



Urinalysis

Tactics, Techniques, and Procedures (TTP)



U.S. Coast Guard
Force Readiness Command
(FORCECOM)

CGTTP 1-16.5A
May 2020

This page intentionally left blank.

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
Force Readiness Command

Commandant (FC-Tptc)
Attn: FORCECOM Training Division,
Performance Technology Center
1 U.S. Coast Guard Training Center
Yorktown, VA 23690-5000
Staff Symbol: FC-Tptc
Phone: (757) 856-2356

CGTTP 1-16.5A
31 MAY 2020

COAST GUARD TACTICS, TECHNIQUES, AND PROCEDURES, CGTTP 1-16.5A

Subj: URINALYSIS TACTICS, TECHNIQUES, AND PROCEDURES (TTP)

Ref: (a) Development System and Standards Tactics, Techniques, and Procedures (TTP),
CGTTP 1-01 (series)
(b) Military Drug and Alcohol Policy, COMDTINST M1000.10 (series)
(c) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
(d) Standard Distribution List, COMDNOTE 5605

1. PURPOSE. To provide Coast Guard units with Coast Guard tactics, techniques, and procedures (CGTTP) on conducting urinalysis testing.
2. ACTION. This CGTTP publication applies to all Coast Guard members involved in the urinalysis testing program. Internet release authorized.
3. CGTTP AFFECTED. This publication supersedes the Urinalysis Program Tactics, Techniques, Procedures, CGTTP 1-16.5.
4. DISCUSSION. Discrepancies in urinalysis testing have an adverse effect on the accuracy of results needed for the overall mission of the Coast Guard. Standardizing urinalysis testing processes ensures efficient and precise outcomes. This TTP publication supports the policy in reference (b) and aids unit urinalysis coordinators performing urinalysis tasks. This tactics, techniques, and procedures (TTP) publication was authored and validated by accomplished performers and subject matter experts in the field. TTP publications adhere to a life-cycle maintenance periodicity unless triggered by other revision requirements.
5. DISCLAIMER. This TTP publication is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide guidance for Coast Guard personnel and is not intended to, nor does it, impose legally binding requirements on any party outside the Coast Guard.

6. CHANGES. This TTP publication contains major changes. Review of the entire document is advised due to substantial revisions. A high-level summary of changes is provided below.
 1. Substantial changes to urinalysis drug testing coordinator (DTC), alternate drug testing coordinator (ADTC), drug testing observer (DTO), second verifiers (SV), and major command coordinators (MAJCOM) duties and responsibilities.
 2. Updates to all urinalysis collection supplies.
 3. Removed many statements that were moved to the updated manual.
 4. Revised Appendix B.
 5. Revised Appendix C.
7. USCG FORMS. None.
8. REQUEST FOR CHANGES. Field feedback regarding this TTP publication, or any other located in the CGTTP Library, may be provided via email to:
D05-SG-M-FORCECOM-TPTC-PRODUCTFEEDBACK@uscg.mil.

BRYAN J. BURKHALTER
Commander, U.S. Coast Guard
Director, Performance Technology Center (FC-Tptc)
By Direction of Chief,
Force Readiness Command Training Division

Table of Contents

Table of Figures	ii
Table of Tables.....	iii
Chapter 1: Introduction	1-1
Section A: Introduction	1-2
Section B: Notes, Cautions, and Warnings.....	1-3
Chapter 2: Urinalysis Duties, Designations, and System Access	2-1
Section A: Overall Description of Duties.....	2-2
Section B: Obtain Designation as Major Drug Testing Coordinator (MAJCOM), Drug Testing Coordinator (DTC), Alternate Drug Testing Coordinator (ADTC), or Second Verifier (SV)	2-4
Section C: System Access	2-6
Section D: Request General Assistance from Points of Contact	2-9
Chapter 3: Urinalysis Preparation.....	3-1
Section A: Procure Necessary Supplies.....	3-2
Section B: Unit Roster	3-6
Section C: Prepare Labels and Ledger.....	3-9
Section D: Establish Preparation Location and Restrooms	3-16
Section E: Review Procedures with Drug Testing Observers (DTOs) before Testing.....	3-17
Chapter 4: Specimen Collection	4-1
Section A: Check-In Service Member (SM) for Specimen Collection	4-2
Section B: Collect Specimen	4-3
Section C: Process Collected Specimen.....	4-4
Chapter 5: Specimen Storage	5-1
Section A: Identify Adequate Storage Location	5-2
Section B: Store Collected Specimens	5-3
Chapter 6: Specimen Packaging and Shipment	6-1
Section A: Prepare Shipment Documentation	6-2

Section B: Prepare Specimen Box for Shipment	6-8
Chapter 7: Record Management	7-1
Section A: Maintain Documentation	7-2
Section B: Obtain/Maintain Results	7-3
Chapter 8: Major Command Drug Testing Coordinators.....	8-1
Section A: Major Command Coordinators (MAJCOM) Responsibilities	8-2
Section B: Accessing Results.....	8-3
Section C: Results Portal	8-6
Appendix A: Glossary and Acronyms	A-1
Appendix B: Urinalysis Inspection Process Checklist.....	B-1
Appendix C: Tripler Discrepancy List.....	C-1

Table of Figures

Figure 2-1 iFTDTL Portal	2-6
Figure 2-2 Self registration form	2-6
Figure 3-1 How to purchase new specimen kits	3-3
Figure 3-2 “Enterprise Menu”	3-6
Figure 3-3 Register CAC information	3-9
Figure 3-4 Coast Guard download section.....	3-10
Figure 3-5 “Coast Guard Drug Testing Program” logo.....	3-11
Figure 3-6 “Identify Roster File” screen.....	3-11
Figure 3-7 “Ignore Header” checked	3-12
Figure 3-8 “Testing Parameters” screen	3-13
Figure 3-9 “Print Product” screen	3-14
Figure 4-1 Proper tape application.....	4-5
Figure 4-2 Proper two tape application.....	4-6
Figure 4-3 Specimen bag	4-7
Figure 6-1 TPI	6-3

Figure 6-2 DD Form 2624 blocks 9-10 6-3

Figure 6-3 DD Form 2624 blocks 11(A)-11(D)..... 6-4

Figure 6-4 DD Form 2624 corrections for untested members 6-5

Figure 6-5 Packaging specimen 6-8

Figure 6-6 Packaging specimen closed box..... 6-8

Figure 6-7 Taping box..... 6-9

Figure 6-8 Placement of signature 6-9

Figure 6-9 Placement of envelope on box 6-10

Figure 6-10 TAMC address 6-10

Figure 8-1 “System Access Request” link..... 8-4

Figure 8-2 “Laboratory Results” checked 8-4

Figure 8-3 “Laboratory Results Web Portal Access Request Information” screen..... 8-5

Figure 8-4 “Results Portal” link 8-6

Figure 8-5 “Results” page..... 8-7

Table of Tables

Table 3-1 Urinalysis supplies 3-4

Table 3-2 Supply list from alternate vendor 3-5

This page intentionally left blank.

Chapter 1: Introduction

Introduction

This chapter overviews the contents of this Coast Guard tactics, techniques, and procedures (CGTTP) publication. It also defines the use of notes, cautions, and warnings in this TTP publication. See [Appendix A: Glossary and Acronyms](#) for an explanation of terms and acronyms used in this TTP publication.

Per reference (a), Development System and Standards Tactics, Techniques, and Procedures (TTP), CGTTP 1-01 (series), “*CGTTP is NOT policy and is not used to replace or fix policy gaps.*”

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Introduction	1-2
B	Notes, Cautions, and Warnings	1-3

Section A: Introduction

A.1. Background and Performance Objectives	<p>The Coast Guard uses urinalysis testing to deter and detect drug abuse. To maintain security and integrity, the Coast Guard conducts periodic urinalysis screening of personnel using a Department of Defense (DOD) drug testing facility to analyze the collected specimens.</p> <p>Unfortunately, discrepancies can occur throughout different stages of urinalysis testing. This inaccuracy hinders the results needed to support the overall mission of the Coast Guard, and can possibly endanger an individual’s career. Standardizing urinalysis testing processes ensure efficient and precise outcomes.</p>
A.2. Target Audience	<p>The primary audience for this TTP publication is U.S. Coast Guard drug testing coordinators (DTCs), alternate drug testing coordinators (ADTC), second verifier (SV), and major drug testing coordinators (MAJCOMs).</p>
A.3. Best Practice	<p>This TTP does not supersede current COMDTINST or other applicable policies but provides a set of best practices and guidance for use by all members performing and participating in urinalysis testing.</p>
A.4. Scope	<p>Chapter 3: Urinalysis Preparation through Chapter 7: Record Management of this TTP is for conducting Administrative Inspections.</p>

Section B: Notes, Cautions, and Warnings

B.1. Overview The following definitions apply to notes, cautions, and warnings found in TTP publications.

NOTE: **An emphasized statement, procedure, or technique.**

CAUTION: **A procedure, technique, or action that, if not followed, carries the risk of damaging a potential prosecution by creating inadmissible evidence or other risk of the case being lost.**

WARNING: *A procedure, technique, or action that, if not followed, carries the risk of evidence contamination, further victim traumatization, or harm or injury to person(s) involved.*

This page intentionally left blank.

Chapter 2: Urinalysis Duties, Designations, and System Access

Introduction This chapter discusses personnel and system requirements for urinalysis testing.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Overall Description of Duties	2-2
B	Obtain Designation as Major Drug Testing Coordinator (MAJCOM), Drug Testing Coordinator (DTC), Alternate Drug Testing Coordinator (ADTC), or Drug Testing Observer, or Second Verifier (SV)	2-4
C	System Access	2-6
D	Request General Assistance from Points of Contact	2-9

Section A: Overall Description of Duties

A.1. Drug Testing Coordinator (DTC)

The DTC:

- Maintains and administers the command urinalysis program, including:
 - Training alternate drug testing coordinator (ADTC) and drug testing observers (DTOs).
 - Shipping uncompromised specimens to Tripler Army Medical Center (TAMC) Forensic Toxicology Drug Testing Laboratory (FTDTL).
- Supervises all specimen collections.
- Reviews urinalysis reports.
- Makes all urinalysis ledger entries.
- Knows the references and responsibilities associated with the duty of a DTC.
- Works with procurement to order supplies.
- Knows the Personnel Service Center (PSC) Drug Testing link: <https://cg.portal.uscg.mil/units/psc/FS/Drug%20Testing/Forms/AllItems.aspx>.

NOTE:

Make DTC changes in ample time before testing and upon permission of the command.

