

UPL Frequently Asked Questions

Drug Testing

Q. What is the maximum time for specimens in temporary storage?

There is no specified time limit that a sample has to reach the testing laboratory and there is no specified time limit on how long the samples can be stored. Our guidance is to send samples to the lab as soon as possible in order to maintain the integrity and stability of the sample. The most important thing is that the chain of custody appropriately reflects the collection date, time the sample was placed in and removed from temporary storage, and ship date to the lab. It is important that the samples remain in temporary storage under strict chain of custody the entire time they are waiting to be shipped.

The Commander needs to understand, however, that the metabolites that are tested for by our labs degrade over time, especially in extreme temperatures. Therefore, these specimens may all test negative due to metabolite degradation.

Q. What has changed with regard to Unit Sweeps? Why?

Unit Inspection (IU) testing, or unit sweeps, can be conducted on any individually identifiable element. Battalion commanders should conduct periodic unit sweeps. The most effective programs use IU testing in addition to and supplementary to a good random drug testing program. IU testing will not be used as a means of testing a Soldier the commander suspects of abusing drugs but does not have sufficient probable cause to conduct a PO collection. The battalion commander should ensure that the number of specimens collected under the IU test basis is no more than 75 percent of the number of Inspection random (IR) specimens submitted for testing annually.

UPL Certification / Deployment

Q. When does the 18 month certification for Unit Prevention Leaders (UPLs) take effect?

If a UPL receives their certification after 2 February 2009 (the publication date for AR 600-85), the installation ASAP staff can certify that Soldier for up to 18 month before he or she requires recertification. For any UPLs who were current and certified on 14 January 2009, the installation ADCOs are authorized to extend that Soldier's certification by 6 months, up to the new 18 month period. However, if a Soldier's certification had lapsed prior to 14 January, his or her certification cannot be extended. This 18 month certification period does NOT pertain to Soldier certified via the online program; online certification is valid for 12 months or until the Soldier redeploys to home station.

Q. How do I sign-up for online UPL training?

UPL online training is only authorized for those Soldiers who are **currently deployed**. Soldiers can register for the deployed UPL certification at the following link:

[Register for UPL Certification.](#)

Q. I was certified while I was in garrison, but I am now deployed and my UPL certification is due to expire, do I have to recertify or will my certification be valid until I redeploy?

The UPL certification will expire according on the expiration date listed on the UPL certificate of training. The Soldier will have to recertify in order to conduct military collection IAW AR 600-85. Soldiers can register for the deployed UPL recertification at the following link:

Register for UPL Recertification.

Q. While deployed, is there a way that we can see if drug test have been received and results posted?

The shortest route to it is to login using the **AKO page**, enter the page, and click on the link in the GREEN BOX. This tool is to be used by deployed Commanders or their duly appointed representative acting on the Commander's behalf who submitted urinalysis specimens using a CT base area code. You must enter the 6 character Unit Identification Code (UIC) EXACTLY as it appears on the Unit Ledger for that collection [i.e., 0 (zero) versus O (the letter "O")]. Your UPL should have a copy of the Unit Ledger.

DTP / Computer issues

Q. What is DTP Lite?

DTP is the Army's Drug Testing Program software which automatically creates a selection of Soldiers and produces all of the required documentation for you to print. While the Lite version of DTP does not require administrative rights or permissions to use on the computer, it also lacks some of the features of the full version.

Q. How can I get DTP Lite?

You can download DTP Lite from the ACSAP Web site (www.acsap.army.mil) or from the UPL Certification Training Resources CD-ROM.

Q. I cannot import my roster into the DTP.

If you have Office 2007, you may have to save your file using version 97/2003; DTP lite does not work well with the upgrade. Make sure your roster does not have an empty row between the header and the Soldier information. Make sure you only have one active record (tab) in your Excel spreadsheet. Make sure the SSN is formatted correctly.

