

**7th Edition**

# **URINALYSIS** **PROGRAM** **COORDINATOR**

Urinalysis Program Coordinators (UPCs) detailed guidance that reinforces  
policy outlined in MCO 5300.17.A

**MARINE** &  
*Family*  
Substance Abuse  
Program

**August 2021**

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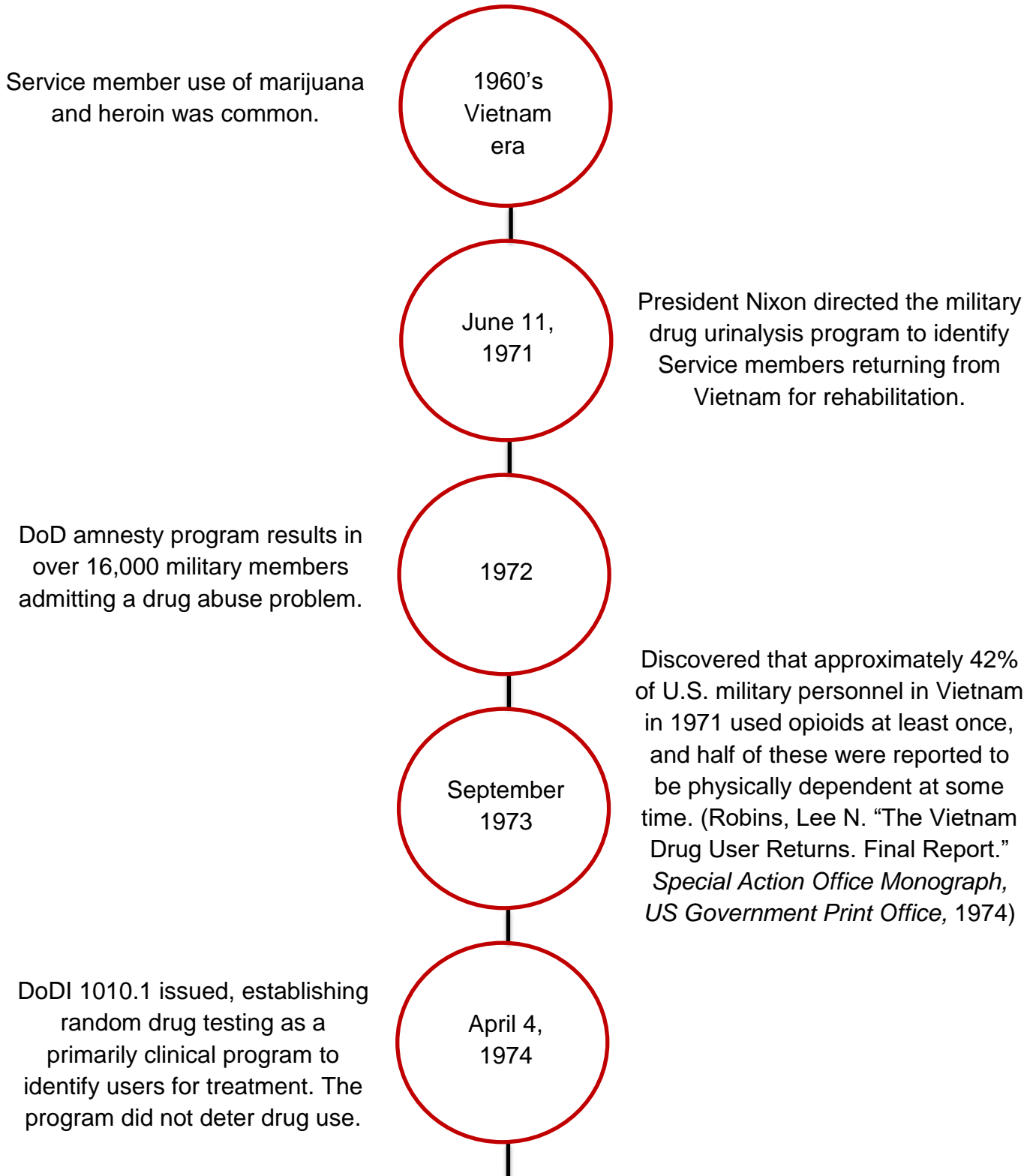
## INTRODUCTION

