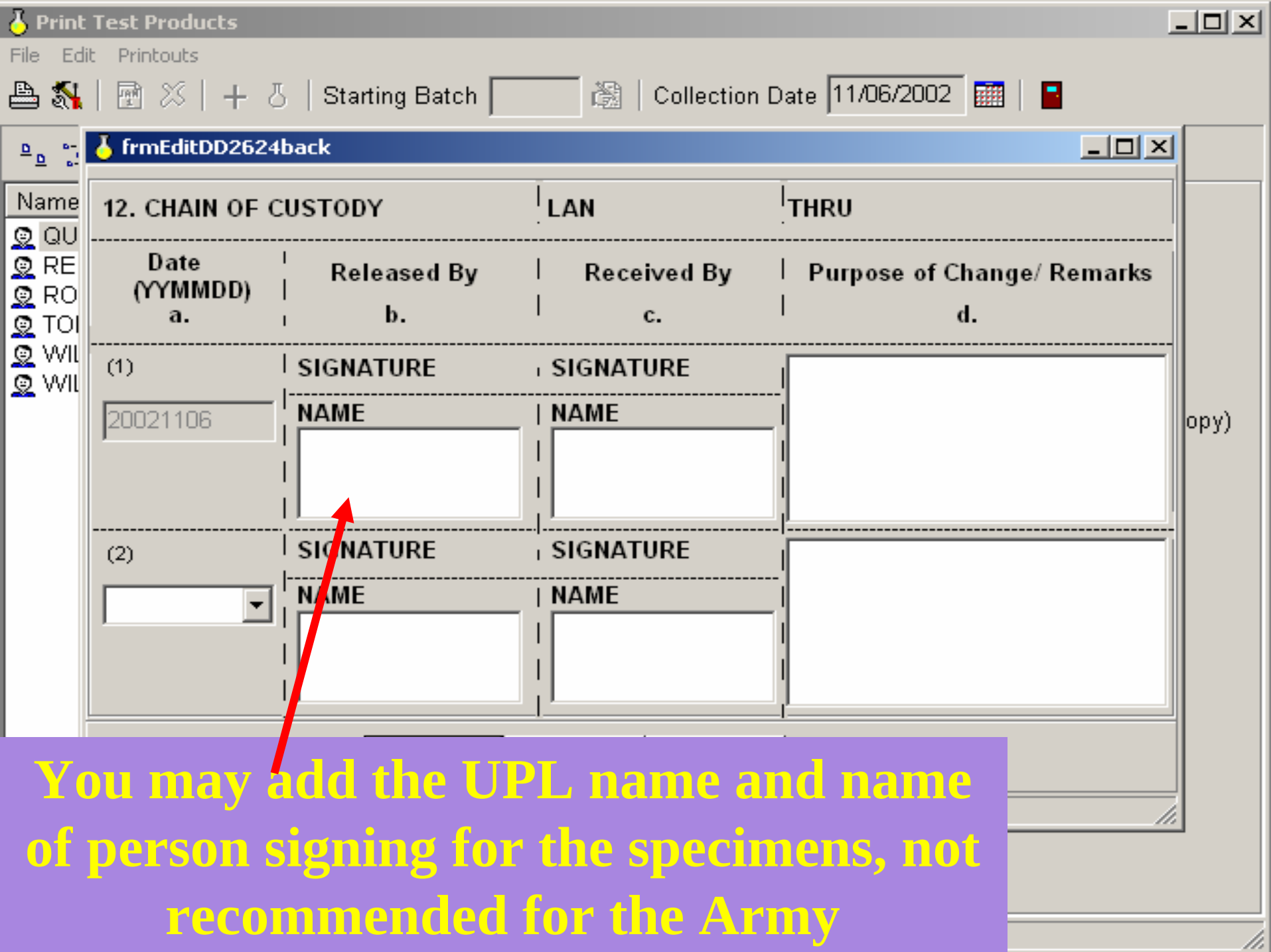

Print Preview
100 %
1
Close
Drug Testing Program
Testing Register
Test Pool\Bravo CO
11/19/2002 3:50:31 PM
RO
Date of Collection T/D/M/Y
Batch And Specimen #
Tested Members Rank, Printed Name, SSN Signature
TPI
Observer's Printed Name and Signature
Comments and Disposition
Batch: Spec:
CPL Foxx, David 000-22-2001
RO
21/11/2002
0001 001
Batch: Spec:
CPL Oscar, Susan 999-22-3001
RO
21/11/2002
0001 002
Print form and close out