Q. I cannot install the full version of the DTP onto my workstation.

You must have administrative rights to load the full version of the DTP, or to upgrade the existing DTP, on a workstation. So, you will need to contact your local IMO/S6 of assistance. Once the DTP is loaded, you will need to have 'full access control' of the C:\Program Files\DOD Drug Testing Program folder and its subfolders. Open Windows Explorer, right-click on the DTP folder shown above, select 'Properties', and then select the 'Security' tab. Click once on the 'Users' group in the upper window, and click the 'Full Control' box in the Allow column. Then click the Ok button. Now all users on this workstation will be able to sign into and use the DTP. The reason you need the full access control is that the DTP database tables are 'encrypted at rest'. The first thing the program does when you log in is extract the tables and write them to the DOD DTP & DATA folders there on the 'C' drive.

Q. I am locked out of the DTP, how can I gain access?

If you are in garrison, you will need to contact your local Army Substance Abuse Program office for support. If you are deployed you can send an email to the **Drug Testing Branch** for assistance.

Q. What forms can I print from DTP Lite?

- DD Form 2624
- Unit Urinalysis Ledger (Testing Register)
- Testing Rosters
- Specimen bottle labels

Consult the UPL Handbook for details on how to complete and print forms using DTP Lite.

Q. What are acceptable selection methods when I cannot access a computer to use DTP for my random selection?

- Ten-sided die
- Numbers in a hat
- Index cards

Consult the UPL Handbook for details on how to implement these methods.

Q. How do I find out what my Base Area Code (BAC) is?

You can go to the ACSAP Web site, contact your BAC Manager if deployed, contact your ADCO or DTC, or contact ACSAP by e-mail at biochem@conus.army.mil.

Q. How do I know what information goes into Block 1 and Block 2 of the DD Form 2624?

Block 1 contains your Unit name, mailing address, Commander's name and e-mail or telephone number. Block 2 contains your BACM if deployed, or ASAP address for non-deployed Units.

Drug Information

Q. What substances are banned?

AR 600-85, paragraphs 4-2 o - q, state: Article 112a, Uniform Code of Military Justice; specifically prohibits the unlawful use of the following substances: opium, heroin, cocaine, amphetamine, lysergic acid diethylamide (LSD), methamphetamine, phencyclidine, barbituric acid, marijuana, and any compound or derivative of any such substance. Article 112a, UCMJ, also prohibits the unlawful use of any other substance prescribed by the President or listed in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812). In addition, this regulation prohibits Soldiers from using Hemp or products containing Hemp oil. It also prohibits using the following substances for the purpose of inducing excitement, intoxication, or stupefaction of the central nervous system. This provision is not intended to prohibit the otherwise lawful use of alcoholic beverages:

- Controlled substance analogues (designer drugs)
- Chemicals, propellants, or inhalants (huffing)
- Dietary supplements that are banned by the United States Food and Drug Administration
- Prescription or over-the-counter drugs and medications (when used in a manner contrary to their intended medical purpose or in excess of the prescribed dosage.
- Naturally occurring substances (to include but not limited to Salvia Divinorum, Jimson Weed, etc.)

Violations of paragraph 4-2q may subject offenders to punishment under the UCMJ and/or administrative action. Paragraph 4-2q is not intended to prohibit the otherwise lawful use of alcoholic beverages or tobacco products. If a commander has any question regarding whether a substance or its use is prohibited by this provision, they should contact the servicing judge advocate before initiating any adverse action.

Q. Are dietary supplements authorized for use?

Ephedra, also called Ma Huang, is a source of ephedrine alkaloids that, when chemically synthesized, are regulated as drugs. FDA has warned consumers against the use of dietary supplements containing ephedra since June, 1997, and banned these products after research confirmed that ephedrine alkaloids raise blood pressure and otherwise stress the circulatory system. FDA guide for dietary supplements. View: [FDA Warning to Consumers about Tainted Weight Loss Products](#).

Q. Can a Soldier be tested for Salvia Divinorum?

As long as the commander has probable cause and JAG concurs, Soldiers can be tested for Salvia. Follow the collection procedures in the [Special Drug Test Requests Information Paper](#).