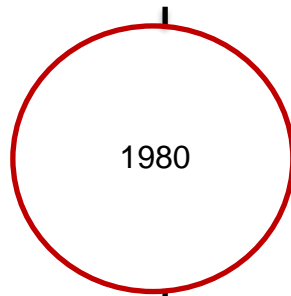
The primary purpose of this handbook is to provide Urinalysis Program Coordinators (UPCs) basic guidance in conducting a urinalysis. This handbook reinforces the substance abuse drug testing policies outlined in the:

- Department of Defense Instruction (DoDI) 1010.01, “Military Personnel Drug Abuse Testing Program (MPDATP)”
- DoDI 1010.16, “Technical Procedures for the Military Personnel Drug Abuse Testing Program (MPDATP)”
- Secretary of the Navy (SECNAV) 5300.28F, “Military Substance Abuse Prevention and Control”
- Marine Corps Order (MCO) 5300.17A, “Marine Corps Substance Abuse Program”

This handbook illustrate urinalysis testing procedures contained in DoDI 1010.01, DoDI 1010.16, SECNAV 5300.28F, and MCO 5300.17A by focusing on procedures to improve collection, handling, and packaging processes to ensure the integrity of each command’s drug testing program (DTP).

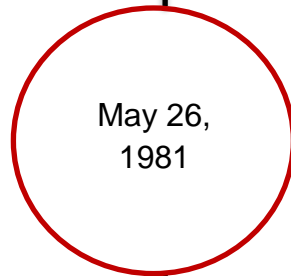
## Historical Timeline of the Military Drug Program



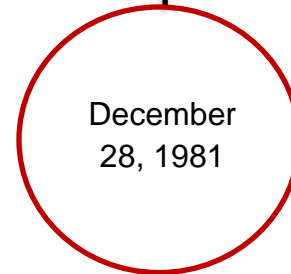


DoD health-related behaviors among military personnel survey showed that 27.6% of Service members used an illegal drug in the past 30 days. In some units, greater than 38% used.

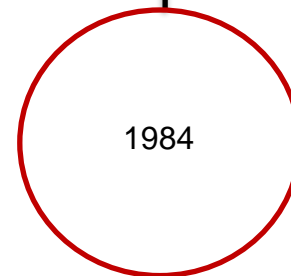
An aircraft accident aboard the USS Nimitz resulted in 14 killed, 48 injured, seven planes destroyed, 11 planes damaged, and an estimated cost of \$150 million. Six of those killed had marijuana metabolite in their bodies. Investigation identified drugs as a contributing factor in the accident.



Deputy Secretary of Defense Carlucci issued a memorandum #62884 authorizing the Services to take punitive action, including courts-martial and discharge, against Service members who had a positive drug test. Drug testing included marijuana, cocaine, heroin (opiates), amphetamines, barbiturates, methaqualone, and phencyclidine (PCP).



DoDD 1010.1 issued. DoDD formally defined forensic drug testing requirements and responsibilities. Services established panels of active duty scientists to develop and implement forensically sound drug testing procedures.



# UPC AND OBSERVER

## Roles and Responsibilities

### Role of the UPC

The UPC's role is not the same as the SACO. The UPC's primary duty is to execute the command's urinalysis testing event, while the SACO serves as the overseer of the testing event and advisor to the Commander on all matters relating to urinalysis, including Marine Corps policy and related procedures, collection, and transportation of urinalysis samples. The UPC must be trained in a Headquarters Marine Corps (HQMC) approved course before engaging in any aspect of the collection process.

**NOTE:** The Commander must appoint UPCs individually in writing. The UPC is prohibited from serving as the SACO or an observer during the same testing event while performing duties as UPC.