A.2. Alternate Drug Testing Coordinator (ADTC)

Per reference (b), Military Drug and Alcohol Policy, COMDTINST M1000.10 (series), a mandatory ADTC provides additional confirmation that members follow the procedures properly.

CAUTION:

Properly performing the procedures is critical in a court-martial or administrative proceeding.

A.3. Drug Testing Observers (DTOs)

Drug Testing Observer (DTO), formerly Urinalysis Observer, duties are:

- Escort service member (SM) to and from the restroom.
 - Observe specimen collection.
 - Testify at an administrative hearing or at a court-martial.
-

**A.4. Testing of
Drug Testing
Coordinators
(DTCs) and
Observers**

The unit should complete a written agreement with another command to provide random urinalysis testing for unit coordinators and DTOs. If this is not possible because of remote or isolated assignments, the command should have at least one ATDC and several DTOs. Commands are to ensure primary coordinators and observers are providing samples throughout a fiscal year.

If the command requires a unit sweep:

- Use a DTC or ADTC from another command.
- Have a written agreement with the other command to provide random urinalysis testing.
- Request for assistance at least a couple days in advance (if there is a need for assistance).

Limit access to the urinalysis ledger and specimen collection materials to:

- Commanding officer (CO).
 - Executive officer (XO).
 - Officer in Charge (OIC).
 - Executive petty officer (XPO).
 - Primary DTC.
 - ADTC(s) (when access is necessary).
-

Section B: Obtain Designation as Major Drug Testing Coordinator (MAJCOM), Drug Testing Coordinator (DTC), Alternate Drug Testing Coordinator (ADTC), or Drug Testing Observer (DTO)

B.1. Designate Drug Testing Coordinator (DTC)

The CO designates, in writing, a primary DTC and ADTC in their command administration list (collateral duties list) and issues designation memos for DTC, DTO, ADTC, and SVs.

DTCs and ADTCs submit the Direct Access User Access Authorization form (CG-7421B) with a copy of the designation via a Pay and Personnel Center (PPC) Customer Care trouble ticket to request for the “Unit DTC” user role.

NOTE:

Send a copy of the designations for MAJCOM, DTC, and ADTC to Commander (CG PSC-PSD-FS).

B.2. Designate Alternate Drug Testing Coordinator (ADTC)

Commands should use an ADTC to assist in urinalysis procedures. Normally, as best practice, only one ADTC has access to the urinalysis ledger and specimen collection materials.

To request for the “Unit DTC” user role, follow the instructions in [Chapter 2: Urinalysis Duties, Designations, and System Access, Section B.1: Designate Drug Testing Coordinator](#).

B.3. Designate Major Drug Testing Coordinator (MAJCOM)

Each BAC has a MAJCOM. If the unit does not have a designated MAJCOM or has a replacement MAJCOM, designate them via a designation memo found on [drug testing portal](#). Then send the command approved designation memo to the drug testing email at HQS-SMB-CGPSC-PSDFS-DRUGTEST@uscg.mil to gain access to results in the iFTDTL. Please include who is being replaced (if applicable) along with the BAC responsible for when emailing designation memo. MAJCOMS are not to be designated as the DTC or ADTC (these collaterals are separate).

B.4. Second Verifier (SV)

In addition, to the DTC/ADTC, a second individual (assistant collector) at each urinalysis sample collection site will conduct a secondary review of each capped and labeled specimen bottle to ensure compliance. The individual charged to execute this secondary review will verify that the lid of each bottle is tightly secured and properly sealed. The conduct of this secondary review will be marked on the back of the chain of custody document (DD-2624) section 11, on line 2 below the coordinator. Example on page 6-4 of this TTP and more examples on CG Portal under desk guides. Designation for second verifier (SV) is at the unit level. PSC does not need a copy of this designation.

Section C: System Access

C.1. Register for Drug Testing Portal (DTP) Lite

Use the following procedures to register for DTP Lite:

1. Go to the following site:

https://ftdtl-dapp1.amedd.army.mil/portal/page/portal/unauthenticated/UNAUTHENTICATED_HOME_PAGE

The iFTDTL Portal main page opens.



Figure 2-1 iFTDTL Portal

2. In the iFTDTL Portal page, click on **Create New Account** and complete the form shown in Figure 2-2 Self registration from.

Self Registration

Complete the form and press the 'REGISTER' button

Last Name	<input type="text"/>	
First Name	<input type="text"/>	
Middle Name	<input type="text"/>	
Rank	<input type="text"/>	
Work Phone	<input type="text"/>	
Email	<input type="text"/>	
Verify Email	<input type="text"/>	
Service Branch	<input type="text"/>	
Username	<input type="text"/>	(Must be at least 5 characters)
Password	<input type="text"/>	(Must be at least 14 characters in length with 2 numbers, 2 upper, 2 lower, 2 special characters)
Verify Password	<input type="text"/>	
<input type="button" value="Register"/> <input type="button" value="Reset"/>		

Figure 2-2 Self registration form

3. Log back into the Web site.
4. Log into the iFTDTL portal using your name and password [at this point when you see a RED arrow, register common access card (CAC)].

NOTE: **As a best practice, bookmark the iFTDTL portal for ease of access.**

**C.2. Direct
Access (DA)**

DTCs, through an authorizing official (AO), can obtain and maintain unit rosters through DA.

NOTE: **“By direction” is not authorized. Only the CO/officer in charge (OIC), XO/ XPO or division or branch chiefs at headquarters /DCMS/CGPSC/PPC/FORCECOM (and their sub-units), districts or sectors have authority to sign as authorizing officials. The CO/OIC has authority to sign their own application.**

To grant DTCs permissions in DA, use CG-7421B. Follow the procedures below:

1. Complete the first section (blocks 1 through 7) of the form. Use Chapter 1 of reference (c), Personnel and Pay Procedures Manual, PPCINST M1000.2 to find user role descriptions.
2. In block 7, click the **CGURINALYSIS** level of access.
3. In block 8, user electronically signs.
4. Click **Click Here-Email form to AO**.
 - a. **Click Here-Email form to AO** appears an email.
 - b. The user
 - (1) Enters the AO’s email address.
 - (2) Forwards the form for approval.
5. In blocks 9-12, the AO fills out the following:
 - a. In block 9, enter AO EMPLID.
 - b. In block 10, enter AO RANK.
 - c. In block 11, enter AO TITLE.
 - d. In block 12, enter AO PHONE.
6. In block 13, AO electronically signs.

7. AO clicks **Click Here-Email form to PPC**.

- a. **Click Here-Email form to PPC** opens a formatted email addressed to PPC's tracking system.
- b. The AO clicks **Send**.

NOTE:

Do not make changes to the formatted message to PPC.

PPC Customer Care Branch (CCB) enables command user privileges in DA. When the CG-7421B has been received, the CCB emails the user.

NOTE:

Times for processing forms varies. Ensure you request access as early as possible.

NOTE:

The member retains the original CG-7421B until after PPC processing.

Section D: Request General Assistance from Points of Contact

D.1. Assistance with Urinalysis

For assistance with the urinalysis testing policy and procedures, contact PSC-PSD for field support. Visit the web site (below) or email the address (below).

Web site:

<https://cg.portal.uscg.mil/units/psc/FS/Drug%20Testing/Forms/AllItems.aspx>

Email address: HQS-SMB-CGPSC-PSDFS-DRUGTEST@uscg.mil.

D.2. iFTDTL Support

For iFTDTL Portal support, contact the above email address with the nature of the assistance request.

This page intentionally left blank.

Chapter 3: Urinalysis Preparation

Introduction

Complete all preparations for collecting urine samples before beginning urinalysis collection. Proper preparation before the test mitigates error and allows for a more fluid process. The sections below list the steps to take to ensure proper preparation.

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Procure Necessary Supplies	3-2
B	Unit Roster	3-6
C	Prepare Labels and Ledger	3-9
D	Establish Preparation Location and Restrooms	3-16
E	Review Procedures with Drug Testing Observers (DTOs) before Testing	3-17

Section A: Procure Necessary Supplies

A.1. Procure Necessary Supplies

Perform the following steps to procure the necessary supplies for urinalysis testing:

1. Determine the number of supplies needed for the fiscal year (FY).

NOTE:

As best practice, maintain enough urinalysis supplies to cover the current FY. This ensures preparedness for a full unit sweep.

2. Ensure a locked container is available to store all supplies.

CAUTION:

The DTC and ADTC are the only personnel to possess access to the locked container.

NOTE:

Ordering and obtaining testing supplies can take considerable time, especially if ordering from the General Services Administration (GSA) and not ordering a full container worth of products. Ensure the procurement official knows the importance of a timely shipment, so the order can be coded to ship sooner. Order supplies as soon as possible and practical.



CAGE: 9Y443
DUNS: 007156409
TAX ID: 44-0552486

NEW PRODUCT NOTICE - DoD DIRECT

DATE: 08.23.19


NSN: 6640-01-681-3575 (replaces NSN: 6640-00-165-5778)
Alphapointe # BOT5000
BOTTLE, URINE SPECIMEN, WITH CAP, INCLUDES COLLECTION SUPPLY PACK

Description: UOI is KT. Urine specimen bottle is made of natural translucent high density polyethylene material and includes a white cap made of polypropylene copolymer resin with plug seal with buttress-style threads. Bottle has 1-1/8" opening and 3-oz (90 mL) capacity, marked with graduations and manufacturer date on bottle for traceability. Mated bottle and cap have perforated tamper evident shrink neck banding. Kit includes (ten) 10 compartmented divided inner box mailers containing twelve (12) capped specimen bottles and one (1) collection supply pack. Collection supply pack includes: 12ea biohazard bags, 12ea absorbent pouch, 15ea tamper evident tape. Kit Content equates to total of: 120 bottles w/caps, 120 biohazard transfer bags w/ absorbent pre-inserted and 150 tamper-evident tapes.

Master Shipper Carton: 32.75" L x 9" W x 8.5" H; 13 LBS.
UPC: 092196500006

DoD Direct Pricing: \$78.01 / KT, FOB Destination

Order acceptance date: 08.30.19
GPC processing available
Estimated delivery: 30 days ARO
Shipping commences: 10.01.19

 NSN 6640-01-681-3575 is a mandatory AbilityOne / NIB requirement and is on the "Procurement List". Procurement for this item is made in accordance with 41 CFR 51-5.4-2 and FAR 8.705-3, Acquisition from Nonprofit Agencies Employing People Who Are Blind /Visually Impaired or Disabled.