Q. Is there a list of substances the commander should be aware of?

View: [Drugs and Chemicals of Concern](#)

Smart Testing

Q. What is Smart Testing?

Smart Testing is drug testing conducted in such a manner that it is not predictable to the testing population. The goal of Smart Testing is to deter drug abuse by minimizing the predictability of testing and instilling a belief that Soldiers may be tested on any given day.

Q. What are some examples of Smart Testing?

- **Totally Random Program** – Randomized frequency (how many times you test per month/week) and periodicity (at what time of the month/day/week you conduct testing).
- **Weekly Testing** – Remember that AR 600-85 encourages testing on a weekly basis.
- **Back-to-Back Testing** – Some Soldiers believe that if a urinalysis was conducted on Friday, it's safe for them to abuse drugs over the weekend. An occasional back-to-back test will make them rethink this strategy—and could deter them from abusing over the weekend.
- **Do Not Ask for Volunteers** – Being a volunteer is a great thing. However, asking for volunteers to submit samples for drug testing is not a good idea. Soldiers who are abusing drugs are not likely to volunteer to be tested and this may invalidate the test.

Pre-Collection

Q. Who conducts a latrine inspection?

The UPL conducts a latrine inspection.

Q. How many hours notice do you give Soldiers to report for testing?

Soldiers should report immediately for testing; however, the Commander may allow selected Soldiers up to two hours to report after notification.

Q. Do Observers have to be the same sex as the Soldier providing the sample?

Yes, Observers have to be the same sex as the Soldier providing the sample.

Q. Who is responsible for ordering the urinalysis test?

Although the UPL conducts the urinalysis, only the Commander can order a urinalysis.

Q. Who is responsible for ensuring that non-testing personnel do not enter the holding area?

The Holding Area NCO is responsible.

Collection

Q. How frequently should the UPL replace his /her rubber gloves during urinalysis testing?

The UPL should replace his/her rubber gloves every two hours, or if and when they become soiled.

Q. Can a Soldier provide a specimen if he/she does not have his/her ID card?

Yes, but only if the Soldier's identity can be verified through another acceptable means such as a Commander verification.

Q. Is a female Soldier required to provide a specimen if she is menstruating?

Yes, she still is required to provide a specimen.

Q. Is a female Soldier required to use the female collection cup?

No, the use of the female collection cup is optional.

Q. When a Soldier enters the latrine, can the Soldier wash his/her hands with soap prior to providing a specimen?

No, the Soldier must use water only to wash his/her hands prior to donating a specimen.

Q. Can I reuse a specimen bottle?

Absolutely NOT! Every Soldier must be given a new, clean specimen bottle – even if the Soldier provides a short sample.

Q. Can I use a bottle label if I make edits to it?

Yes, if the edits are made in the forensically-correct manner – wrong information lined out, correct information entered, dated and initialed.

Q. What is the correct amount of specimen needed to conduct drug testing?

For normal drug testing, 30 milliliters of urine is required. The requirement for steroid testing is 60 milliliters.

Q. Who can report suspected adulteration of a sample?

The UPL or Observer can report suspected adulteration of a sample.

Q. When is a Soldier dismissed from the testing area?

After he/she signs the Unit Urinalysis Ledger and retrieves his/her ID from the UPL.

Q. Can I have multiple testing codes on the DD Form 2624?

No, you cannot have multiple testing codes on the DD Form 2624. You will need to use a separate DD Form 2624 for each test code.

Post-Collection

Q. Who is responsible for quality control of specimen bottles in deployed environments?

UPLs are responsible for conducting quality control of the specimen bottles collected during the urinalysis, packaging the specimens and shipping them to the Forensic Toxicology Drug Testing Laboratory (FTDTL).

Q. What happens if I break the first piece of tamper-evident tape while applying it to the specimen bottle?

A second piece of tape must be applied slightly offset over the original piece of tape, and a Certificate of Correction completed to explain the second piece of tape. For more instructions, please see the UPL Handbook.

