

## UPL Checklist

### Pre-Collection

- \_\_\_ Are adequate supplies for testing on hand
- \_\_\_ Have you coordinated Turn in with IBTC
- \_\_\_ Ensure you are using DTP 5.2
- \_\_\_ Did commander or designated representative determine personnel to be tested. (If you are using DTP the program will select)
- \_\_\_ Did the commander or designated representative ensure personnel are available for testing?
- \_\_\_ Did the commander or designated representative select an adequate location for testing?
- \_\_\_ Did the UPL select an adequate latrine(s)?
- \_\_\_ Did the UPL inspect the latrine and remove all required items (bleach, cleansing powder, etc.)?
- \_\_\_ Did the UPL place the latrine off limits prior to collection?
- \_\_\_ Did the Commander or designated representative give the required Commander's briefing to all personnel selected for testing?
- \_\_\_ Did the UPL properly brief the observers and have them sign the observer memorandum?
- \_\_\_ Are you ensuring any assistant UPL involved in the collection is currently on orders and in certified?
- \_\_\_ Is there an adequate holding area and did the UPL place a sign up identifying the holding area?
- \_\_\_ Is the holding area supervised by a NCO or an Officer?
- \_\_\_ Do you have copies of AR 600-85, installation biochemical testing sop, unit sop and your UPL certification card at the testing site.
- \_\_\_ Do you have paper towels and disinfectant on hand in case of a spill?
- \_\_\_ Do you have gloves?

### Post Collection

- \_\_\_ Did you clean the collection table after the all the samples were received
- \_\_\_ If you used assistant UPL's, are they available to turn the batches in that they collected? (In emergency and they are not available you must do a MFR)
- \_\_\_ Did you double check you paperwork and completed a Letter of Correction on any errors on the DD2624?
- \_\_\_ If you placed samples in to Temporary Storage, did you annotate the room and building of the Temporary Storage and did you sign them back out to yourself on the 2624?
- \_\_\_ Do you as the UPL maintain copies of positive results for 3 years?