

Date:	Unit:	
Post-Collection Checklist		
Your ability to correctly complete the quality assurance steps of drug testing will ensure that specimen(s) (1) are maintained in accordance to Chain of Custody procedures, (2) remain forensically intact, and (3) do not incur fatal discrepancies at the FTDTL.		
QUALITY CONTROL		
1. Ensure all SSNs match on all forms:	Done	N/A
a. Check that all SSNs on the DA Form 2624, Unit Drug Testing Register, and Bottle Label(s) are the same as corresponding entries on all forms.		
b. Complete a Certificate of Correction to document corrections during the quality control check.		
2. Ensure that the Unit Drug Testing Register is correct and complete:	Done	N/A
a. Check that all required information is correct and complete.		
b. Check that all required signatures are correct and complete.		
c. Check that all required initials are correct and complete.		
d. Check that all corrections on the form meet forensic standards.		
e. Complete a Certificate of Correction to document corrections during the quality control check.		
3. Ensure that both sides of the DD Form 2624 are correct and complete:	Done	N/A
a. Check that all required information is correct and complete.		
b. Check that all required signatures are correct and complete.		
c. Check that all required initials are correct and complete.		
d. Check that all corrections on the form meet forensic standards.		
e. Complete a Certificate of Correction to document corrections during the quality control check.		
4. Ensure that ALL bottle labels are correct and complete:	Done	N/A
a. Check that all required information is correct and complete.		
b. Check that all required signatures are correct and complete.		
c. Check that all required initials are correct and complete.		
d. Check that all corrections on the form meet forensic standards.		
e. Complete a Certificate of Correction to document corrections during the quality control check.		
5. Examine each specimen(s) bottle:	Done	N/A
a. Ensure that each specimen(s) bottle is filled with a minimum of 30mL of urine.		
b. Ensure that the tamper evident tape is NOT broken/torn on any bottle.		
c. Ensure that the tamper evident tape is correctly placed on each specimen(s) bottle.		
d. If a second piece of tamper evident tape is applied to any of specimen(s) bottle, ensure that it is applied correctly.		
e. If a second piece of tamper evident tape is applied to any of specimen(s) bottle, ensure that a Certificate of Correction is completed.		

6. Compare collection box to DD Form 2624:	Done	N/A
a. Ensure that every bottle in the box has an entry on the correct line on the DD Form 2624.		
b. Ensure that every bottle listed on the DD Form 2624 is in the collection box and in the correct		
7. Ensure that specimens are placed in the storage IAW AR 600-85, if they cannot be turn-in/shipped immediately after collection station breakdown:	Done	N/A
a. Check that annotations on the SF 702 are proper, complete and correct.		
b. Check that Chain of Custody annotations on the DD Form 2624 are proper, complete and		
8. Ensure that stored specimen(s) are removed from storage IAW AR 600-85:	Done	N/A
a. Check that annotations on the SF 702 are proper, complete and correct.		
b. Check that Chain of Custody annotations on the DD Form 2624 are proper, complete and		
PACKAGING		
Applies Only If You Are Deployed		
9. Ensure that specimen(s) are packaged according to proper procedure:		
a. Ensure that the inside flaps on the collection box show the specimen bottle placement and		
b. Ensure that an absorbent pad is in the box on top of the specimen(s) bottles.		
c. Ensure that the collection box is sealed and signed according to proper procedure.		
d. Ensure that all appropriate photocopies of forms were made.		
e. Ensure that the white business envelope contains all required ORIGINAL forms.		
f. Ensure that the white business envelope is completed and affixed to the collection box		
SHIPPING		
Applies Only If You Are Deployed		
10. Ensure that the specimen(s) are shipped according to proper procedure:	Done	N/A
a. Check that Chain of Custody annotations on the DD Form 2624 are proper, complete, and		
b. Ensure the collection box is placed in leak proof bad and placed securely in the shipping container.		
c. Ensure that the correct FTDTL address is on the shipping container.		
d. Ensure that a label that says " DIAGNOSTIC SPECIMEN " is affixed near the mailing address.		
e. Ensure the outermost shipping container is prepared according to the carrier's requirement and local policy.		
f. The UPL handed the shipping container directly to a staff member of the carrier at the point of shipment.		