Q. What information must match on the DD Form 2624, Unit Urinalysis Ledger and Bottle Label?

Testing date and Soldier's Social Security Number

Q. Who is responsible for ensuring that there are enough testing supplies to conduct a 100% Unit inspection test at any time?

The UPL is responsible.

Q. Can I use scotch tape to secure the collection box?

No, scotch tape does not seal the box sufficiently; therefore, you should use mailing tape.

Q. Can specimens be into temporary storage?

The UPL may place specimens in temporary storage only if shipment/packaging CANNOT occur the same day as testing.

Q. Which documentation must be included in the packaging of urinalysis testing specimens?

- The original DD Form 2624
- Certificate of Correction

Q. What are the approved carriers for shipping specimens?

- US Postal Service by First Class Mail
- Hand-carried by surface transportation
- Military aircraft transportation system
- US flag commercial air freight air express and air freight provider

Q. What document is chain of custody reflected on?

The back side of the DD Form 2624 reflects the chain of custody.

Q. Where do I find the address of the Forensic Toxicology Drug Testing Laboratory (FTDTL) that I need to send my specimens to?

The UPL Handbook or the ACSAP Web site.

Q. What is the Limited Use policy?

The Limited Use policy was designed to encourage identification through self-referral, in order to facilitate the rehabilitation of those Soldiers who demonstrate the potential for rehabilitation and retention.

Prevention

Q. This is my first time as a UPL. What are some tips that I should know when preparing to deliver Substance Abuse Prevention training?

- Be creative when planning and delivering the training.
- Change it up! You don't always have to give lectures. You can have the Soldiers give presentations, conduct discussions, and host guest speakers.

Q. What is Warrior Pride?

Warrior Pride is an Army-wide Substance Abuse campaign designed to reduce and deter alcohol abuse and drug use among Soldiers. The *Pride* in Warrior Pride stands for five of the Army Values:

- Personal Courage
- Respect
- Integrity
- Duty
- Excellence

Q. What are the methods to refer Soldiers to ASAP?

- Self- Referral
- Command Identification
- Drug Testing Identification
- Alcohol Testing Identification
- Investigation/Apprehension Identification
- Medical Identification

Briefings

Observer Briefing

Q. When does the Observer Briefing take place?

Typically, the Observer Briefing occurs prior to the UPL Unit briefing.

Q. What happens to the Observer if adulteration is suspected, but not reported by the Observer?

If adulteration is suspected by the UPL, the Observer is immediately replaced. The Observer may be subject to UCMJ actions.

Q. Who selects the Observer for urinalysis testing?

The Commander is responsible for selecting the Observer but can delegate this responsibility to the UPL or 1SG.

Commander Briefing

Q. When does the Commander Briefing take place?

The Commander Briefing occurs prior to the collection process.

Q. Can anyone else conduct the Commander Briefing?

The Commander can delegate the Commander Briefing to his/her Designated Representative (commonly the UPL, 1SG, or Holding Area NCO).

Q. What happens if the Soldier misses the Commander Briefing?

If the Soldier misses the Commander Briefing, the Commander or his/her Designated Representative is required to brief the Soldier. Please keep in mind that the Commander Briefing is the legal order to participate in the urinalysis test.

UPL Briefing

Q. When does the UPL Briefing take place?

The UPL Briefing occurs after the Commander Briefing.

Q. What happens if Soldier provides less than 30 ml of specimen?

- 1) The bottle label must be removed from the specimen bottle.
- 2) The Soldier must go back to the latrine with the Observer and dump the contents of the specimen bottle in the latrine in full view of the Observer.
- 3) The specimen bottle must be rinsed with tap water and crushed.
- 4) The UPL annotates on the Unit Ledger that the specimen was short on the first attempt.
- 5) The UPL instructs the Soldier to return to the holding area to drink water or beverages.
- 6) The collection process begins from the beginning when the Soldier is ready to provide a specimen. The Unit Urinalysis Ledger and the DD Form 2624 entries may be used but a new bottle label must be created.