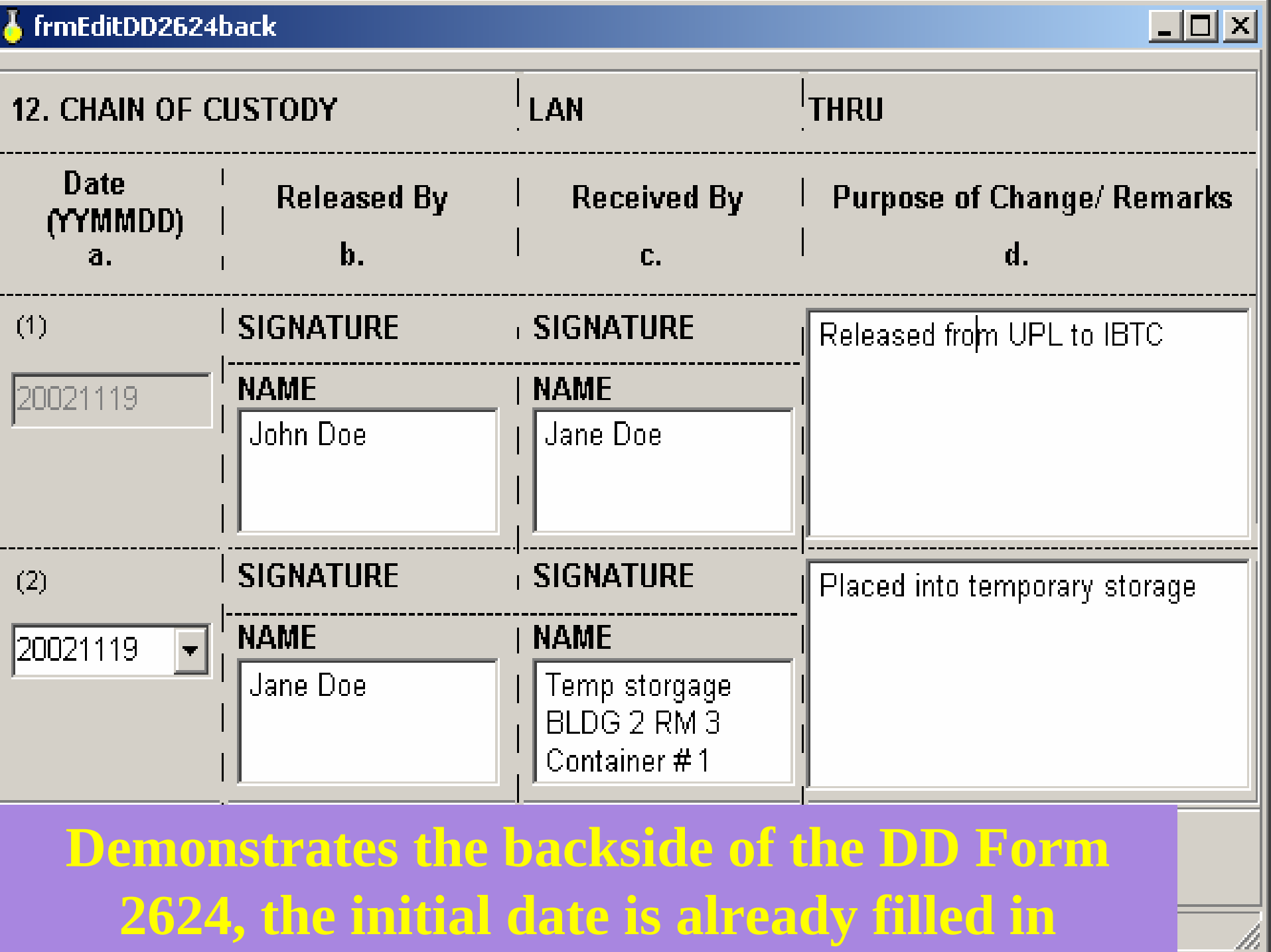

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/21/2002
Name
SSN
Rank
Foxx, David
000-22-2001
CPL
Oscar, Susan
999-22-3001
CPL
Available Printouts
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
Select DD Form 2624, click the print button

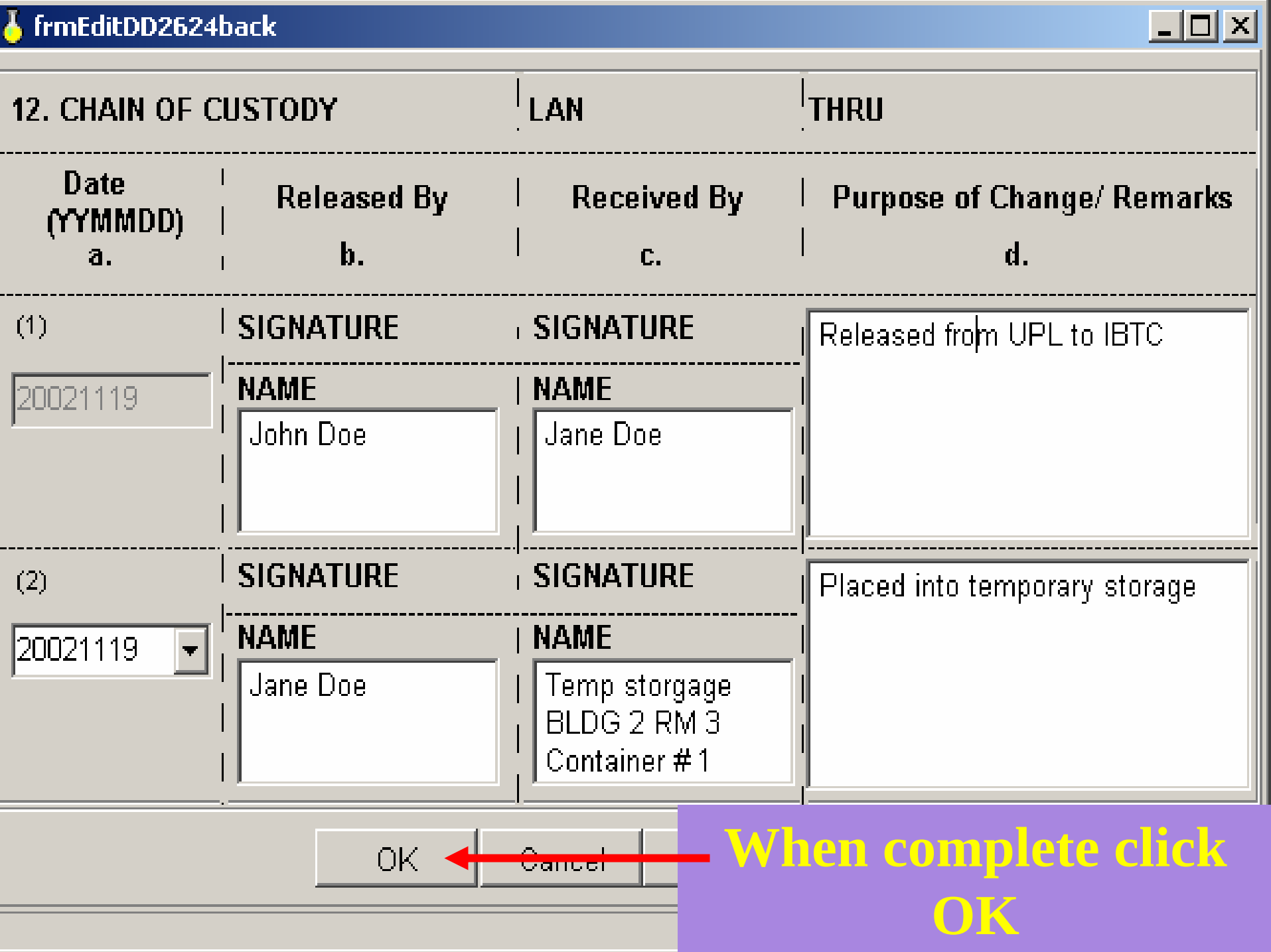

Print Preview
100 %
1
Close
SPECIMEN CUSTODY DOCUMENT - DRUG TESTING
1. SUBMITTING UNIT
ASAI
2. ADDITIONAL SERVICE INFORMATION (SECOND ECHELON)
Test Pool
A. LABORATORY CONDUCTING TESTING
Triple
3. BASE AREA CODE
TC01
4. UNIT IDENTIFICATION CODE
W BGHDS
5. DOCUMENT/BATCH NUMBER
001
6. DATE SPECIMEN COLLECTED
YYYY MM DD
20021121
B. BATCH NUMBER
C. REPORT OF RESULTS
D. DRUGS TESTED
Version 520
7. SPECIMEN NUMBER
8. COMPLETE SSN
9. TEST BASIS
10. TEST INFO
11. PRESCREEN
E. DISC CODE
F. ACCESSION NUMBER
G. RESULT
001
000-22-2001
RO
A
002
999-22-3001
RO
A
Print form and close out