PL Number: 1990042
Transaction ID: 37519

POC: Sybil Weiss, Senior Manager, Sales Operations
sweiss@alphapointe.org | ph: 816.237.2003
Order Placement: customerservice@alphapointe.org

Figure 3-1 How to purchase new specimen kits

3. Table 3-1 lists urinalysis supplies and associated information.

ITEM	SOURCE OF SUPPLY	STOCK NO.	UNIT OF ISSUE
Wide Mouth Bottles (for female)	GSA	6530-01-048-0855	PG (400)
Mailing Pouch-White	SMS (contracted vendor)	6530-01-304-9762	PG (1000)
Tape, Gummed Kraft	GSA	8135-00-598-6097	RO (450 ft)
Tape, Pressure Pack Nylon	GSA	7510-00-290-8035	RO (60 yd)
Gloves, Rubber	SMS (contracted vendor)	Varies	PG (50 prs)
Envelope, Plain, White #10 Business	GSA	7530-00-286-6970	BX (500)
Label, Pressure Sensitive, 2" x 4" in size	GSA or commercial store	Avery 5163	BX (1000)

Table 3-1 Urinalysis supplies

4. Complete form CG-4940 (SURF Requisition Log) to order the supplies needed (<https://www.dcms.uscg.mil/forms/>).

NOTE:

For items not available on GSA Advantage, items are usually procured through MILSTRIP. Coordinator should work with their supply shop to order from the best option.

NOTE:

Form CG-4940 is a MILSTRIP form.

5. Turn in the Requisition Log to the procurement official.

NOTE:

Ensure you indicate when you need the supplies so that they are ordered accordingly.

NOTE:

Many of these MILSTRIP items have several vendors to order from, and not all of them are batched the same way or are the same products. [Table 3-2](#) lists some items that use the same stock number as those in [Table 3-1](#) but are ordered from a different vendor.




CUP4050	Female Specimen Collection Container	300 bottles per case	NSN #6530-01-048-855	\$45.00/case	
GLO1010	Vinyl Exam Glove (Medium)	100 Gloves per box	NSN #6515-00-339-7860	\$5.75/box	
BAG1519	White Shipping Bag 11 x 15	100 Bags/case	NSN #6530-01-304-9762	\$31.70/case	

Table 3-2 Supply list from alternate vendor

NOTE:

The Gummed Kraft Tape can also be substituted with a self-adhesive flatback masking tape ([Figure 3-3](#)). Purchase this tape through Grainger at 1-800-468-8326. The information for the item is “Flatback Masking Tape, Brown, 3 inches x 60 yards, Part #15D745, charge by the roll.”



Figure 3-3 Self-adhesive flatback masking tape

Section B: Unit Roster

B.1. Unit Roster in DA

Use the following to run unit roster reports through DA upon system access (see [Chapter 2: Urinalysis Duties, Designations, and System Access](#), [Section C: System Access](#) for authorization procedures):

1. On the Enterprise Menu, select the following:
 - a. Global Payroll & Absence Mgmt.
 - b. USCG Payroll Processes.
 - c. Payroll Reports.
 - d. Payee Name and SSN by DeptID (department identification).

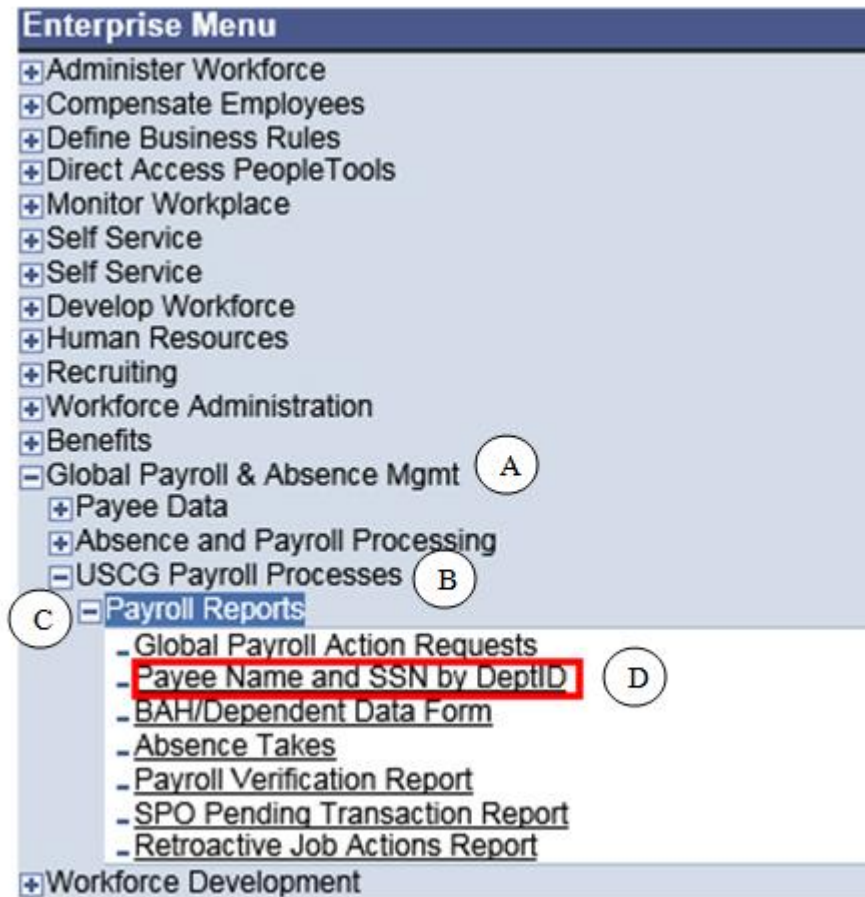


Figure 3-2 “Enterprise Menu”

2. Complete the report parameters:
 - a. Set ID: 000010 USCG Shared.
 - b. DeptID: Enter the DeptID for the unit.

NOTE: **The report does not join sub departments.**

3. Click **View Results**.
4. When the report results appear, click **Download Results**.
5. Save a copy of the results.

CAUTION:

Take care to protect the file. It contains sensitive personally identifying information (PII). Do not allow the file to leave the Coast Guard Data Network without encryption.

B.2. Requesting Unit Roster

If you cannot obtain a unit roster through DA, request a roster from PPC by submitting a customer care trouble ticket <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Pay-and-Personnel-Center-PPC/>

On the PPC page, click the **Trouble Ticket** tab and perform the following tasks:

1. Fill out the fillable form.
2. User Role for this issue: **I am a Command, SPO, or Admin User**.
3. Category: **Personnel Action**.
4. Type: **HR Data Request**.
5. Reason: **ADHOC Report**.

NOTE:

In the “Note” section of the customer care trouble ticket, state “Request a urinalysis roster for _____” (indicate unit name or DEPTIDs/OPFACs). Remember to indicate the information need date.

6. Save this roster in a drive/folder to which only the DTC and ADTC has access; title it “DTPRoster.xls.”

NOTE:

There are two options for ensuring the unit roster remains accurate. The best practice is to follow the preceding procedures to request a new roster prior to every urinalysis. Alternatively, a unit makes updates/additions/deletions to the Excel roster, maintained by the DTC/ADTC. If using this alternate procedure, ensure a unit procedure is in place to inform the DTC/ADTC of all arrivals, departures, and track TDY/ADASSIGNED personnel.

Section C: Prepare Labels and Ledger

C.1. Prepare Labels and Ledgers

Enter into the DoD Drug Testing Portal Home Page:

1. Log into the iFTDTL Portal with the newly registered or existing user name and password.
2. A RED arrow will appear pointing to Register **CAC Information**.
3. Click on the **RED arrow** to register your CAC.



Figure 3-3 Register CAC information

NOTE:

From this point forward, after initially registering a CAC, click “CAC Login” to access the site in the future.

4. To enter the Portal, click on **DTP/NDSP Portal**.

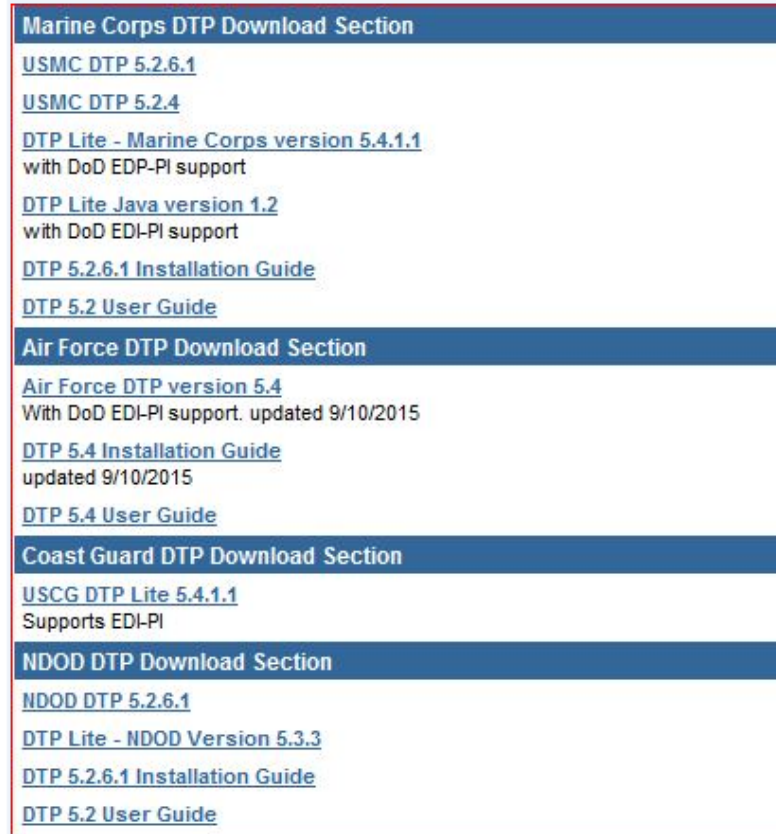


Figure 3-4 Coast Guard download section

5. Under the header **Coast Guard DTP Download Section**, click on **USCGDTP Lite 5.4.1.1**.

NOTE:

At the time this TTP's promulgation, the current version of DTP Lite is 5.4.1.1. Ensure you are using the most current version of DTP Lite. Software updates include changes to forms, etc.

6. When prompted, **Do you want to run or save DTPLiteUSCG.exe from ftdtl-dapp1.amedd.army.mil:**
 - a. Click the drop down menu in save.
 - b. Click **save as**.
 - c. Save document in the same folder as the **DTPRoster.xls** sheet.
7. Open this folder and click on the application titled **DTPLiteUSCG**.
8. When the **Coast Guard Drug Testing Program** logo appears, click on the **x** to close it or wait until it closes on its own.



Figure 3-5 "Coast Guard Drug Testing Program" logo

A box titled **Identify Roster File** appears.