### UPC Responsibilities

- Administer the command urinalysis program
- Maintain all urinalysis files
- Ensure observers are properly trained
- Maintain and update directives and instructions pertaining to urinalysis
- Ensure command compliance with Marine Corps requirements
- Provide commanding officer/executive officer with answers to any questions

### Role of the Observer

The observer plays a key role in the command's urinalysis program by preventing adulteration, dilution, and substitution of urinalysis samples. Observers must witness the complete collection process. They must be trained and thoroughly familiar with all requirements of this appointment, and they shall be of the same gender marker in the Defense Enrollment Eligibility Reporting System as the Service member providing the specimen.

**NOTE:** The Commander shall individually designate observers in writing.

### Observer Responsibilities

- Witness the complete collection process (Marine urinating into the specimen bottle, ensuring the lid is securely placed on the bottle, and delivering it to the UPC). Observer must maintain full observation of the specimen bottle while under their cognizance.

- Print their name and sign the urinalysis ledger, after the Marine providing the specimen certifies the specimen bottle contains urine provided by the Marine and there was no opportunity for substitution or adulteration by signing the ledger.
- Ensure specimens provided by females are collected in a medical specimen container and transferred to the standard specimen bottle for processing. This transfer is done by the Marine providing the specimen in full view of the observer.
- Maintain and update directives and instructions pertaining to urinalysis.



## Instructions and Directives

UPCs should be thoroughly familiar with the following instructions/directives:

- DoDI 1010.1: “Military Personnel Drug Abuse Testing Program (MPDATP)”
  - This instruction:
    - Provides updates to MPDATP policy and assigned responsibilities, and
    - Issues guidance on managing frequent and regular testing and using urinalysis testing data to conduct demographic longitudinal, statistical, and analytical studies to evaluate drug abuse among Department of Defense (DoD) military personnel.
- DoDI 1010.16: “Technical Procedures for the Military Personnel Drug Abuse Testing Program (MPDATP)”
  - This instruction establishes the technical procedures for the DoD urinalysis program.
  - The purpose is to provide technical requirements and related procedures for the MPDATP.
- SECNAV 5300.28F: “Military Substance Abuse Prevention and Control”
  - This instruction establishes Department of the Navy policies and procedures for the prevention and control of alcohol and drug abuse.
- MCO 5300.17A: “Marine Corps Substance Abuse Program”
  - This order provides policy and procedural guidance for the Marine Corps Substance Abuse Program (SAP).
  - The purpose is to execute a comprehensive, standardized, and effective SAP throughout the Marine Corps.
- Office of the Under Secretary of Defense for Force Resiliency memorandum dated 6 August 2020.
  - This memorandum provides procedural guidance for requesting authorization to submit for LSD testing.
  - The purpose is to ensure commands are familiar with LSD testing procedures and testing limitations.

## PURPOSE OF URINALYSIS

The purpose of a urinalysis is to ensure military fitness, good order, and discipline within a unit. It also assures the Commander that personnel using illegal drugs are identified.

A urinalysis **shall not** be used for the purpose of obtaining evidence for trial by court-martial or for other disciplinary purposes. Results of a urinalysis, however, may be used for determining disciplinary action and characterization of Service-in-separation proceedings.

### Who, When, How Many, and Where to Test

#### Overview

Commanders shall establish an aggressive, compulsory illicit DTP, ensuring systematic screening of **ALL** Marines annually, regardless of rank, for the presence of drugs. Additionally, unit commanders will direct testing of at least 10 percent of their total population monthly. Commanders may increase testing at their discretion.

#### Who

- All Marines will be tested.
- **Only** the Commander or Medical Officer can order a urinalysis.
- **When in doubt on what premise code to use or any legal questions, consult with a command staff judge advocate (SJA).**
- SACOs, UPCs and all personnel involved in collection and shipment will be tested monthly. Their samples cannot be shipped in the same batches they are responsible for collecting.

#### When

- Test day and time must remain unannounced, until the day of testing.
- Establish a “testing window” to identify specific hours of collection, e.g., 0800-1100.
- Test early in the morning when there is less chance to dilute.

