

ANNEX H
Army Center for Substance Abuse Programs
Installation Biochemical Testing Program Inspection Checklist
Battalion

As of 21 Dec 05

Installation _____

Date _____

I. Personnel and Training (Notes): _____

II. Military Collection

Name of Unit _____

Commander _____ 1SG _____

UPL(s) _____ Observer(s) _____

Number of Soldiers assigned to unit: _____ Test basis _____

How was the selection process performed: _____

Number selected for test: _____ Male _____ Female _____ Number tested

Soldier notification procedure/time: _____

Soldier report for collection time: _____

Comments _____

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A. Pre-Collection Procedures

YES	NO	
1. 2	0	Did the Commander or designated representative determine personnel to be tested?
2. 2	0	Did the Commander or designated representative ensure personnel are available for testing?
3. 2	0	Did the Commander or designated representative brief the collection team of their duties/responsibilities prior to collection?
4. 2	0	Did the Commander or designated representative select an adequate location for testing?
5. 2	0	Did the Commander or designated representative give the required Commander's briefing to all personnel selected for testing?
6.		Did the UPL properly brief the observers?
1	0	a. Orally to include demonstration
1	0	b. In writing and have them sign the Observer's Memorandum
7. 1	0	Is there an adequate holding area?
8. 2	0	Is the holding area supervised by an NCO/Officer (E-5 or above)?
9. 2	0	Did the UPL select an adequate latrine(s)?
10. 2	0	Did the UPL inspect the latrine and remove all required items (bleach, cleansing powder, etc.)?
11. 2	0	Did the UPL place the latrine off limits prior to the collection?

Total Pre-Collection Procedures points _____

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B. Military Collection Procedure

YES	NO	
1.	2	0 Did the Soldier provide his/her ID card to the UPL or other identification per local SOP?
2.	2	0 Did the Soldier remove excess outer garments (BDU jacket, coats etc.)
3.		Did the UPL label the urine specimen bottles with:
	1	0 a. Date YYYYMMDD
	1	0 b. Base Area Code
	1	0 c. Soldier's SSN from Soldier's ID card or other identification per local SOP
4.		Did the UPL initiate and record the appropriate information on the DD Form 2624?
	1	0 a. Block 1 of DD Form 2624 Submitting Unit
	1	0 b. Block 2 of DD Form 2624 Additional Service Information
	1	0 c. Soldier's SSN (taken from ID card or other identification per local SOP)
	1	0 d. Test Basis
	1	0 e. Test Information
	1	0 f. Collection Date
	1	0 g. Batch Number
	1	0 h. Base Area Code
	1	0 i. Unit Identification Code
5.		Does the UPL maintain a urinalysis ledger documenting the following:
	1	0 a. Soldier's Name
	1	0 b. Soldier's Signature
	1	0 c. Soldier's SSN (from ID card or other identification per local SOP)
	1	0 d. Date
	1	0 e. Specimen and Batch Number
	1	0 f. Name and Signature of Observer who is assigned to the Soldier in 4.a. & 4.b. above
	1	0 g. Soldier's Rank
	1	0 h. Test Basis

Military Collection Procedures sub-total (1) _____

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Question 7 must be performed prior to the urine being collected

- | | YES | NO | |
|-----|-----------|----|---|
| 6. | 1 | 0 | Did the UPL record any unusual circumstances (i.e. no ID card, identification verified by 1SG, short sample etc.) in the remarks section of the unit ledger? |
| 7. | 2 | 0 | Did the Soldier verify the information on the bottle label, unit ledger and DD Form 2624 by initialing the bottle label? |
| 8. | 2 | 0 | Did the UPL distribute the labeled bottle to the Soldier in the presence of the observer? |
| 9. | 1 | 0 | Did the observer walk behind the Soldier to the latrine while the Soldier carried the specimen bottle above his/her shoulder? |
| 10. | 2 | 0 | Did the observer direct the Soldier to wash his/her hands with water only prior to providing a specimen? |
| 11. | 4 | 0 | Did the observer directly observe the Soldier urinating in the specimen bottle and place the cap on the bottle? |
| | OR | | |
| | | | When the optional wide mouth specimen collection container is used by the female Soldier, did the observer directly observe the Soldier urinating into the collection container and ensure that the urine was poured into the approved urine specimen bottle and tightly capped by the Soldier providing the specimen?(Female Soldiers) |
| 12. | 1 | 0 | Did the observer walk behind the Soldier back to the UPL desk while the Soldier carried the specimen bottle above his/her shoulder? |
| 13. | 2 | 0 | Did the observer and the Soldier maintain visual contact of the specimen bottle until it was sealed with tamper evident tape and initialed by the UPL? |