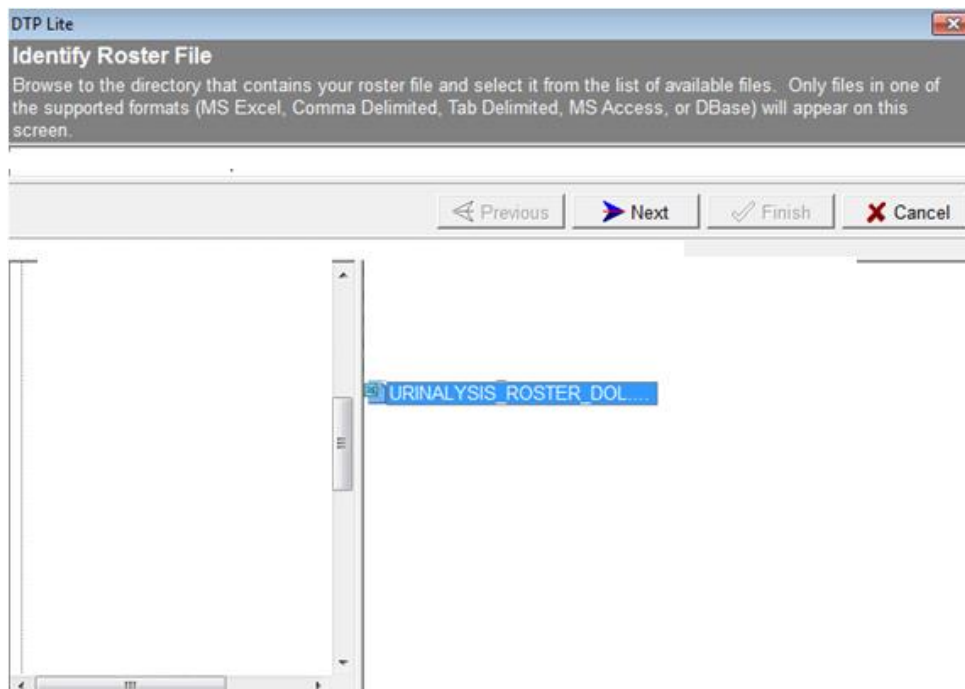


Figure 3-6 "Identify Roster File" screen

9. In the Identify Roster File screen;
 - a. Search for the appropriate **DTPRoster.xls** file.
 - b. Click on the **file**.
 - c. Click the **Next** button.

The Excel roster will appear in the **Format Roster** screen.

10. Click on **Do Not Import** above each column needed for your labels, and select the name of the column that coincides with it:
 - a. DOD ID.
 - b. Last name.
 - c. First name.
 - d. Middle name.
 - e. Sex (gender).
 - f. Grade (rank).
11. Click on the box next to **Ignore Header**.

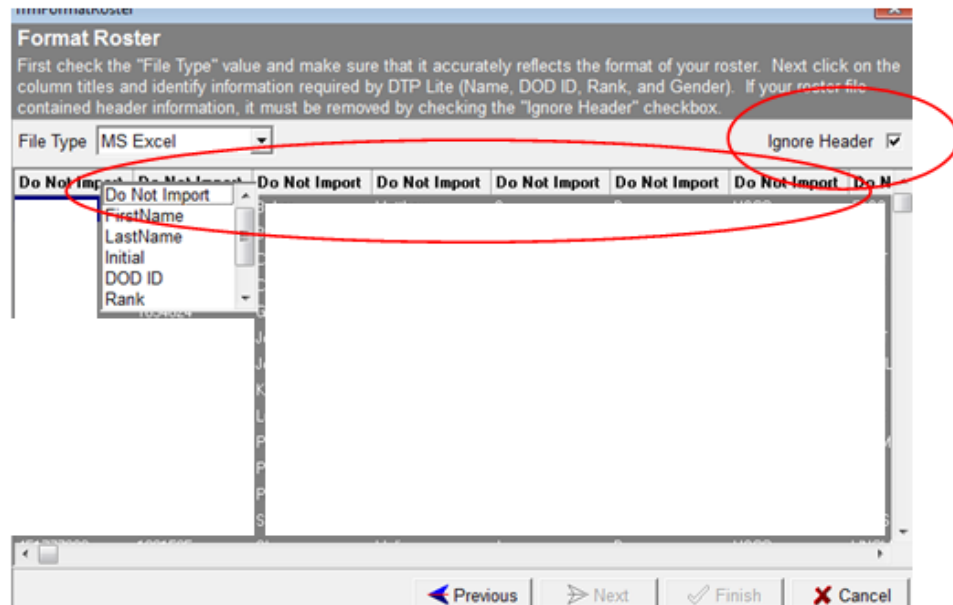


Figure 3-7 “Ignore Header” checked

12. Click **Next**.
13. Fill in the following:
 - a. Location Code: Use the drop down menu and select **US United States**.

- b. Testing Premise: Use the drop down menu and select the appropriate one.
- c. Selection Method: Select **Total Number**.

NOTE:

“Probability” is also an option for “Selection Method.” However, “Total Number” is the recommended option.

- d. Testing Count: Input the number of people you want to test.
- e. Click **Finish**.

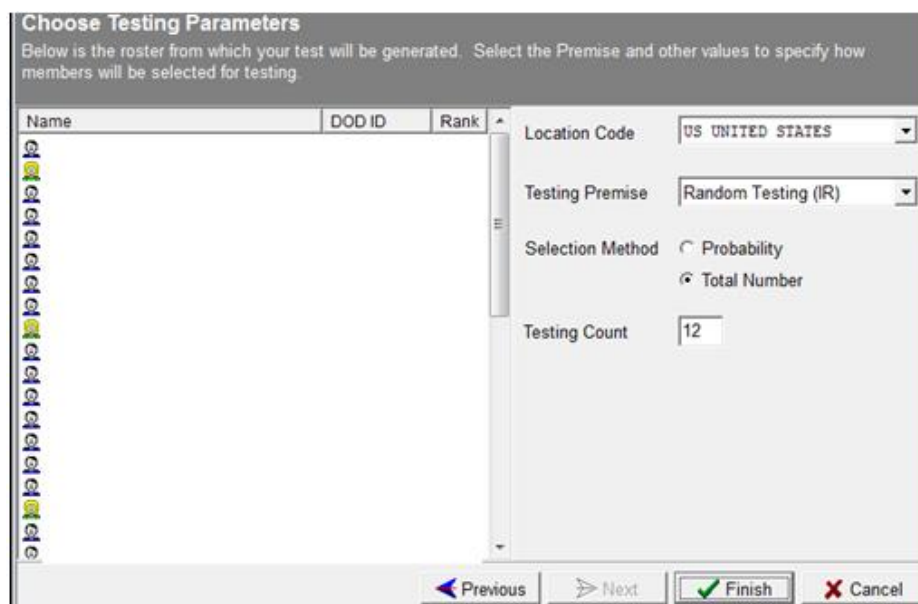


Figure 3-8 “Testing Parameters” screen

- 14. On the Print Products screen:
 - a. Base Area Code (BAC): Enter the BAC.
 - (1) Enter the BAC from the annual ALCGPSC allocation message (<https://www.dcms.uscg.mil/PSD/fs/Drug-Testing-Program/>).

NOTE:

This message is the only authoritative source for current USCG BACs.

- b. UIC: If you do not know your UIC, check the latest Standard Distribution List (SDL) per reference (d), Standard Distribution List, COMDTNOTE 5605. **The UIC is the last five digits of your OPFAC.**

NOTE:

Print the bottle labels, Testing Register, and DD Form 2624 (front and back).

NOTE:

At the time of this TTP's promulgation, date of the current version of DD Form 2624 is NOV 2014. Ensure you are using the most current version of DTP Lite so that the correct version of DD Form 2624 is used.

15. As each printout appears on the screen:

- a. Click the **print icon** (upper left corner of the screen).
- b. Click **Close**.
- c. The next printout will appear; repeat this step for each printout.

NOTE:

Pages 1 and 2 of DD Form 2624 must be printed on a single sheet of paper (front and back), as per reference (b), Military Drug and Alcohol Policy, COMDTINST M1000.10 (series).

16. **Starting Label Position** screen appears after all of the printouts are completed:

- a. Select the **Starting Page Position**.
- b. Click **OK**.
- c. Click the **print icon**.
- d. Close.

17. After receiving all printouts, click **Close**.

Section D: Establish Preparation Location and Restrooms

D.1. Establish Preparation Location and Restrooms

Use the following steps to establish preparation location and restrooms:

1. Decide which restrooms to use for the testing. If possible, have one restroom reserved for females and one restroom for males.

NOTE:

If possible, select restrooms close to the location of the DTC/ADTC. This maintains SMs' privacy to the maximum extent.

2. Secure the restrooms by placing a sign on the doors stating that the restrooms are not usable during urinalysis testing. For example, the sign can read: "THIS RESTROOM IS RESERVED BETWEEN 0800 AND 1000 FOR URINALYSIS TESTING."

NOTE:

Securing a restroom is often difficult and not viable depending on workplace circumstances. It is best practice and highly recommended to secure a restroom in this manner when possible and permissible.

Section E: Review Procedures with Drug Testing Observers (DTOs) before Testing

E.1. Review Procedures with Drug Testing Observers (DTOs) before Testing

Before testing, the DTC/ADTC reviews procedures with the DTO. DTCs/ADTCs ensure that the DTOs perform/adhere to the following:

1. DTOs are the same gender as the SM providing the specimen.
2. Observe the process from the time the SM receives the bottle from the DTC/ADTC until the time the sample is placed in the box.
3. Have full view of the specimen bottle at all times.
4. Male SMs must use the urinal during the test with the male DTO standing at a 90 degree angle.
5. Female SMs keep the stall door open during testing with the female DTO standing at the front of the open stall door.
6. The DTO has a clear view of the urine entering the bottle.
7. Female SMs pour their sample from the wide mouth container into the specimen bottle. Discard the wide-mouth container.
8. Remind SMs to provide AT LEAST 30 milliliters (about one-third of the bottle) of urine and then tightly cap it.
9. Once the SM provides AT LEAST 30 milliliters of urine in their bottle, tightly caps it, and dries the bottle completely; the DTO is to escort the SM back to the collection station.

CAUTION:

If the SM cannot supply AT LEAST 30 milliliters of urine, the DTO escorts the SM with bottle in hand back to the coordinator. The command can require the SM to remain in a controlled area until the SM is ready to complete the task; utilizing this authority is a recommended best practice in this situation. In addition, any SM allowed to depart must have an escort until a specimen is provided later.