#### How Many

- Random testing with smaller groups is the most effective.

#### Where

- The urine sample must be tested by a DoD-certified laboratory.

## **Objective of the Drug Testing Program (DTP)**

The objective of the Marine Corps DTP is to deter and detect drug use. Commanders use the DTP as a valid and reliable means for inspecting personnel, assessing the command's readiness, and ensuring personal/unit performance, safety, and assigned mission are executed. The DTP is the centerpiece of the Marine Corps' Drug Demand Reduction efforts and is largely responsible for the decrease in positive urine samples for illegal drugs. To maintain and sustain efficiency, the Marine Corps DTP uses a systematic approach to screen Marines for the presence of drugs.

### **Smart Testing**

Smart Testing is a drug testing protocol designed to be unpredictable and highly visible. The intended end result is a forensically defensible, randomized, and effective detection program. Marines are randomly selected to be tested for the presence of drugs. The unpredictability of conducting a urinalysis at any time, without advance notice, and occurring on multiple days throughout the month significantly enhances the deterrence and detection aspect of the DTP.

The command should follow the Smart Testing protocol when conducting urinalyses by ensuring the following:

- Unpredictable urinalysis testing schedules
- No advance notice of urinalysis testing
- Various urinalysis testing days throughout the month
- Various urinalysis testing time and locations
- Testing smaller number of unit population
- Limit testing time (e.g., 0800 to 1100)

## PREMISE CODES

Premise codes are collection codes used to document the basis for military drug abuse urine testing.

Premise Code	Term	Rationale for Use
VO	Marine's Consent	<ul style="list-style-type: none"> <li>A Marine who is suspected of unlawfully using drugs may be requested to consent.</li> </ul>
PO	Probable Cause	<ul style="list-style-type: none"> <li>When there is probable cause to believe that a Marine committed a drug offense and that a urine test will produce evidence of that offense.</li> </ul>
IR	Random Selection	<ul style="list-style-type: none"> <li>Random testing of work sections or groups.</li> </ul>
IU	Unit Sweep	<ul style="list-style-type: none"> <li>Entire unit or the selection of an entire sub-unit.</li> </ul>
NO	Accession	<ul style="list-style-type: none"> <li>Testing of all personnel seeking accession into the Marine Corps or recalled to active duty.</li> <li>All officer candidates and recruits are tested within 72 hours of arrival at the training site.</li> </ul>
CO	Command Directed	<ul style="list-style-type: none"> <li>Ordered by the Commander whenever a Marine's behavior or conduct evokes a reasonable suspicion of drug use or if drug use is suspected within a unit.</li> </ul>
MO	Physician Directed	<ul style="list-style-type: none"> <li>Ordered by a military physician in connection with a competence for duty examination.</li> </ul>
AO	Official Safety Investigation, Mishap/Accident	<ul style="list-style-type: none"> <li>Ordered by the Commander in connection with a formally convened mishap or safety investigation.</li> </ul>

RO	Rehabilitation, Treatment	<ul style="list-style-type: none"> <li>• Conducted in conjunction with participation in a substance abuse treatment program for alcohol/drugs.</li> </ul>
OO	Service Directed and Other Service Directed	<ul style="list-style-type: none"> <li>• Directed by the Secretary of the Navy, or the CMC.</li> <li>• Conducted on Substance Abuse Counseling Center (SACC) personnel when applicable.</li> <li>• Conducted on Marines involved in the collection or shipment of urine samples, e.g., SACOs, UPCs, and observers.</li> </ul>

## INTERNET FORENSIC TOXICOLOGY DRUG TESTING LABORATORY (IFTDTL)

FTDTL-WRS, also known as the iFTDTL Portal, is a web-based U.S. Government information system that provides authorized users, such as DDRCs and SACOs the most up-to-date and accurate resources for drug testing to include reports, live queries, administration, user guides, the DTP Lite standalone executable desktop application, and an updated DoD DTP information resource page.