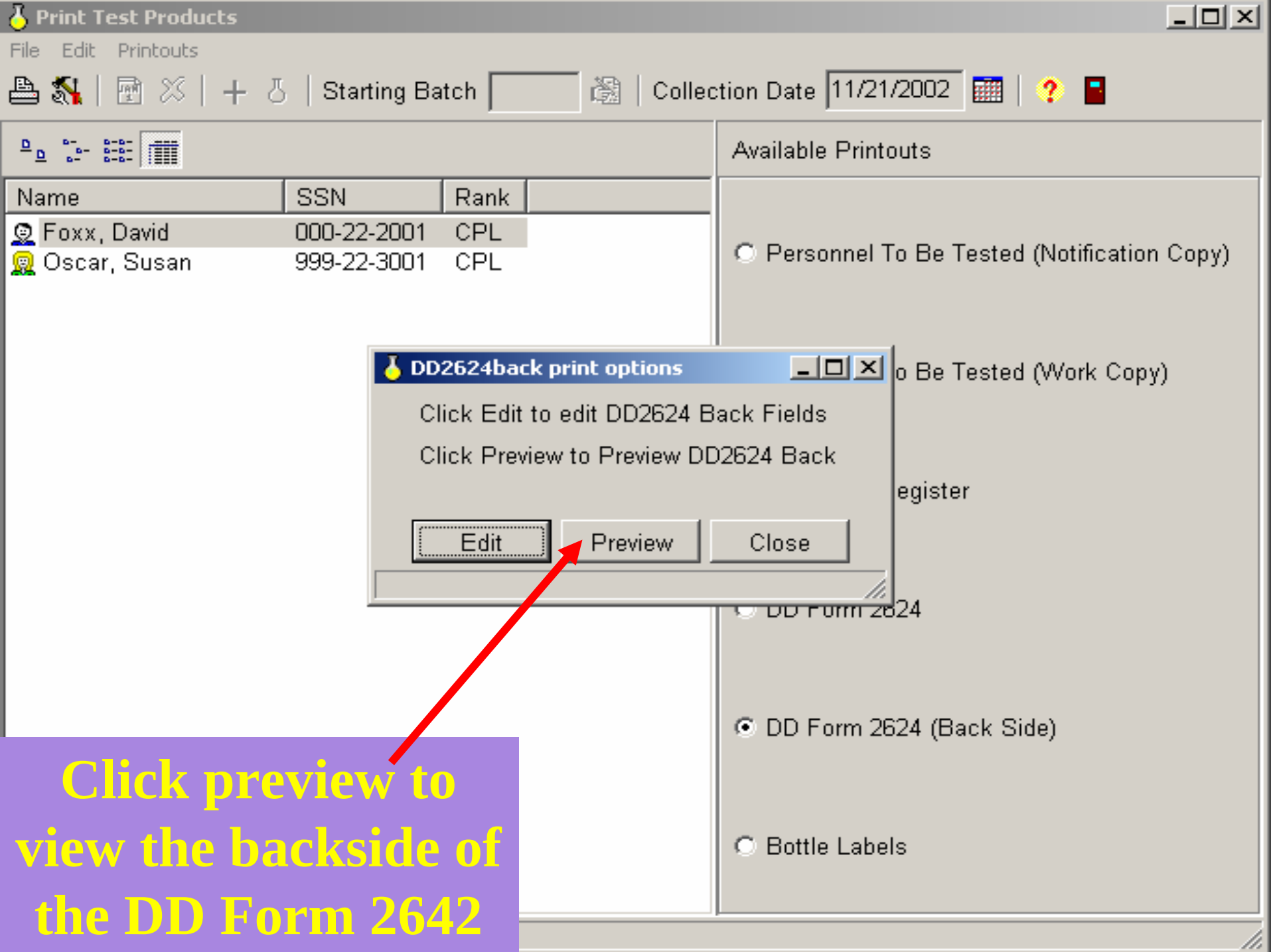

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/21/2002
Name
SSN
Rank
Foxx, David
000-22-2001
CPL
Oscar, Susan
999-22-3001
CPL
Available Printouts
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
DD Form 2624 (Back Side)
Labels
Select DD Form 2624 (back side)
click the print button


Print Test Products
File Edit Printouts
Starting Batch
Collection Date 11/21/2002
Name SSN Rank
Foxx, David 000-22-2001 CPL
Oscar, Susan 999-22-3001 CPL
Available Printouts
Personnel To Be Tested (Notification Copy)
o Be Tested (Work Copy)
egister
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
DD2624back print options
Click Edit to edit DD2624 Back Fields
Click Preview to Preview DD2624 Back
Edit
Preview
Close
You may edit the backside of the DD Form 2624


Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/06/2002
frmEditDD2624back
12. CHAIN OF CUSTODY
LAN
THRU
Date (YYMMDD) a.
Released By b.
Received By c.
Purpose of Change/ Remarks d.
(1)
20021106
SIGNATURE
NAME
SIGNATURE
NAME
(2)
SIGNATURE
NAME
SIGNATURE
NAME
You may add the UPL name and name of person signing for the specimens, not recommended for the Army


frmEditDD2624back
12. CHAIN OF CUSTODY
LAN
THRU
Date (YYMMDD) a.
Released By b.
Received By c.
Purpose of Change/ Remarks d.
(1)
20021119
SIGNATURE
NAME
John Doe
SIGNATURE
NAME
Jane Doe
Released from UPL to IBTC
(2)
20021119
SIGNATURE
NAME
Jane Doe
SIGNATURE
NAME
Temp storgage
BLDG 2 RM 3
Container #1
Placed into temporary storage
Demonstrates the backside of the DD Form 2624, the initial date is already filled in


frmEditDD2624back
12. CHAIN OF CUSTODY
LAN
THRU
Date (YYMMDD) a.
Released By b.
Received By c.
Purpose of Change/ Remarks d.
(1)
20021119
SIGNATURE
NAME
John Doe
SIGNATURE
NAME
Jane Doe
Released from UPL to IBTC
(2)
20021119
SIGNATURE
NAME
Jane Doe
SIGNATURE
NAME
Temp storgage
BLDG 2 RM 3
Container #1
Placed into temporary storage
OK
Cancel
When complete click OK


Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/21/2002
Name
SSN
Rank
Foxx, David
000-22-2001
CPL
Oscar, Susan
999-22-3001
CPL
Available Printouts
Personnel To Be Tested (Notification Copy)
o Be Tested (Work Copy)
egister
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
DD2624back print options
Click Edit to edit DD2624 Back Fields
Click Preview to Preview DD2624 Back
Edit
Preview
Close
Click preview to view the backside of the DD Form 2642

Print Preview

100 %

1

Close

12. CHAIN OF CUSTODY		LAN	THRU
DATE (YYMMDD) a.	RELEASED BY b.	RECEIVED BY c.	PURPOSE OF CHANGE / REMARKS d.
(1) 021119	SIGNATURE NAME John Doe	SIGNATURE NAME Jane Doe	Released from UPL to BTC
(2) 21119	SIGNATURE NAME Jane Doe	SIGNATURE NAME Temp storgage BLDG 2 RM3	Placed into temporary storage
(3)	SIGNATURE NAME	SIGNATURE NAME	
(4)	SIGNATURE NAME	SIGNATURE NAME	
(5)	SIGNATURE NAME	SIGNATURE NAME	
(6)	SIGNATURE NAME	SIGNATURE NAME	
(7)	SIGNATURE	SIGNATURE	

NOTE: Turn DD Form 2624 over to print backside

INSTRUCTIONS

BLOCK		USA	USN/MC	USAF
1	SUBMITTING UNIT	Message address of unit submitting urine samples		
2	ADDITIONAL SERVICE INFORMATION (SECOND	Do not use.	Message address of second echelon commander to whom submitting unit reports	Optional. May be used to identify the base POC.
3	BASE AREA CODE	Service code area.	Leave blank. For future use.	Four-character Base Identification code (Ex., F1Z3). Comprises the first four characters of the full 10-character Base Identification
4	UNIT IDENTIFICATION	Unit Identification Code (UIC or RUC) of unit		Do not use.
5	DOCUMENT/BATCH NUMBER	Do not use.	Enter the locally assigned batch number. Each batch of 12 samples, or portion thereof, shall be assigned a separate number by the submitting unit.	3-digit batch number common to all specimens in the shipment (Ex., 501). Comprises the middle portion of the full 10-character BID# assigned to each
6	DATE SPECIMEN	Enter the four-digit year, two-digit month, and two-digit day that samples were collected by submitting unit.		
7	SPECIMEN	Use number pre-printed on form		Enter 3-digit sequential specimen number (test 3
8	COMPLETE SSN	Full SSN of person from whom sample obtained.		
9	TEST BASE	Indicate the testing premise to conduct the collection.		
10	TEST	Military: A = E.1 - E4 B = E.5 to E10 Civilian only: C = FDP Aviation, D = FDP Guard/Police, F = FD, ADAP/CP Staff, G = other FDP, N = other non-military	Leave blank.	Entry required only if additional testing is requested: F = Full Panel; S = Steroids; O = Other drugs - Provide clarification in attached message.
11	PRESCREEN	If screened (field tested) prior to submission and found positive, indicate P for positive or N for negative for drug(s) pre-screened. Leave blank if		Not used.

12. CHAIN OF CUSTODY (LINE (1))

a. DATE - Date of collection/shipment.
b. RELEASED BY - Signature and printed or typewritten name of the urinalysis coordinator having custody of the samples.
c. RECEIVED BY - Use only if physical change of custody is occuring prior to shipment. Otherwise leave blank.
d. PURPOSE OF CHANGE/REMARK - Specify the mode of accountable transportation/system utilized to ship specimens to the lab.

Note: When custody of specimens changes other than for a shipment (unless hand carried to the lab), each change of custody requires line number signatures in the (b) RELEASED BY and (c) RECEIVED BY blocks to document change in custody with comment in block (d). This

12. CHAIN OF CUSTODY		LAN	THRU
DATE (YYMMDD) a.	RELEASED BY b.	RECEIVED BY c.	PURPOSE OF CHANGE / REMARKS d.
(1) 021119	SIGNATURE NAME John Doe	SIGNATURE NAME Jane Doe	Released from UPL to BTC
(2) 021119	SIGNATURE NAME Jane Doe	SIGNATURE NAME Temp storgage BLDG 2 RM3	Placed into temporary storage
(3)	SIGNATURE NAME	SIGNATURE NAME	
(4)	SIGNATURE NAME	SIGNATURE NAME	
(5)	SIGNATURE NAME	SIGNATURE NAME	
(6)	SIGNATURE NAME	SIGNATURE NAME	
(7)	SIGNATURE NAME	SIGNATURE NAME	