CAUTION:

As a best practice, do not use the same individual as both the DTC/ADTC and the DTO. In certain circumstances, it can become necessary to have the DTC/ADTC and DTO duties filled by the same person (for example, small units, personnel constraints, etc.). In this case, the DTC/ADTC and DTO take extra care to protect the integrity of the testing materials and the collected specimens. This can be accomplished by keeping the coordinator's table inside the restroom being used for testing, or locking the unattended testing materials and collected specimens in an empty room while collecting a specimen as the DTO.

10. The DTO initials the label and signs the urinalysis ledger using a black ballpoint pen. Initial the label using a black ballpoint pen then place on the specimen bottle.

NOTE:

By initialing the label and signing the urinalysis ledger, the DTO certifies that the urine provided in the bottle belongs to the SM and is not contaminated or altered in any way.

Chapter 4: Specimen Collection

Introduction

Properly collecting specimens is imperative to ensure successful urinalysis execution. Improper collection procedures undermine program credibility. This chapter highlights the steps and best practices for specimen collection.

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Check-In Service Member(SM) for Specimen Collection	4-2
B	Collect Specimen	4-3
C	Process Collected Specimen	4-4

Section A: Check-In Service Member(SM) for Specimen Collection

WARNING:

The testing materials and the collected specimens on the coordinator's table cannot be left unattended. To protect the credibility of the test, the DTC/ADTC and/or DTO maintain control/visibility of all testing supplies and collected specimens at all times.

**A.1. Check-In
Service Member
(SM)**

Complete the following tasks for proper SM check-in:

- SM submits his or her CAC when ready to submit a sample.
- SM removes outer ODU blouse, jacket, or sweater before providing a sample.
- Properly identify the SM, then present the Drug Testing Register and ask the SM to:
 - Verify name.
 - Verify DOD ID.
 - Verify batch and specimen number.
 - List none or see medical record for any prescription or over the counter drugs the SM is taking reference (b), Military Drug and Alcohol Policy, COMDTINST M1000.10 (series).
- Have the SM verify and sign their name on the Drug Testing Register.
- Present DD Form 2624 and have the SM verify their DOD ID, batch number, and specimen number.
- Remove an empty bottle from the box in front of the SM.
- Give the specimen bottle to the SM in the presence of the DTO:
 - SM removes the seal and cap.
 - Verify with SM and DTO that the bottle is clean and that there is no foreign matter in the bottle.
 - SM recaps the bottle in full view of the DTC and DTO.
- Place the SM's DOD ID in the same slot from which the bottle was removed. This acts as a placeholder and will prevent you from confusing samples.
- Direct DTO to walk the SM to the designated restroom and provide a sample.

Section B: Collect Specimen

B.1. Specimen Collection

Perform the following to ensure proper collection of specimen:

1. The DTO has full view of the specimen bottle at all times.
2. The SM maintains custody of the specimen bottle from the time the DTC/ADTC gives the SM the bottle until it is filled and capped.
3. The DTO escorts the SM from the coordinator's table to the restroom or collection point. SM must hold the specimen over their shoulder in full view of the DTO to and from the collection station.
4. The DTO stands in a position that allows clear, unobstructed view of the urine entering the sample bottle. DTO must stand at a 90 degree angle for males and in the opening of the stall door for females.

NOTE:

For FEMALE collection, if wide-mouth containers are used, the DTO views the SM pouring the sample from the wide-mouth container into the urine specimen bottle.

5. The SM provides at least 30 milliliters (roughly $\frac{1}{3}$ full) of urine and ensures the bottle is completely dry. If the bottle is wet it will get a discrepancy code of BK, leakage.

WARNING:

If the custody is broken, the SM/DTO informs the DTC/ADTC, who terminates the process. The DTC/ADTC voids the specimen and destroys the specimen bottle. The SM begins the process again.

6. The DTO accompanies the SM back to the coordinator's table.
-

Section C: Process Collected Specimen

C.1. Process Collection

When the SM returns to the coordinator's table with their sample, the DTC/ADTC ensures:

- At least 30 milliliters of urine is in the bottle.
- The cap is hand tight and not reopened.
- The sample is warm.

CAUTION:

The DTC/ADTC personally verifies a tight seal on the bottle cap. A leaking specimen bottle can result in return of the entire specimen box. Ensure that the outside of the bottle is dry before placing in the biohazard bag.

CAUTION:

If a SM is unable to submit a specimen or submits less than the 30 milliliter minimum, it is permissible to require the SM to remain in a controlled area under observation and drink fluids normally consumed during daily activity (for example, coffee, water, soda) until the SM produces a specimen or the balance of an incomplete specimen. The unit DTC/ADTC maintains custody of any incomplete specimen until the SM can provide the balance of the specimen in the same bottle. If an incomplete specimen is left unattended, discard it and the SM provides a new specimen. A SM will not be released from duty until a specimen has been properly provided or as directed by the command authority.

- After verifying the proper amount has been provided, instruct the SM to set the bottle on the table.

Provide the SM with the bottle label to verify DOD ID, batch number, and specimen number. Ensure the following:

- The Drug Testing Coordinator initials next to "DTC/ADTC."
- The service member providing the specimen initials next to "SM."
- The drug testing observer initials next to "OB."

CAUTION:

Do this in the presence of the SM and the DTO.

After all parties initial the label, the DTC/ADTC:

- Removes the label from the paper and places it around the specimen bottle in view of SM and the DTO.

NOTE: Do not place the label on the bottle before the sample is collected.

NOTE: The DTP Lite software application merges information. This reduces the possibility of incorrect transcription of numbers.

- Once the label is affixed, the SV checks the lid for tightness then places the tamper-resistant tape on the bottle. Apply the tape by performing the following:

NOTE: Use tamper-resistant tape on all specimens collected. Any substitute tape is to be the same width and length as the stock tape.

- Fix one end near the label.
- Pull the tape directly across the widest part of the cap and down the opposite side of the urine specimen bottle.



Figure 4-1 Proper tape application

NOTE: The DTC/ADTC or SV seals the bottle. The DTC/ADTC and SV should verify cap tightness and personally seal the bottle to minimize the risk of broken or improperly applied tamper resistant tape.

NOTE:

If the first piece of tape breaks, place a second piece above the first so that the tape is one continuous piece, touching the label on both ends without obscuring information. Ensure that the second piece is offset from the first piece and clearly distinguishable as a separate piece (Figure 4-2).

Include in the shipment a Memorandum of Correction to explain the broken tape as per reference (b), Military Drug and Alcohol Policy, COMDTINST M1000.10 (series). (See [Chapter 6: Specimen Packaging and Shipment, Section A: Prepare Shipment Documentation](#) for instructions on Memorandum of Correction).



Figure 4-2 Proper two tape application

Alphapointe Custom Print Specimen Bag
06/25/2019 v.07 Drawing

COLORS

Black
#000000

165C Orange
#FF671F

Bag thickness: 2.0 mil.

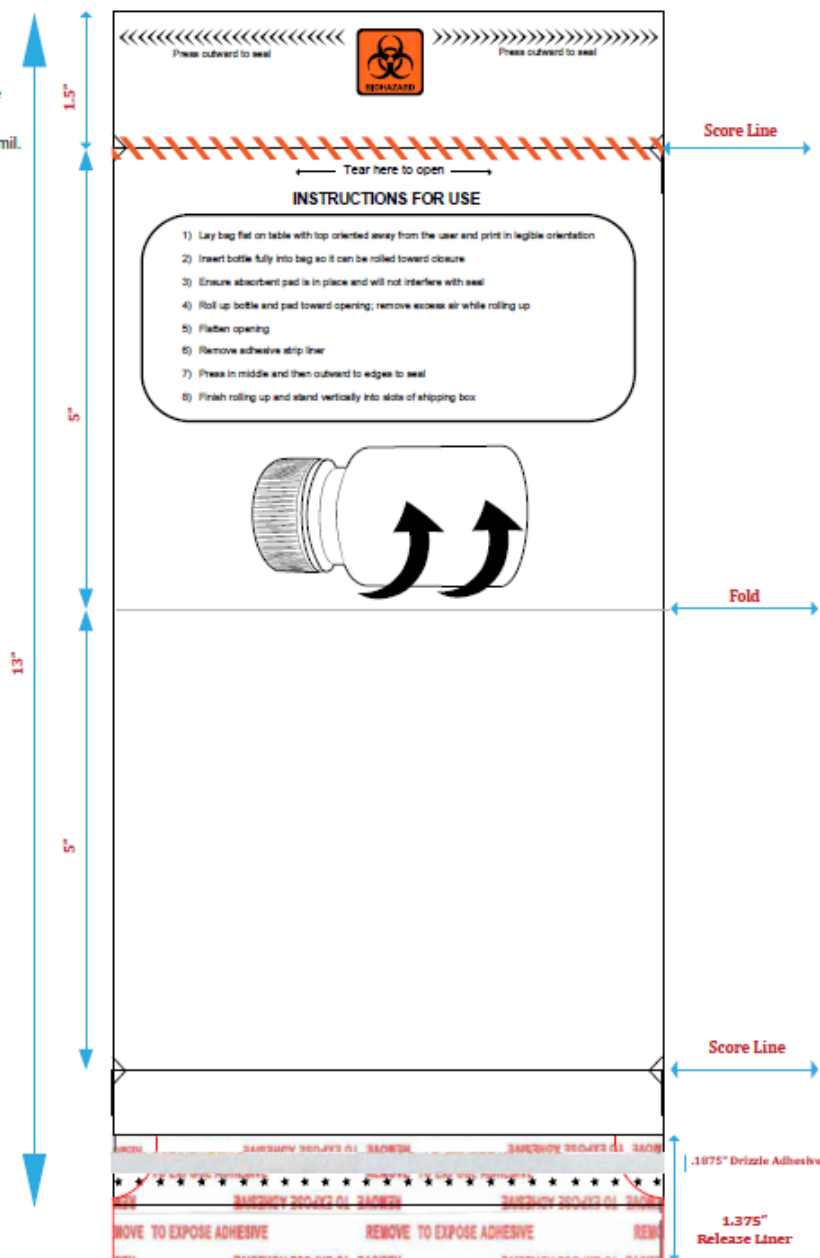


Figure 4-3 Specimen bag

Upon affixing the tamper-resistant tape to the bottle:

- The DTC/ADTC or SV then places the sample in the biohazard bag, seals, places it in the reserved slot, and returns the SM's DOD ID card.

- The DTO prints their name and signs the printed register to verify they were present during the specimen collection.

NOTE:

Before the SM departs the testing area, ensure that the SM verified all the information on the Drug Testing Register, DD Form 2624, and the bottle label.