You must log into the website (<https://ftdtl.health.mil/>) to create an account and then submit a DD 2875 SAAR Form and Cyber Awareness Completion certificate to view your test results. **Access to view results must be approved by HQMC.**



To create an account and submit a System Access Request, use the following steps:

1. Log into the website: <https://ftdtl.health.mil/>
2. Click on check box next to "I Agree"
3. Click on "Register as a new user"
4. Select "More choices" when your "Select a Certificate" dialog box is displayed. Then select the PIV or Authentication certificate. Click "OK" and then your "CAC PIN"
5. Your DoD ID, First Name, Last Name, and Middle Name are prefilled based on your CAC card
6. You must select USMC, phone or DSN, Email. Then enter required RUC in the "User Request" field. Click "Register"
7. Submit your completed DD Form 2875 SAAR and Cyber Awareness certificate to your Drug Demand Reduction Coordinator (DDRC)
8. Your account must be approved by HQMC (MFCP-1)

**NOTE:** You must log-in at least once every 30 days or your account will be disabled.

## UPC DUTIES – BEFORE AND DURING TESTING

### Before Testing

- The commander will determine who is tested; the SACO will ensure the correct premise code is used. Note: This may require consulting with the SJA.
- Ensure an authorization letter is received from the commander (e.g., letter, memorandum, or via e-mail).
- Locate and establish an adequate and controlled location for the UPC setup and testing area.
- Ensure an adequate number of personnel assisting in collection is available (e.g., observers **must** be of the same gender as the Marine providing the specimen).
- Prepare bottle labels, urinalysis ledgers, and custody documents utilizing an authorized drug testing program (DTP).
- Brief personnel who will be assisting in collection and ensure they are **thoroughly familiar** with their duties, and if possible, conduct a rehearsal.
- Announce the test and the personnel selected for testing.
- Assemble the personnel to be tested.
- If practical, secure the testing area.
- Brief personnel to be tested on the testing procedures.
- Have extra supplies on hand, such as specimen bottles, leakage proof bags, absorbent material, packing tape, and packing material.
- Sanitize testing area.

### During Testing

- Ensure boxes and bottles **NEVER** leave UPC's possession, unless proper chain-of-custody (back of DD Form 2624) is conducted.
- UPC and observers must ensure unnecessary personnel are removed from the testing area.
- UPC must ensure that information security is maintained. No unauthorized personnel are permitted around personally identifiable information or the empty bottles and boxes.
- If practical, establish access and control barriers.

## **PREVENTING ADULTERATION, DILUTION, AND SUBSTITUTION**

Even with the most effective measures conducted in urinalysis testing, drug abusers will still resort to creative methods for gaming the system. This is why it is imperative that the Commander designates, in writing, responsible and vigilant Marines as UPCs and observers, and ensures these individuals are thoroughly trained before engaging in the collection process.

UPCs and observers shall ensure strict adherence to both DoDI 1010.1, DoDI 1010.16, and MCO 5300.17A at all times with direct observation and proper chain-of-custody to prevent such measures as adulteration, dilution, and substitution.

### **Adulteration**

Adulteration involves adding an adulterant—a substance used to alter the state of another substance—such as urine, in order to interfere with the accuracy of drug testing.

There are various commercial products and special order products available to the drug abuser, such as hydrogen peroxide, bleach, vinegar, or sodium bicarbonate. These products can be detected by the DoD drug screening labs and will be annotated on a urinalysis report from iFTDTL.

### **Dilution**

Dilution involves two basic methods:

- Saturating one's body with fluids and voiding several times prior to providing a urine sample. The best way to avoid this is to require that personnel remain in an enclosed area until able to provide a sample.
- Adding water to the sample container after a sample has been provided.

### **Substitution**

Substitution involves any attempt by an individual to switch bottles.