Military Collection Procedures sub-total (2) _____

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Questions 14 –17 must be performed after the urine collection and in sequence

	YES	NO	
14.	2	0	Did the UPL seal the specimen bottle with tamper evident tape as one continuous piece that touched the bottle label on both sides in the presence of the Soldier?
15.	2	0	Did the UPL initial the bottle label ensuring the specimen was acceptable and acknowledging receipt of the specimen in the presence of the Soldier?
16.	2	0	Did the observer sign the unit ledger in front of both the UPL and Soldier verifying he/she complied with the collection process and directly observed the Soldier provide the specimen?
17.	2	0	Did the Soldier sign the unit ledger in front of both the observer and UPL verifying that he/she provided the urine specimen and observed the specimen being sealed with tamper evident tape and placed in the collection box?
18.	2	0	Were steps 14 thru 17 conducted in sequence?
19.	1	0	Did UPL return the Soldier's ID card and release him/her from testing?
20.			Did the UPL perform a quality control check of the specimen bottles, unit ledgers and the DD Forms 2624? By verifying that:
	1	0	a. The SSNs on the specimen bottle, DD Form 2624, and Unit Ledger match?
	1	0	b. Each specimen bottle contains two sets of initials?
	1	0	c. The tamper evident tape is properly applied and intact?
21.	2	0	Did the UPL transport to the Installation Biochemical Collection Point as soon as possible?

Military Collection Procedures sub-total (3) _____

Total Military Collection Procedures points _____

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YES NO

C. Additional Collection Requirements

1. Were all required SOPs available at the site?
 - 1 0 a. Current, SJA approved Collection SOP.
Approved date _____
 - 1 0 b. Current Unit SOP or policy letter signed by the current commander
 - 1 0 c. Installation/Corps/MACOM policy letters/regulations
2. 2 0 Did the SOPs contain step by step specific instructions on how to conduct a collection?
3. 2 0 Did the SOPs state how the random selection was performed?
4. 2 0 Did the SOPs provide guidance for collection of specimens from personnel not available for testing?
5. Did the SOP(s) cover hard to handle incidents such as:
 - 1 0 a. Individuals who cannot urinate.
 - 1 0 b. Tampering with or adulteration of specimens.
 - 1 0 c. Bottles that do not contain the minimum amount of specimen.
 - 1 0 d. Specimen spills and proper disposal of waste.
 - 1 0 e. How to correct errors on the label, DD Form 2624, and unit ledger
 - 1 0 f. What to do about Soldiers that do not have their ID card with them
6. 2 0 Did the observer(s) ensure that at no time he/she took custody of specimen?
7. 2 0 Did the UPL wear disposable rubber gloves on both hands at all times?
8. 1 0 Did the UPL ensure that NO eating, drinking, smoking, applying cosmetics, or chewing tobacco occurred in the collection area?
9. 2 0 Was the unit incorporating "Smart Testing"?
10. 2 0 Did the UPL/observer clean up the area with a disinfectant after the collection?

Total Additional Collection Requirements _____

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**** The following tasks are considered critical and failure to comply will result in a collection procedure score of **ZERO** which results in a RED rating:

1. **Not conforming to the new collection procedure IAW AR 600-85, 1 Oct 01.**
2. **Giving the Soldier an unlabeled bottle to take to the latrine.**
3. **Performing collections without observers.**

		RATING	
Pre-Collection Procedures Total		85 - 100	Green
Military Collection Procedure Total		70 - 84	Amber
Additional Collection Requirements Total		Less than 70	Red
TOTAL MILITARY COLLECTION SCORE			

Additional Comments: _____

Barcoded DD Forms 2624 _____

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