- Repeat the above steps for all SMs who require testing.
-

Chapter 5: Specimen Storage

Introduction This chapter discusses the proper storage of specimen.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Identify Adequate Storage Location	5-2
B	Store Collected Specimens	5-3

Section A: Identify Adequate Storage Location

A.1. Identify Adequate Storage Location

The safe storage location is a restricted access area that requires an access roster. The access roster will show entries placing the specimens into safe storage and their removal.

The following are examples of safe storage areas:

- Combat Information Center (CIC) (onboard cutters).
- Radio (onboard cutters).
- GSA approved safe.

NOTE:

As a best practice, send out the specimen package on the same day of the test to avoid storing the samples overnight at your unit.

Section B: Store Collected Specimens

B.1. Store Collected Specimens

If specimens require safe storage, annotate it in block 11 of DD Form 2624. Proper annotation includes building number, room number, and/or container number as appropriate.

Only the DTC/ADTC who places the specimens in safe storage removes the specimens from safe storage.

This page intentionally left blank.

Chapter 6: Specimen Packaging and Shipment

Introduction This chapter discusses proper specimen packaging and shipment processes.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Prepare Shipment Documentation	6-2
B	Prepare Specimen Box for Shipment	6-8

Section A: Prepare Shipment Documentation

A.1. Preparing Shipment Documentation

The original DD Form 2624 is the only document authorized for use in submission of urine specimens to the laboratory. Ensure the information on the form is accurate.

Follow these steps to properly fill out DD Form 2624. Some steps require action, and are labeled as such.

1. Block (1): Review and verify complete address of submitting unit.
2. Block (2): Review and verify the unit's major command, name of DTC/ADTC, and phone number of DTC/ADTC.
3. Block (3): Review and verify the following:
 - a. Unit BAC.
 - b. UIC.

NOTE: **Ensure a "T" precedes the UIC (for example, T 13420).**

4. Block (4): Review and verify the collection date of the specimen.
5. Block (5): Review and verify the document/batch number.

NOTE: **Document/ batch numbers are assigned locally. This can be any combination of letters and numbers desired by the unit to keep track of their batches.**

NOTE: **Ensure the date entered matches the date on the label.**

6. Block (6): Review and verify the following:
 - a. Specimen number. Use the number pre-printed on the form. Do not change the number.
 - b. SM's DOD ID.

NOTE: **Ensure the DOD ID number matches the number on the bottle label and ledger. Do not overwrite digits. If there is a mistake, line through the mistake, make the correct entry, date, and initial.**

7. Block (7): Review and verify the appropriate testing premise identifier (TPI) Figure 6-1 lists the appropriate identifiers.

INSPECTIONS:	MEDICAL EXAMINATION:
IR – Random Samples	MO – Medical Examination
IU – Unit Sweep	SEARCH OR SEIZURE:
IO – Unit Inspection (general)	
FITNESS FOR DUTY:	VO – Consent Testing
	PO – Probable Cause
CO – Command Directed	OTHER:
AO – Mishap Investigation	NO – Entrance testing
RO – Rehabilitation	OO – Evaluation testing

Figure 6-1 TPI

8. Block (8): Review and verify the test information. Place an “O” in the space to signify that a full panel test is needed.

9. Block (9): Leave blank.

10. Block (10): Leave blank.




SPECIMEN CUSTODY DOCUMENT - DRUG TESTING (Read instructions on last page before completing form.)				A. LABORATORY CONDUCTING DRUG TESTING	
1. SUBMITTING UNIT Fourteenth Coast Guard District 300 Ala Moana, 9th Floor Honolulu, HI 96850-4982		US 2. ADDITIONAL SERVICE INFORMATION (Second Echelon) CCGDFOURTEEN HONOLULU HI/DMP//			
3. BASE and UNIT IDENTIFICATION ** CD14 T 71114 		4. DATE SPECIMEN COLLECTED YYYY MM DD 2015 10 08		C. LAB BATCH NUMBER	
** Required information entry on front and back of form.		Version L0		5. UNIT DOCUMENT NUMBER** 0001	
6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)		7. TEST BASIS		8. TEST INFO	
(1)  001		IR			
(2)  002		IR			
(3)					
				9. ACCESSION NUMBER	
				10. DISC CODE	

Figure 6-2 DD Form 2624 blocks 9-10

11. Block (11A): Review and verify date of sample collection.

12. Block (11B, line #1)): Print the name of the DTC/ADTC and sign above it.

13. Block (11B, line #2): Print the name of the SV and sign above it.

14. Block (11C, line #1)): Print the name of the SV and sign above it.

15. Block (11C, Line #2): Print FEDEX, storage, etc.
16. Block (11D): Specify the reason for transfer between accountable individuals. Example: Transfer of custody for second review (11D, line #1), temporary secure storage, removal from secure storage, or delivery/shipment to testing laboratory (11D, line #2, 3, 4, etc.).
17. Refer to CG Portal under desk guides for additional examples.

11. CHAIN OF CUSTODY TRACKING		BASE AND UNIT IDENTIFICATION		CD14	71114	UNIT DOCUMENT NUMBER		0001
a. DATE (YYYYMMDD)	b. RELEASED BY			c. RECEIVED BY			d. PURPOSE OF TRANSFER	
(1) 20200130	SIGNATURE <i>John Snow</i> NAME John Snow, CDR, DTC			SIGNATURE <i>Aimee Snow</i> NAME Aimee Snow, CWO, Second Verifier			Transfer of custody for second review	
(2) 20200130	SIGNATURE <i>Aimee Snow</i> NAME Aimee Snow, CWO, Second Verifier			SIGNATURE NAME FED EX			Specimens prepared and shipped to FDTL via FED EX.	
(3)	SIGNATURE NAME			SIGNATURE NAME				
(4)	SIGNATURE NAME			SIGNATURE NAME				

Figure 6-3 DD Form 2624 blocks 11(A)-11(D)

NOTE:

Every time the specimen changes hands from once person to another it should be identified in the next line. For instance, if the specimen goes back to the DTC/ADTC from the SV, then instead of FEDEX the SV would transfer it to the DTC/ADTC, then the DTC/ADTC would transfer the specimen to FEDEX.

NOTE:

If one of the specimens on the sheet tests POSITIVE, all paperwork relating to the positive (including DD Form 2624) is kept for the current year plus three additional years. If all are NEGATIVE, keep the paperwork for the current year plus one additional year.

When a SM is **NOT PRESENT** and a sample is **NOT SUBMITTED**, make changes to DD Form 2624 as follows:

1. Black out 1/3 inch of the bar code and line (draw a single line) through the rest of the bar code.
2. In block (10), note “Not Tested.”
3. Place initials and date close to the “Not Tested” note.

The image shows a DD Form 2624, 'Specimen Custody' form. The form is filled out with various details. A red circle highlights the '6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)' and '8. TEST BASIS' columns. In the first row, the specimen number is '001' and the test basis is 'IR'. In the second row, the specimen number is '002' and the test basis is 'IR'. The second row also has handwritten text 'NOT FULLY TESTED' in the '10. DISC CODE' column. The form includes fields for submitting unit, date collected, lab batch number, and accession number.

Figure 6-4 DD Form 2624 corrections for untested members

A.2. Full Panel Testing

All Coast Guard urinalysis samples are full panel tested. Ensure step 8 of DD Form 2624, referenced in [Chapter 6: Specimen Packaging and Shipment, Section A.1: Preparing Shipment Documentation](#), includes an “O” in all instances where there is a need for testing of other compounds.

A.3. How to Make Corrections

Only the person making the error can make corrections on DD Form 2624 or bottle label. Make corrections as follows:

1. Line (draw a single line) through the incorrect information.
2. Write the correct information directly above the incorrect information. Do not write over any number or letter.
3. Place initials and date close to the line through.

NOTE:

When correcting forms for untested members listed on the forms, complete the steps located in [Chapter 6: Specimen Shipment and Documentation, Section A.1: Prepare Shipment Documentation](#).

A.4. Memorandum of Correction

Use a memorandum of correction to amend and verify the process if the individual who made the error cannot make corrections on DD Form 2624 or on the label.

Ensure the memo:

- Notes the incorrect information as it currently reads and the correct information as it should read.
- Is signed and dated by the DTC/ADTC, and verified by the CO or a representative.

- Accompanies the sample to the testing facility.
-

**A.5. Preparation
of the DTP
Testing Register**

Maintain a urinalysis register documenting all urine specimens collected using the Drug Testing Register (generated from DTP Lite). Retain forms at the command for two years from the date of the last entry.

NOTE: **Do not send a copy of the Drug Testing Register to the laboratory.**

CAUTION: **Destroy all paperwork by burning, shredding, or pulverizing as appropriate.**

Ensure the Drug Testing Register contains the following identifying information:

NOTE: **Do not use ditto (“) marks when filling out the form.**

1. Unit information.
2. Name and phone number of unit’s major command.
3. Name of DTC/ADTC and phone number.
4. Date specimen collected.
5. Time specimen collected.
6. Batch number (a unit-derived, four-digit number assigned to each batch of 12 specimens or portion thereof).
7. Specimen number.

NOTE: **The specimen number is the same as block 6 of DD Form 2624, unless the unit submits more than 12 specimens. If this is the case a two digit sequential number is assigned to each individual batch specimen.**

8. Enter the testing premise identifier (TPI) if applicable.
9. DOD ID of SM.
10. Tested SM’s signature and printed name.
11. Remarks, indicate none or see medical record for any prescribed or over the counter medications the SM is presently taking.

12. DTO's signature and printed name.

Section B: Prepare Specimen Box for Shipment

B.1. Packaging and Mailing Specimen Box

The DTC/ADTC and SV prepares specimens for shipment as follows:

1. Prepare a #10 business envelope as follows for each box of specimens.
Annotate the four-digit BAC on the front of the envelope in large print.
2. Enclose the following in the envelope:
 - a. Original copy of DD Form 2624.
 - b. Original(s) of Memo of Correction (if used).
 - c. Original of special test request (if required).
3. Prepare the box of up to 12 specimen bottles as follows:
 - a. Bottles should have been tightened and sealed with tamper tape by the SV and DTC at the collection table. At this point the SV and DTC should visually inspect bottles ensuring they are all properly sealed. If any tamper tape broke during the inspection follow the procedures in Chapter 4: Specimen Collection, Section C: Process Collected Specimen for how to handle broken tape once it has been applied to specimen bottle, as well as how to document the broken tape
 - b. Verify samples are sealed in the bio-hazard bags before placing them in the box..
 - c. Ensure that all specimens are in the box.
 - d. Examine the staples inside of the box located under bottle five and eight to ensure that the staples are flat.