## Measures to Prevent Adulteration, Dilution, and Substitution

There are many ways to stop drug abusers' attempts to cheat the urinalysis process, including the following:

- Find and establish an adequate and controlled location for testing.
- If possible, secure heads to all personnel except those required to provide a sample. Inspect area to ensure no paraphernalia is available to game urinalysis.
- Maintain control of personnel to be tested until a sample can be provided. This can include keeping personnel in a specific, public location until they provide a sample.
- Have personnel remove excess outer clothing.
- Brief observers on the importance of **NEVER** losing sight of the bottle.
- Observers must **witness** the complete collection process. This includes watching personnel provide a sample. This will eliminate opportunities to flush or dilute urine prior to providing a specimen.

## COLLECTION PROCESS (MALE)



Step 1: In a controlled area, the Marine removes excess outer clothing and presents a military identification card. The UPC confirms the identity of the Marine.

Step 2: The identification card is retained by the UPC once the Marine selects his specimen bottle and **should** be placed in the empty urine bottle box slot.

**NOTE:** The UPC will maintain strict control of the bottle when not in the hands of the Marine donor.



Step 3: The Marine will break the seal and visually inspect his specimen bottle to ensure no debris is inside. Once inspected, the Marine will state to the UPC that he accepts the bottle.



Step 4: Upon leaving the UPC table, the Marine will hold the specimen container next to his head and precede the observer to the bathroom. This way the bottle is in clear view and the observer will **never** lose sight of the bottle.

Step 5: The observer will position himself in the best location to witness the complete collection process of at least 30 milliliters (mL) of urine but not to exceed 75mL. The observer must maintain **full observation** of the specimen bottle while under his cognizance.



Step 6: After at least 30mL is collected, the Marine will deliver the specimen to the UPC.

**NOTE:** The observer must **NEVER** lose sight of the bottle.



Step 7: Prior to handing the specimen to the UPC, the Marine will validate the identifying information on the specimen bottle. Once validated, he will initial the specimen collection bottle label to certify accuracy of information.

Step 8: The UPC will initial the specimen collection bottle label.

Step 9: Secondary review process is conducted.

Step 10: The Marine will attach the initialed label to the bottle. He will attach tamper resistant tape across the bottle lid and will ensure the tape touches the label on both sides. He will initial the tape on the bottle lid, insert the bottle into the leakage proof bag containing single bottle absorbents, and seal the bag. Then, he will place the sealed bag in the specimen box and retrieve the CAC card.

Step 11: The UPC will annotate on DD Form 2624 that the secondary review process of all samples collected was completed prior to shipping.



## COLLECTION PROCESS (FEMALE)



Step 1: In a controlled area, the Marine removes excess outer clothing and presents a military identification card. The UPC confirms the identity of the Marine.

Step 2: The identification card is retained by the UPC once the Marine selects her specimen bottle and **should** be placed in the empty urine bottle box slot.



Step 3: The Marine will break the seal and visually inspect her specimen bottle to ensure no debris is inside. Once inspected, the Marine will state to the UPC that she accepts the bottle.



Step 4: The UPC issues the Marine a medical specimen container to collect the specimen. Once the specimen is collected, the Marine will transfer urine to standard specimen bottle.



Step 5: Upon leaving the UPC table, if practical, the Marine will hold the specimen container and specimen bottle next to her head and precede the observer to the bathroom. This way both the container and specimen bottle are in clear view and the observer will **never** lose sight of them.

Step 6: The observer will position herself in the best location to witness the complete collection process of at least 30mL of urine. The observer must maintain **full observation** of the specimen collection process while under her cognizance.





Step 7: The observer must maintain **full observation** of the specimen container during the transfer to a standard specimen bottle.

Step 8: After the specimen is transferred to the specimen bottle, the Marine will deliver the specimen to the UPC.

**NOTE**: The observer must **NEVER** lose sight of the specimen bottle.

Step 9: Prior to handing the specimen to the UPC, the Marine will validate the specimen bottle label identifying information. Once validated, she will initial the specimen collection bottle label to certify accuracy of information. She will then print and sign her name on the testing register.



Step 10: The UPC will initial the specimen collection bottle label.

Step 11: Secondary review process is conducted.