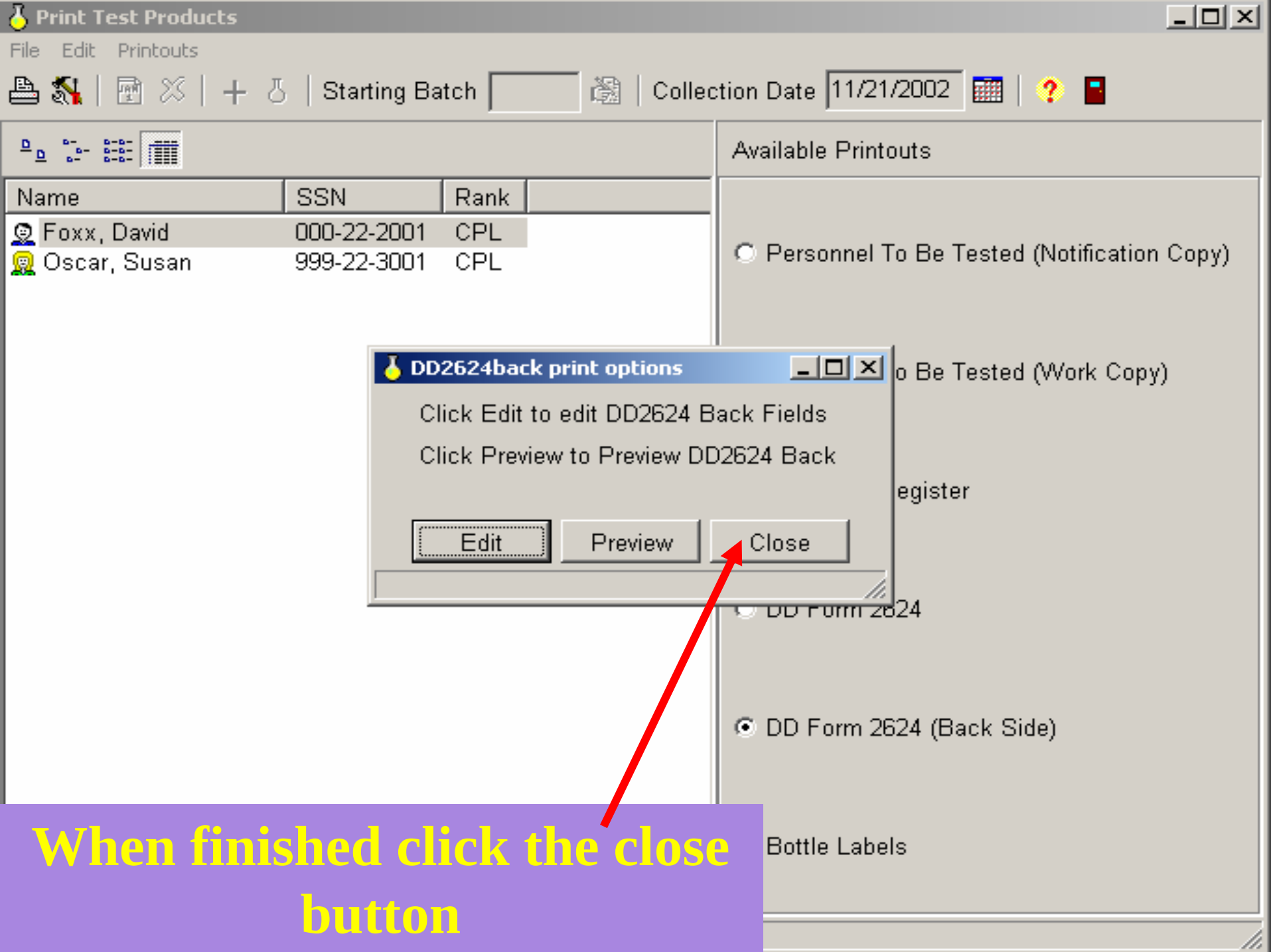
INSTRUCTIONS				
	BLOCK	USA	USN/MC	USAF
1	SUBMITTING UNIT	Message address of unit submitting urine samples		
2	ADDITIONAL SERVICE INFORMATION (SECOND	Do not use.	Message address of second echelon commander to whom submitting unit reports	Optional. May be used to identify the base POC.
3	BASE AREA CODE	Service code area.	Leave blank. For future use.	Four-character Base Identification code (Ex., F1Z3). Comprises the first four characters of the full 10-character Base Identification
4	UNIT IDENTIFICATION	Unit Identification Code (UIC or RUC) of unit		Do not use.
5	DOCUMENT/BATCH NUMBER	Do not use.	Enter the locally assigned batch number. Each batch of 12 samples, or portion thereof, shall be assigned a separate number by the submitting unit.	3-digit batch number common to all specimens in the shipment (Ex., 501). Comprises the middle portion of the full 10-character BID# assigned to each
6	DATE SPECIMEN	Enter the four-digit year, two-digit month, and two-digit day that samples were collected by submitting unit.		
7	SPECIMEN	Use number pre-printed on form		Enter 3-digit sequential specimen number (last 3
8	COMPLETE SSN	Full SSN of person from whom sample obtained.		
9	TEST BASE	Indicate the testing premise to conduct the collection.		
10	TEST	Military: A = E.1 - E4 B = E.5 to E10 Civilian only: C = FDP Aviation, D = FDP Guard/Police, F = FD, ADAP/OP Staff, G = other FDP, N = other non-military	Leave blank.	Entry required only if additional testing is requested: F = Full Panel; S = Steroids; O = Other drugs - Provide clarification in attached message.
11	PRESCREEN	If screened (field tested) prior to submission and found positive, indicate P for positive or N for negative for drug(s) pre-screened. Leave blank if		Not used.

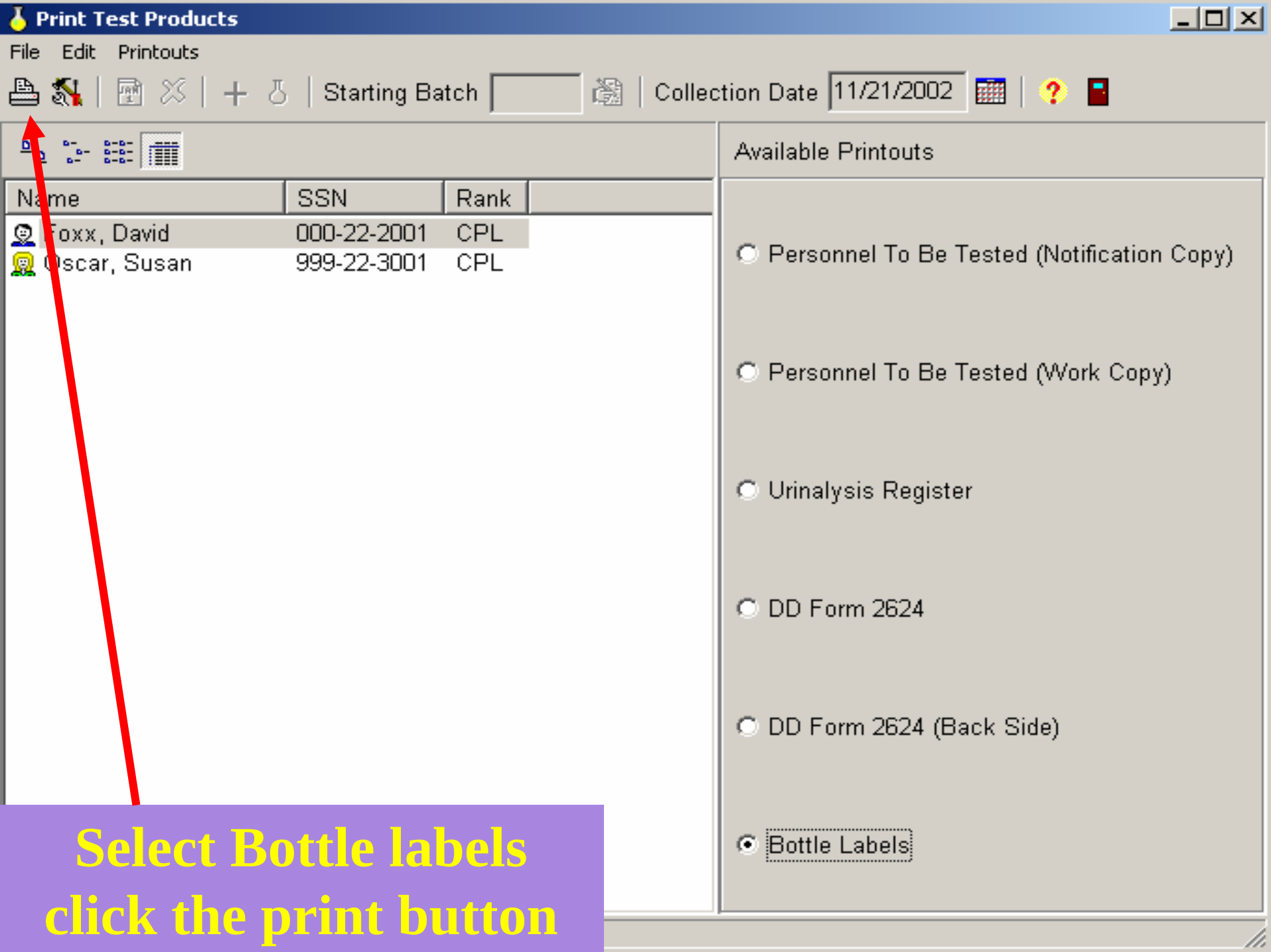
12. CHAIN OF CUSTODY (LINE (1))