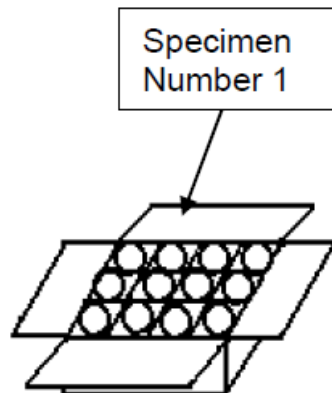


Figure 6-5 Packaging specimen



Figure 6-6 Packaging specimen closed box

- f. Seal the box with adhesive tape around the entire length of the box covering the center of the box over the crack left by joining lengthwise flaps of the box.

NOTE: Use mailing tape (not scotch tape) to seal the box.

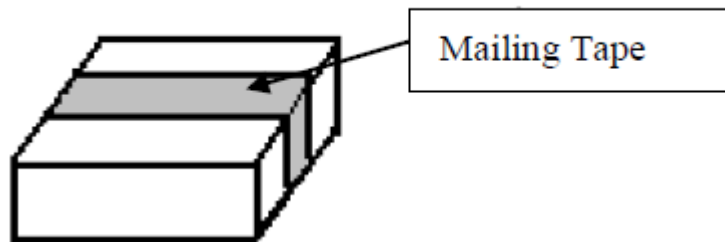


Figure 6-7 Taping box

- g. Seal each end of the box with mailing tape.

NOTE: Ensure to cover all flaps and seams with the tape.

- h. DTC/ADTC signs across the top of the box and across the bottom of the box once the box is properly sealed.

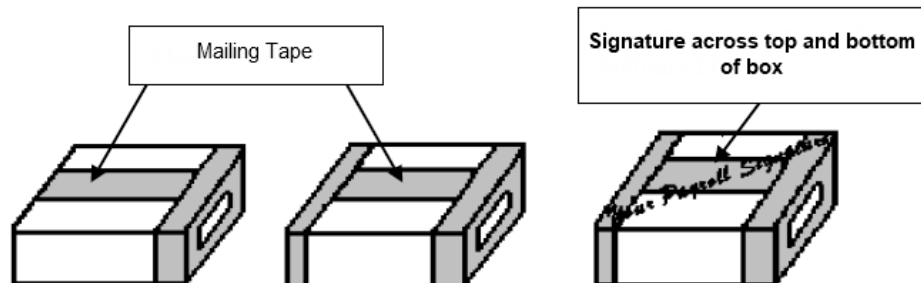


Figure 6-8 Placement of signature

- 4. Place the prepared #10 business envelope on top of the box.

NOTE: Enclose the prepared envelope with the original documents.

- 5. Tape the envelope on the box with 1 inch fiber strap tape or other

suitable tape (not scotch tape).

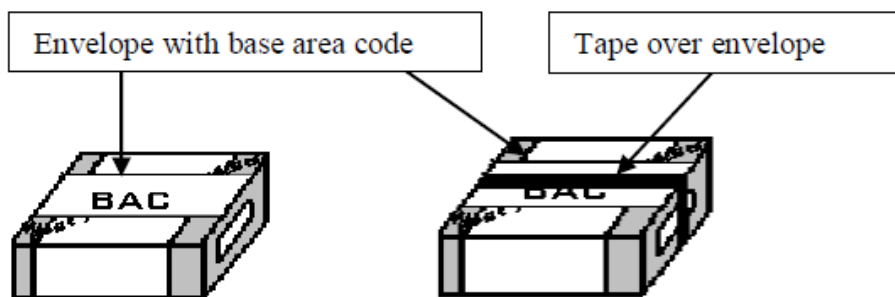


Figure 6-9 Placement of envelope on box

6. Place the box in the approved mail pouch (white plastic leak-proof bag).
7. Seal the mail pouch.

NOTE:

If there are more than 2 boxes, place each box into an individual mail pouch and then place the pouches in a larger shipping box.

8. If you need a larger box for multiple smaller specimen boxes, prepare the large shipping box. There are no specific taping instructions for this. If you don't need a larger box, proceed to step 11.

NOTE:

Ensure no more than 500 milliliters are in one shipment container.

9. Prepare the box(es) for shipment:
 - a. Affix a label or write unit address on the top left corner of the box.
 - b. Ensure the correct address of the FTDTL is on the box. Figure 6-10 is the correct address to use.

**Tripler Army Medical Center FTDTL
1 Jarrett White Road Bldg. 40, 2nd Floor
Tripler AMC, HI 96859-5000**

Figure 6-10 TAMC address

- c. Handwrite or stamp, "Exempt Human Specimen" next to the FTDTL address.
- d. Mail specimen through U.S. Postal Service (USPS) or Federal Express (FEDEX).

NOTE:

When using USPS, use first class mail for packages of 11 ounces and less or priority mail for packages containing more than 11 ounces.

NOTE:

FEDEX requires specimens to ship in a Clinical Pack. 7" x 4" x 2" (minimum acceptable size). To order the FedEx Clinical Pack, call 1.800.GoFedEx 1.800.463.3339.

NOTE:

Rare occasions require a faster result (for example, when conducting a urinalysis test for probable cause or reasonable suspicion). Units can ship the specimens through USPS express mail or FedEx/UPS. Note the actual method correctly in block 11 of DD Form 2624. Attach a memorandum requesting test results immediately via facsimile or express mail.

This page intentionally left blank.

Chapter 7: Record Management

Introduction

This chapter discusses proper record management. Keep all urinalysis records for the current year, plus the previous year.

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Maintain Documentation	7-2
B	Obtain/Maintain Results	7-3

Section A: Maintain Documentation

A.1. Maintain Documentation

As a recommendation, use a six part folder with the following breakdown to maintain accurate record keeping:

- All current message traffic concerning Urinalysis.
 - Copies of the Urinalysis Inspection Process Checklist.
 - Copies of Drug Testing Registers and DD Form 2624.
 - Copies of all drug testing results.
 - Shipping receipts.
 - Additional supporting documentation.
-

Section B: Obtain/Maintain Results

B.1. Obtain/Maintain Results Approximately 10 days from the testing date, obtain results from the MAJCOM assigned to your unit.

B.2. Positive Results Ensure the following after a positive result:

1. Review results when received from TAMC or MAJCOM for any positive results (highlighted in red).

CAUTION:

Do not disclose a positive result to the SM in question. If the SM who tested positive is also the individual you report positive results to, report the positive result to that SM's supervisor or another SM higher in the SM's chain of command.

2. Notify the correct individual within your chain of command of a positive result.
 3. Prepare and provide any testing documentation to the investigating officer.
 4. Prepare a statement regarding procedures followed while conducting the urinalysis testing.
-

This page intentionally left blank.

Chapter 8: Major Command Drug Testing Coordinators

Introduction This chapter outlines the procedures major command coordinators (MAJCOM) follow to access and manage urinalysis results.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Major Command Coordinators (MAJCOM) Responsibilities	8-2
B	Accessing Results	8-3
C	Results Portal	8-6

Section A: Major Command Coordinators (MAJCOM) Responsibilities

A.1. Responsibilities

The following are a list of MAJCOM responsibilities:

- Review monthly reports provided by the Drug Testing Program Manager and forward reports to all subordinate units drug testing coordinators.
- Provide units under their cognizance with urinalysis testing results within two days from appearing in the DOD Drug Testing Portal.
- Report POSITIVE results to subordinate units and ENSURE units have notified their Commanding Officer and local CGIS office within 24 hours from notification of a positive urinalysis test.
- Assist subordinate unit drug testing coordinators with setting up rosters and running a urinalysis in DTP Lite.
- Monitor and track unit testing quotas to ensure units are meeting quarterly and yearly testing requirements.
 - Contact drug testing program manager of the units that do not meet the quarter or yearly quotas.
- Review Command Unit report showing all units under their BAC to ensure units are accurately represented.
- Each August submit your updated unit listing to the Drug Testing Program Manager. This is required in order to update Tripler's database for the next fiscal year.
- Act as the Point of Contact for all unit drug testing coordinator questions regarding urinalysis programs.

NOTE:

If unable to provide help to the unit, contact the drug testing program manager at CG PSC PSD-FS for further assistance.

- Provide all issues/concerns to the drug testing program manager for correction or updates by the end of each month.
-

Section B: Accessing Results

B.1. Accessing Results

Designated MAJCOMs send a copy of their designation memo to PSD for filing and to gain results access. PSD designates commands that have MAJCOM responsibilities.

NOTE:

Only MAJCOMs review the report and provide subordinate units with urinalysis testing results within two days of receiving the report from TAMC.

NOTE:

MAJCOMs provide subordinate units regarding changes with their major command.

NOTE:

MAJCOMs should not be the DTC or ADTC of the unit.

MAJCOMs should use the following to gain system access and input and manage test results.

1. Login to iFTDTL Portal.

NOTE:

If you have not already registered, see [Chapter 2: Urinalysis Duties, Designations, and System Access, Section C: Register for Drug Testing Program \(DTP\) Lite](#) for directions on creating an account.

2. Under **Public Content**, click on the link **System Access Request**.

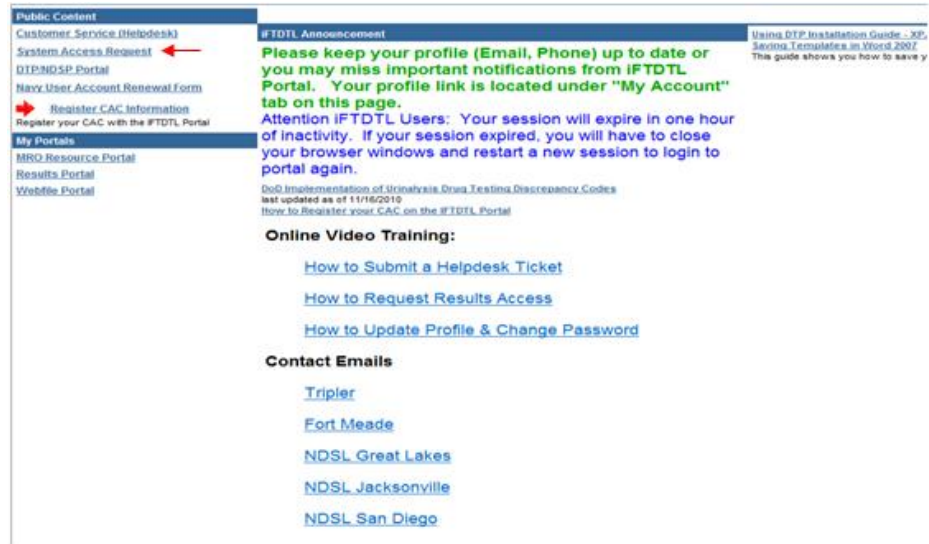


Figure 8-1 “System Access Request” link

3. A new screen will ask to **Select the System(s)** being requested. Check the box for **Laboratory Results**.

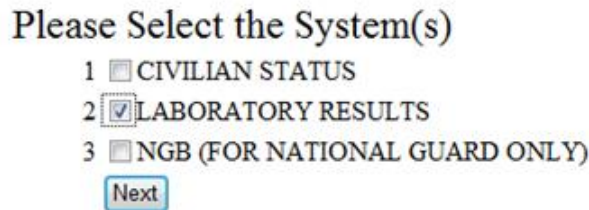


Figure 8-2 “Laboratory Results” checked

4. Click **Next**.
5. On the following screen:
 - a. Enter the major command’s organization code (or BAC).

NOTE:

If the major command’s organization code or BAC is unknown, click “Find Org” and review the major commands listed under “USCG.”