Step 12: The Marine will attach the initialed label to the bottle. She will attach tamper resistant tape across the bottle lid and will ensure the tape touches the label on both sides. She will initial the tape on the bottle lid, insert the bottle into the leakage proof bag containing single bottle absorbents, and seal the bag. Then, she will place the sealed bag in the specimen box and retrieve ID card.



Step 13: The UPC will annotate on DD Form 2624 that the secondary review process of all samples collected was completed prior to shipping.

## PACKAGING AND SHIPPING PROCEDURES

Ensure packaging complies with U.S. Postal regulations and that all documents are complete and included in the package. The UPC following strict chain-of-custody procedures is critical; the UPC must always package, document, and ship with the idea that the results will be used in a court-martial. Therefore, samples shall be shipped immediately but not later than 48 hours after the collection as a best practice.

The primary modes of shipment will be through regular U.S. Postal Service (USPS) mail, courier delivery service (e.g., FEDEX/UPS using a Requisition and Invoice/Shipping Document/DD Form 1149), or direct hand delivery to the DoD-certified laboratory. The USPS is not required to sign for the shipment. Acceptance into the USPS should be noted by the date stamp on the DD Form 2624 and a copy retained with the command's testing package.

Urine specimens do not require refrigeration before shipment. However, specimens should be shipped expeditiously and if stored, it should provide an incontestable security and chain-of-custody. **DO NOT DISCARD ANY COLLECTED SAMPLE.**

The following steps illustrate the procedure for packaging and shipping specimens:

Step 1: The UPC prepares each box to be shipped in a leak-proof secondary container with sufficient absorbent material.

**NOTE:** Inspect each box thoroughly for signs of wetness. If wetness is noted on the box, replace the box prior to shipment.



Step 2: Complete the DD Form 2624. Make two copies of the form. You will have a total of three copies of the DD Form 2624: the original and two copies. Take one of the copies and enclose in a waterproof mailer inside the specimen box.



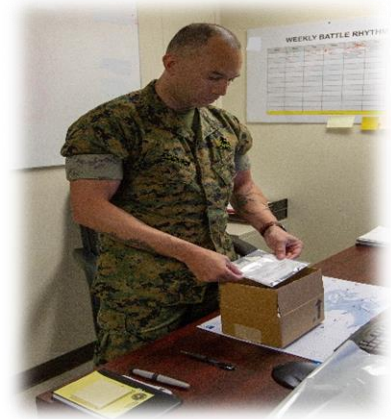


**Step 3:** The box is then sealed with packing tape, **and signed and dated on the top of the box across the tape.**

**Step 4:** Using the waterproof mailer, take the original DD Form 2624 and attach it to the outside of the box, either on the top or bottom of the box.

**NOTE:** Do not attach the form to the sides of the box.

The last copy of the DD Form 2624 is retained by the SACO.



**Step 5:** Insert the box into the shipping container.

**Step 6:** The UPC signs and dates the seal of the shipping container to ensure integrity of specimens. Note: Suggested by the NDSLs as a best practice.



**Step 7:** Attach the completed shipping labels to the shipping container.


**NOTE:** Once the shipping labels are affixed, each shipping container must be clearly marked on the outside as “Clinical Specimens-Urine Sample.” **Do not use the bio-hazard label.**

An example of a correctly packaged shipping container:



## URINALYSIS COLLECTION MATERIALS

The items below should be obtained through the supply system to ensure they comply with domestic and international mail carrier regulations.