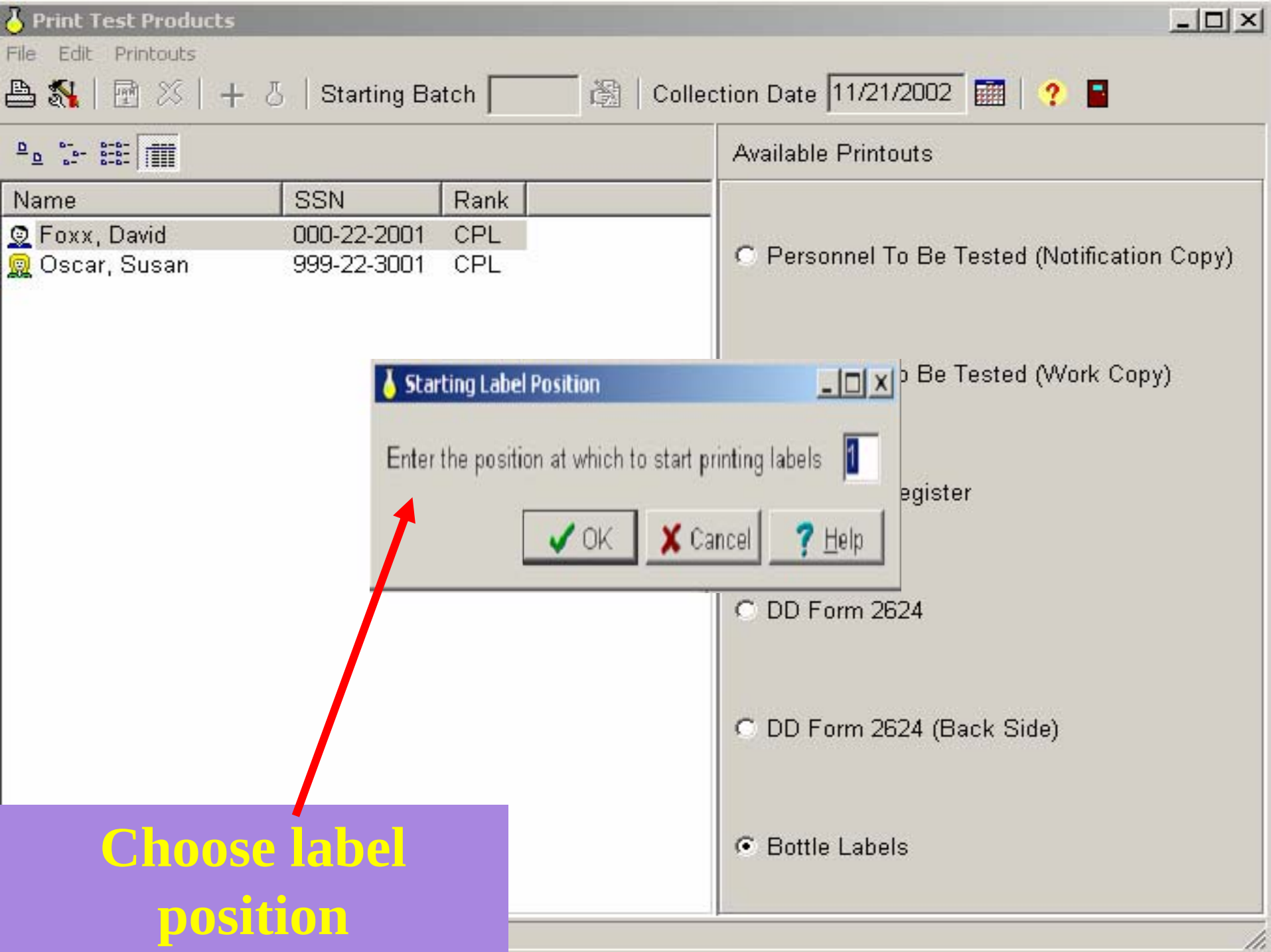
a. DATE - Date of collection/shipment.
b. RELEASED BY - Signature and printed or typewritten name of the urinalysis coordinator having custody of the samples.
c. RECEIVED BY - Use only if physical change of custody is occuring prior to shipment. Otherwise leave blank.
d. PURPOSE OF CHANGE/REMARK - Specify the mode of accountable transportation/system utilized to ship specimens to the lab.