- b. Select **TAMC** for Tripler Army Medical Center.
- c. Enter the command’s shipping address in the labeled box.
- d. Click **Submit**.

Please provide the following information

Laboratory Results Web Portal Access Request Information

If you need access to more than one organization, please include the additional org code in the comments block.

(A) Organization Code: [Find Org](#)

Laboratory: FTMD TAMC (B) GLKS
 SDGO JAX BROOKS

(C) Shipping Address:

Comments:

(D)

Figure 8-3 “Laboratory Results Web Portal Access Request Information” screen

6. MAJCOM informs HQS-SMB-CGPSC-PSDFS-DRUGTEST@uscg.mil of access request. The MAJCOM designation letter is to be sent as well.
-

Section C: Results Portal

C.1. Results Portal

After receiving access to the Results Portal, an email notifying the results is sent. At this time, complete the following:

1. Login to iFTDTL Portal.
2. Under **My Portals**, click on the link **Results Portal**.

NOTE:

The “Results Portal” link will not appear until after approval of “System Request Access.”

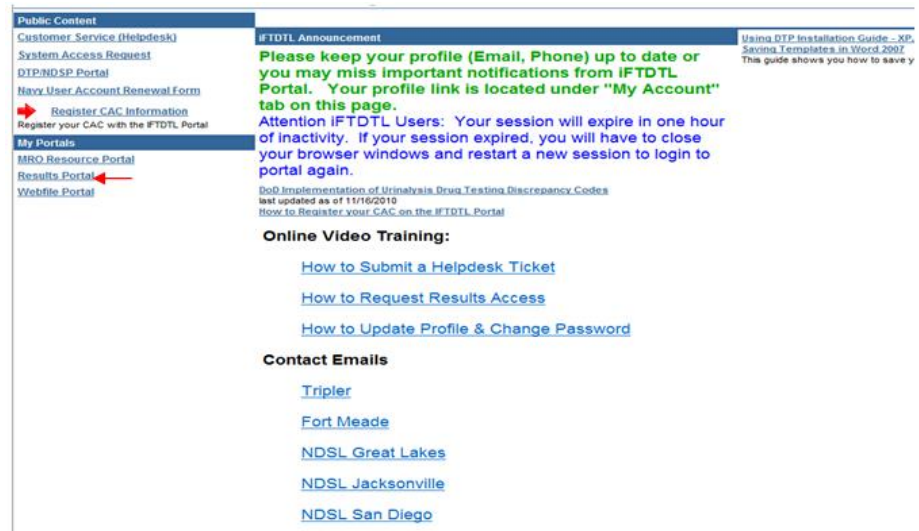


Figure 8-4 “Results Portal” link

3. Once in the **Results Portal**, the following options are available:

- a. **View Laboratory Result Reports:**

- (1) **New Drug Testing Results:** Review the major command unit’s latest results. An email notifies users that results are ready for review.

NOTE:

New results only remain available for viewing under this tab until the next batches of results are posted.

- (2) **Reprint Drug Testing Results:** Manual search of all results previously posted under an organizational code (BAC) in a tabular view.

b. Query Results Reports:

(1) Self explanatory (description listed under each).

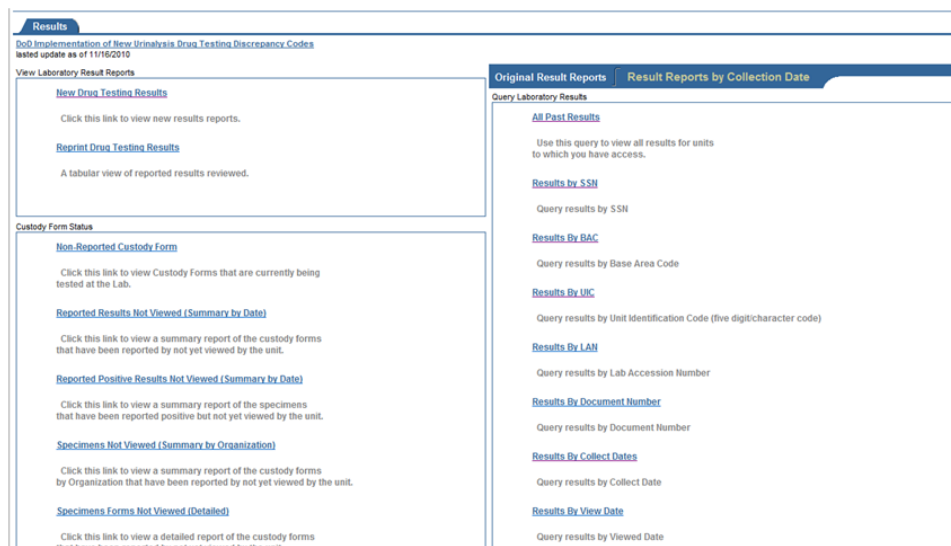


Figure 8-5 “Results” page

4. Forward results to respective units for filing.

NOTE:

Ensure major commands forward results to the respective units. Ultimately, the unit will need this information for compliance inspections.

C.2. Major Command Responsibilities Upon Portal Access

The following are additional major command responsibilities upon access to the portal:

- Whenever there is a positive urinalysis test, notify the CO of the affected unit and the local Coast Guard Investigative Service (CGIS) office within 24 hours from receiving notification of these results from iFTDTL.
- Monitor and track unit testing quotas to ensure units are meeting their quarterly and yearly testing requirements.

NOTE:

Contact the DTC of units that are not meeting their quarterly or yearly quotas.

- Review monthly report(s) provided by the DTP program manager.
- Review command unit report(s) showing all units under their BAC to

ensure units are accurately represented.

NOTE: **Use discretion in forwarding reports to subordinate DTCs.**

- Act as a point of contact for all unit DTC/ADTC questions regarding urinalysis programs.

NOTE: **If unable to provide help to the unit, contact the drug testing program manager at CGPSC-FS for further assistance.**

- Provide all issues/concerns to the drug testing program manager at HQS-SMB-CGPSC-PSDFS-DRUGTEST@uscg.mil for correction or updates by the end of each month.
-

Appendix A: Glossary and Acronyms

AO	Authorizing official.
ADTC	Alternate drug testing coordinator.
BAC	Base area code.
CAC	Common access card.
CCB	Customer Care Branch.
CG-4940	SURF Requisition Log.
CG-7421B	Direct-Access User Access Authorization.
CGIS	Coast Guard Investigative Service.
CIC	Combat Information Center.
CO	Commanding officer.
DA	Direct Access.
DD Form 2624	Specimen Custody Document-Drug Testing.
DEPTID	Department identification.
DHS	Department of Homeland Security.
DOD	Department of Defense.
DTC	Drug testing coordinator.
DTO	Drug testing observer.

DTP	Drug testing program.
DTP	Drug testing portal.
FEDEX	Federal Express.
FTDTL	Forensic Toxicology Drug Testing Laboratory.
FY	Fiscal year.
GSA	General Services Administration.
ID	Identification.
MAJCOM	Major command coordinator.
OIC	Officer in charge.
OPFAC	Operating Facilities
PII	Personally identifying information.
PPC	Pay and Personnel Center.
PSC	Personnel Service Center.
SDL	Standard Distribution List.
SM	Service Member
SSN	Social security number.
SV	Second Verifier
TAMC	Tripler Army Medical Center.
TPI	Testing premise identifier.
TTP	Tactics, Techniques, and Procedures.

UCMJ Uniform Code of Military Justice.

UIC Unit identification code.

USPS United States Postal Service.

XO Executive officer.

XPO Executive petty officer.

This page intentionally left blank.

Appendix B: Urinalysis Inspection Process Checklist

B.1. Urinalysis Inspection Process Checklist For the most up to date Urinalysis Inspection Process Checklist visit the [CG Portal](#).

This page intentionally left blank.

Appendix C: Tripler Discrepancy List

CODE DESCRIPTION

- BA Bottle / container unauthorized
- BB Bottle leaked in shipment
- BC Bottle leaked in shipment, quantity not sufficient to test
- BD Bottle - broken seal
- BE Bottle – no seal
- BF Bottle - two seals, no explanation
- BK Specimen leaked in shipment
- BU Bottle empty
- BY Bottle discrepancy
- BZ Bottle discrepancy
- FA Form-UIC or base/area code discrepant*/differs from bottle
- FH Form-date specimen collected discrepant*/differs from bottle
- FL Form not received
- FM Form received separately from bottle
- FN Chain of custody entries discrepant
- FP Form did not list specimen, bottle received
- FR Form on two pieces of paper - no linking identifiers
- FT Form - SSN discrepant*
- GG Form listed specimen, no bottle received
- GP Form or other document shows service member's name/signature

GR Form marked void for received specimen
GY Form discrepancy
GZ Form discrepancy
IN SSN Received as DoD ID
IT SSN Received as DoD ID
LA Label missing/blank
LD Label over label
LF Label - collection date discrepant*
LJ Label - member initials discrepant*
LL Label - collector or observer's initials discrepant*
LN Label - SSN does not match form
LQ Label has service member's name/signature
LX Label - SSN discrepant*
LY Label discrepancy
LZ Label discrepancy
OY Laboratory technical discrepancy
OZ Laboratory technical discrepancy
PA Package - no seal
PB Package - broken seal
PD Package missing signature/date
PH Leakage noted
PI Improperly packaged container
PL Package - Leakage noted
PY Package discrepancy
PZ Package discrepancy

- SA Specimen appears to be adulterated
- SB Specimen appears to be adulterated
- SC Specimen quantity not sufficient to test
- SE Specimen volume < 30 mL
- SY Specimen discrepancy
- SZ Specimen discrepancy

This page intentionally left blank.