Supply		Army	USN	USMC	AF
<b>Urine Specimen Collection and Transportation Kit</b> (60 kits per box)		6640-00-168-13575	6640-00-165-5778	6640-00-168-13575	6640-00-168-13575
<b>Female Collection Cup</b>	Wide-mouth, single use	6530-01-048-0855	6530-00-837-7472	6530-00-NIB0121	6530-00-837-7472 6530-01-048-0855
<b>Avery Label (#5163)</b>		7530-01-514-4903	7530-01-514-4903		Avery #5163
<b>Tamper-Evident/Resistant Tape</b>		6640-01-204-2654	TRL-2N	7690-01-290-5172 TRL-2N	
<b>Secondary Containers</b>					
<b>Single Specimen Bag</b>	 5" x 6"		6530-01-307-5431	6530-307-5431	
<b>Single Specimen Bag</b>	 4" x 6.5"		6530-01-307-5430	6530-307-5430	
<b>Sealable leak-proof plastic bags</b>					8510-00-837-7755 or equivalent
<b>10-gallon trash bags</b>		8105-01-195-8730			
<b>Absorbent Pads</b>					
<b>Single bottle absorbent</b>	 1.25" x 1.25" "Capable Of Absorbing Approximately 120 mL of liquid"		6530-01-307-7434	6530-01-307-7434	
<b>Single bottle absorbent</b>	2.5" x 3" "capable of absorbing approximately 290 mL of liquid"		6530-01-307-7433	6530-01-307-7433	
<b>Single bottle or mailing pouch absorbent</b>	5" x 5" "capable of absorbing approximately 290 mL of liquid"	6530-01-304-9754	6530-01-304-9754	6530-01-304-9754	6530-01-304-9754 Or equivalent
<b>Shipping Containers</b>					
<b>Mailing Pouch</b>	 10.5" x 15" (12-bottle mailing bag)	6530-01-304-9762	6530-01-304-9762	6530-01-304-9762	6530-01-304-9762 Or equivalent
<b>Collection Boxes</b>	25 per case, boxes and dividers only	Alphapointe CA1061			
<b>Outer Shipping Container</b>		8115-00-079-8447			
<b>Shipping Box with no dividers or bottles</b>	For 6 bottles 8"X4"X4"	8115-00-290-3365			
<b>Shipping Box with no dividers or bottles</b>	For 9 bottles 8"X5"X4.5"	8115-00-290-5494			
<b>Craft Paper</b>	24 or 36 inches				8135-00-290-3407 8135-00-160-7764 Or equivalents

# URINALYSIS BRIEF SHEET

## The Observer will:

1. Take positive control of the Marines and only observe one Marine at a time.
2. Ensure that the specimen bottle is in plain view at all times and proceed the individual to the collection site.
3. The Observer must position himself/herself to watch the urine leave the body and enter the specimen bottle; or urine has been poured from collection cup into the specimen bottle.
4. Observe the individual tighten the lid on the specimen bottle.
5. Proceed the individual to the coordinator, ensuring that the specimen bottle is in plain view at all times.
6. Print and sign on the unit ledger after the individual you observed signs, giving custody to the coordinator.

## The Coordinator will:

1. Take the identification card and verify the information by direct comparison against the paper work to confirm identity of the individual.
2. Issue the specimen bottle and instruct the individual to check and make sure there is nothing inside the bottle. **Do not allow the individual to blow inside or put anything in the specimen bottle.**
3. When the individual and Observer return, allow only one person at the table at a time.
4. Ensure that there is at least 30mL of sample in the bottle.
5. Make sure the individual checks his/her name and DoD identification number on the ledger and label.
6. The individual will validate the specimen bottle and identifying information, initial the label certifying accuracy, and print and sign his/her name on the testing ledger.
7. The coordinator will initial the label, and print and sign his/her name on the testing ledger.
8. The UPC will inspect the bottle to ensure lid is tightened appropriately and sealed, look for signs of leakage/urine spill, and wipe off excess spill, if needed.
9. The individual will attach the initialed label on bottle, attach tamper resistant tape across the bottle lid, ensuring tape touches the label on both sides, initial tape, insert bottle in bag, seal bag, and retrieve identification.
10. At **no time** will the coordinator let the filled bottles out of his/her possession until turned over to the SACO, or until the package is shipped to the drug-screening lab.

\_\_\_\_\_  
Coordinator Rank/name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Observer Rank/name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Observer Rank/name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Batch # \_\_\_\_\_ to \_\_\_\_\_

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