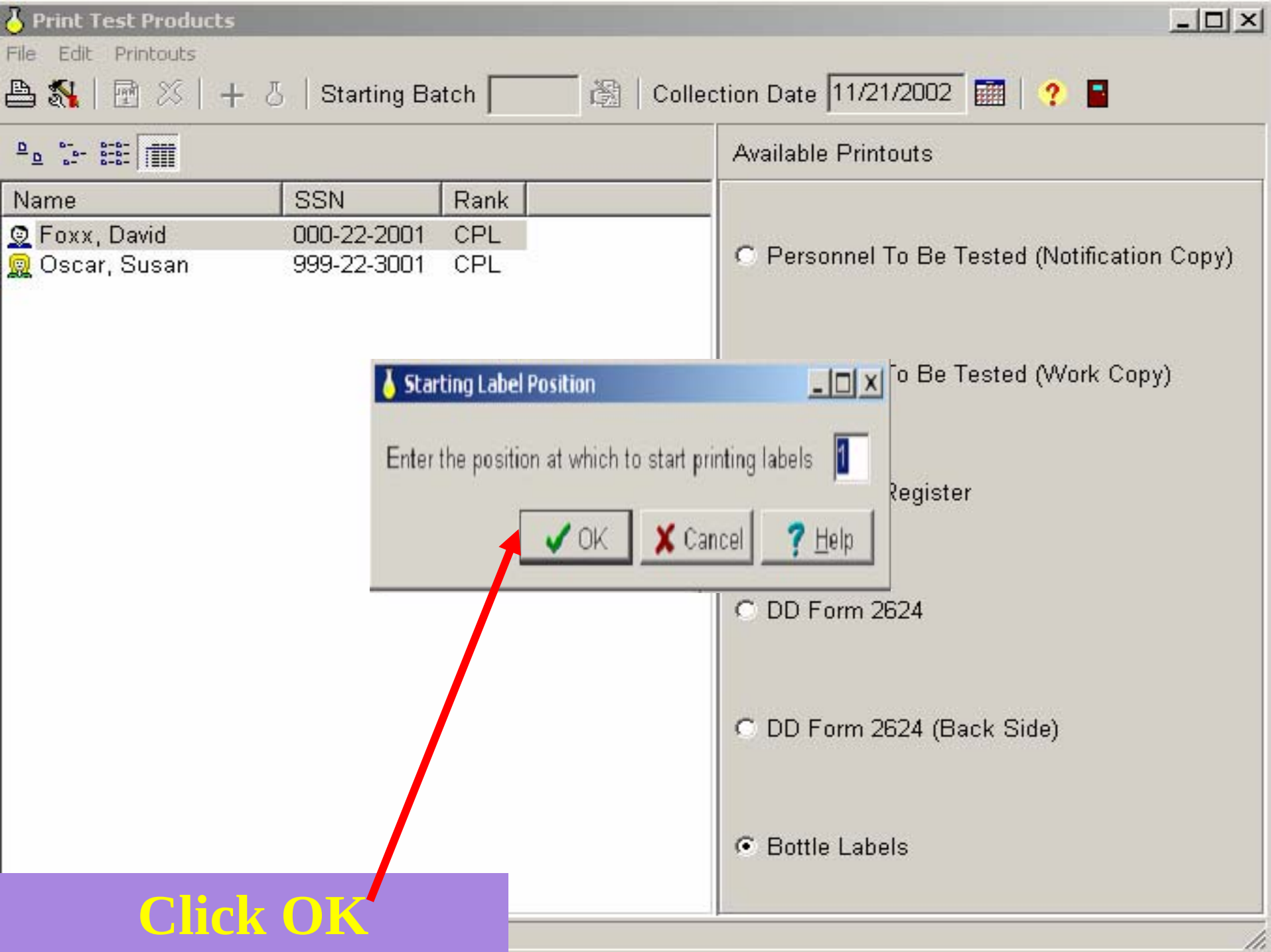
Note: When custody of specimens changes other than for a shipment (unless hand carried to the lab), each change of custody requires line number signatures in the (b) RELEASED BY and (c) RECEIVED BY blocks to document change in custody with comment in block (d). This

