

Specimen Shipment

Chain of Custody

The person who ships specimens to the FTDTL makes the final entry on the back of the DD Form 2624 to complete chain of custody immediately before shipment. In deployed areas, the UPL completes the chain of custody form.

When ready to ship specimens to the FTDTL, complete the following sections of the DD Form 2624 as noted:

1. Enter the current date in block 12a.
2. Print your name and sign your payroll signature in block 12b.
3. Enter method of mail transport (for example, USPS) in block 12c.
4. Enter purpose of change (for example, "Specimens shipped to FTDTL by USPS") in block 12d.

Materials for Shipment

To ship specimens to the FTDTL, you will need the following supplies:

- ★ Photocopier
- ★ Leak-proof bag
- ★ Outer shipping box
- ★ Label
- ★ Mailing tape
- ★ Black marker
- ★ Other materials as mandated by local carrier

Approved Carriers

Use one of these transportation modes to ship specimens to the FTDTL:

1. Registered mail
2. US Postal Service by First Class Mail
3. Hand-carried by surface transportation
4. Military aircraft transportation system
5. US flag commercial air freight air express and air freight provider
6. As a last resort, if none of the above is available, ship by foreign flag air carrier.

Shipment Procedure

1. Complete chain of custody documentation as required, photocopy the DD Form 2624 and return it to the white business envelope attached to the outside of the specimen collection box.
 - ★ Do not seal the envelope
 - ★ Do not tuck the flap inside the envelope
2. Place the collection box inside the leak-proof bag.
3. Place the bagged specimen collection box in an outer shipping box according to carrier requirements and local policy. There are no specific taping instructions for the larger box.
4. Write the appropriate FTDTL mailing address on the shipping box.
5. Handwrite or affix a label that says "Diagnostic Specimens" near the mailing address.
6. Hand the shipping box directly to a staff member of the carrier at the point of shipment.



Specimen Shipment

FTDTL Addresses

ARMY		
If you collected a specimen in	Ship the specimen to this FTDTL	
Middle East (Iraq, Kuwait, Afghanistan)	Tripler AMC FTDTL 1 Jarrett White Road BLDG 40 Attn: MCHK-FT Tripler AMC, HI 96859-5000	
US–West of the Mississippi		
Fort Bragg		
Pacific		
US–East of the Mississippi (except Fort Bragg, Fort Benning, and Redstone Arsenal)	Commander Attn: Processing Section Forensic Toxicology Drug Testing Laboratory 2490 Wilson Street Fort Meade, MD 20755-5235	
Europe		
Any location, for steroid testing		
Fort Benning and Redstone Arsenal	Jacksonville Navy Drug Screening Laboratory	
	Regular Mail	Other Carriers
	PO Box 113 Jacksonville, FL 33212-0113	Building H2033 Adams Avenue Naval Air Station Jacksonville, FL 33212-0113
Any location, for special tests (consult with the ASAP before collecting) unless otherwise directed by the ASAP	Armed Forces Institute Of Pathology Armed Forces Medical Examiner Services Attn: Division Of Forensic Toxicology Building 54 6825 16th Street, NW Washington, DC 20306-6000	



Commander Baker says:

Always ensure you accurately complete Chain of Custody documentation before shipment.

Key Points to Remember

1. Be sure to place all of the collection boxes into leak proof bags.
2. It is imperative that you adhere to the Chain of Custody when shipping.

Specimen Shipment

FTDTL Addresses

Army Reserve	
If you collected a specimen while	Ship the specimen to this FTDTL
Not Deployed (EXCEPT Hawaii)	Commander Attn: Processing Section Forensic Toxicology Drug Testing Laboratory 2490 Wilson Street Fort Meade, MD 20755-5235
Any location, for steroid testing	
Deployed or located in Hawaii	Tripler AMC FTDTL 1 Jarrett White Road BLDG 40 Attn: MCHK-FT Tripler AMC, HI 96859-5000
Any location, for special tests (consult with the ASAP before collecting) unless otherwise directed by the ASAP	Armed Forces Institute Of Pathology Armed Forces Medical Examiner Services Attn: Division Of Forensic Toxicology Building 54 6825 16th Street, NW Washington, DC 20306-6000

National Guard	
If you collected a specimen while	Ship the specimen to this FTDTL
Not Deployed (except Hawaii)	Brooks Laboratory 2730 Louis Bauer Drive Building 930 Brooks City, TX 78235
Deployed or located in Hawaii	Tripler AMC FTDTL 1 Jarrett White Road BLDG 40 Attn: MCHK-FT Tripler AMC, HI 96859-5000
Any location, for steroid testing	Commander Attn: Processing Section Forensic Toxicology Drug Testing Laboratory 2490 Wilson Street Fort Meade, MD 20755-5235
Any location, for special tests (consult with the ASAP before collecting) unless otherwise directed by the ASAP	Armed Forces Institute Of Pathology Armed Forces Medical Examiner Services Attn: Division Of Forensic Toxicology Building 54 6825 16th Street, NW Washington, DC 20306-6000