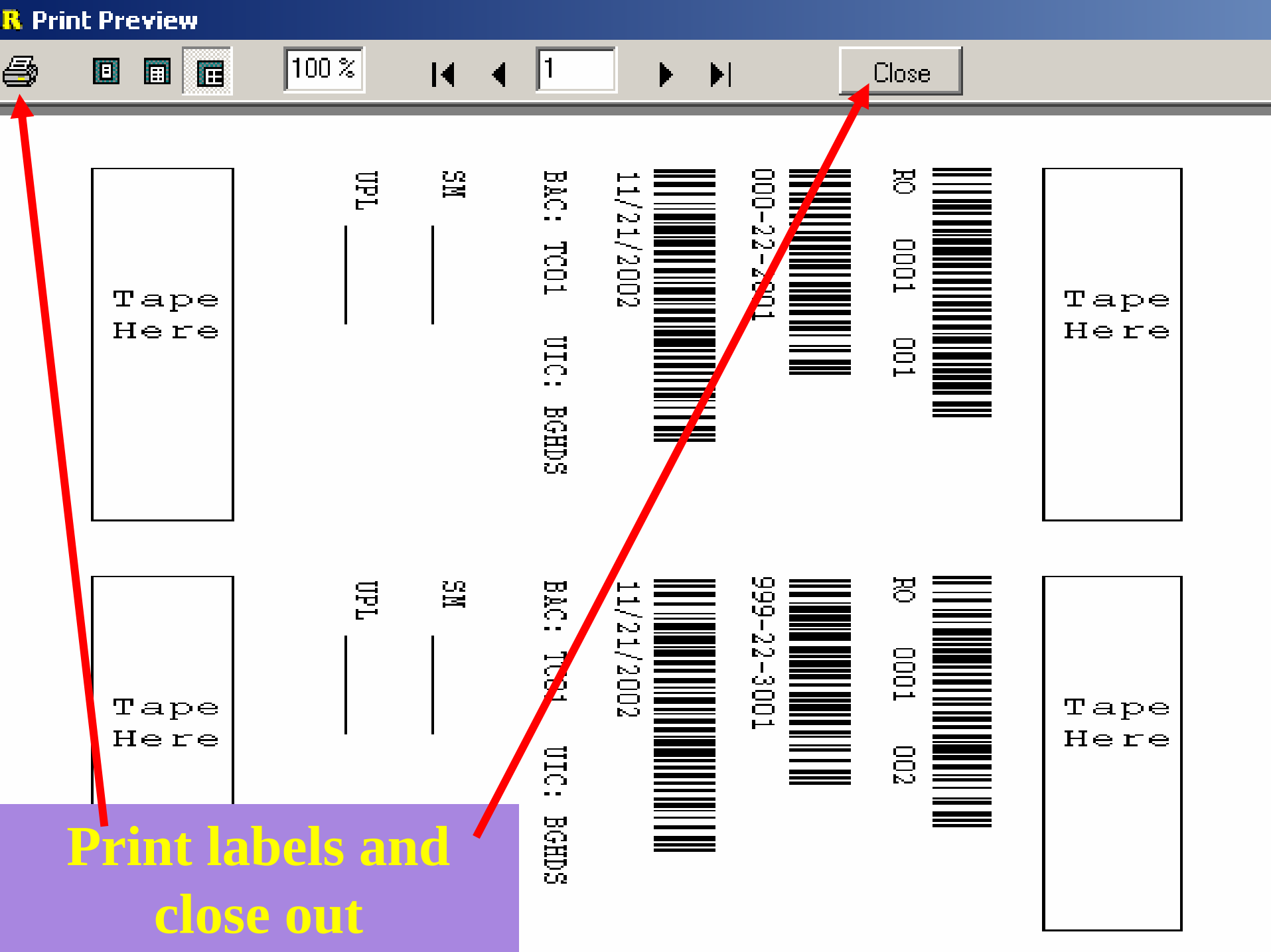
Once printed, close out form

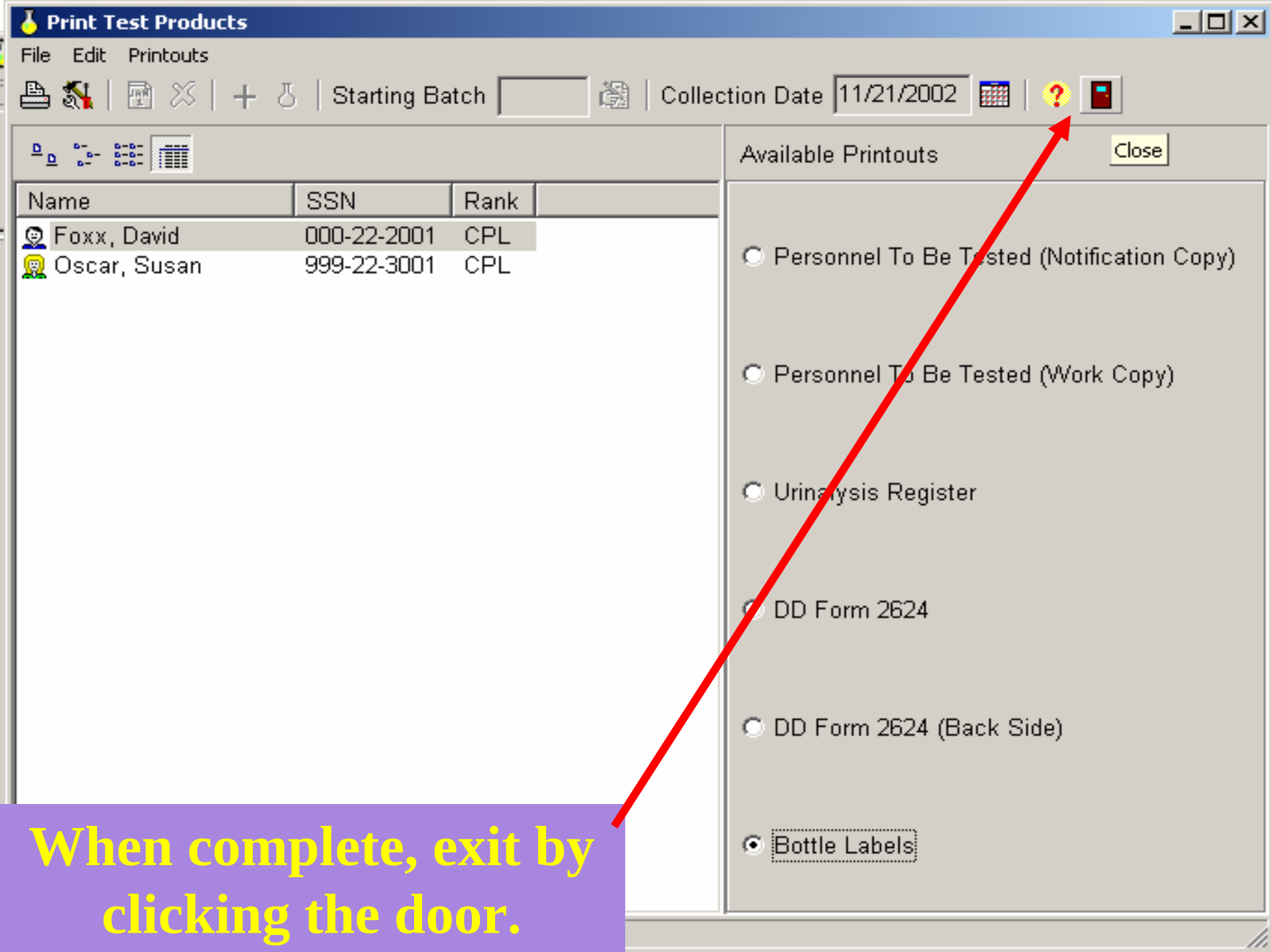

Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/21/2002
Name
SSN
Rank
Foxx, David
000-22-2001
CPL
Oscar, Susan
999-22-3001
CPL
Available Printouts
Personnel To Be Tested (Notification Copy)
o Be Tested (Work Copy)
egister
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
DD2624back print options
Click Edit to edit DD2624 Back Fields
Click Preview to Preview DD2624 Back
Edit
Preview
Close
When finished click the close button


Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/21/2002
Name
SSN
Rank
Foxx, David
000-22-2001
CPL
Oscar, Susan
999-22-3001
CPL
Available Printouts
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
Select Bottle labels
click the print button


Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/21/2002
Name
SSN
Rank
Foxx, David
000-22-2001
CPL
Oscar, Susan
999-22-3001
CPL
Available Printouts
Personnel To Be Tested (Notification Copy)
Be Tested (Work Copy)
egister
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
Starting Label Position
Enter the position at which to start printing labels
1
OK
Cancel
Help
Choose label position


Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/21/2002
Name
SSN
Rank
Foxx, David
000-22-2001
CPL
Oscar, Susan
999-22-3001
CPL
Available Printouts
Personnel To Be Tested (Notification Copy)
To Be Tested (Work Copy)
Register
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
Starting Label Position
Enter the position at which to start printing labels
1
OK
Cancel
Help
Click OK


Print Preview
100 %
1
Close
Tape Here
UPL
SM
BAC: TC01 UIC: BGHDS
11/21/2002
000-22-3001
RO 0001 001
Tape Here
Tape Here
UPL
SM
BAC: TC01 UIC: BGHDS
11/21/2002
000-22-3001
RO 0001 002
Tape Here
Print labels and close out


Print Test Products
File
Edit
Printouts
Starting Batch
Collection Date
11/21/2002
Name
SSN
Rank
Foxx, David
000-22-2001
CPL
Oscar, Susan
999-22-3001
CPL
Available Printouts
Close
Personnel To Be Tested (Notification Copy)
Personnel To Be Tested (Work Copy)
Urinalysis Register
DD Form 2624
DD Form 2624 (Back Side)
Bottle Labels
When complete, exit by clicking the door.

Army Drug Testing Program

File Personnel Testing Reports Utilities Help

Conduct Testing | Samples Due | Collect Samples | Samples Collected | Positive Results | Personnel Roster | Pool Maintenance | System Utilities | Quit

Current User = admin | Current Pool = Global