

**URINALYSIS CHAIN OF CUSTODY (CofC) PROCEDURES**  
**FOR MILITARY PERSONNEL**

**Pre-Collection Procedures**

The **UNIT COMMANDER** directs that a urine test be conducted and identifies individual soldiers, parts of unit, and/or entire unit for testing.

**UPL** obtains supplies for testing:

- (1) DoD prescribed Urine specimen collection bottles with boxes.  
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- (2) Optional wide mouth collection cup (for females).
- (3) Tamper evident tape.
- (4) Bottle labels.
- (5) Unit ledger.
- (6) DD Form 2624 (Budget (Army Stock Fund) Fuel Data).
- (7) Disposable rubber gloves.

Personnel to be tested are notified. Notification should take place preferably less than 2 hours, but no more than 6 hours, prior to reporting time.

**Commander** selects Observers, E-5 or above, of the same sex as soldier being tested, (UPL will brief observers on their duties and responsibilities) and a holding area NCO/Officer, E-5 or above, to maintain control of personnel waiting to be tested.

**UPL** will brief observers on their duties and responsibilities.

A holding area for soldiers waiting to render a urine specimen is designated, an NCO/Officer, E-5 or above, is appointed to maintain control of personnel waiting to be tested.

**Collection procedures**

**UPL** puts on the disposable rubber gloves. *a.* UPL puts on the disposable rubber gloves.

~~**Soldier** will remove excess outer garments such as BDU Jackets, coats, or sweat tops.~~

**Soldier** approaches the UPL station with military identification Card (DD FORM 2.) when prepared to give a urine specimen. An alternate reliable method for verifying the SSN of the soldier is required, if the soldier does not have a DD Form 2 in his/her possession.

**UPL** initiates all required paperwork (if pre-prepared forms and labels are used the UPL will verify all information with the military ID Card). If a clerical mistake is made while filling out entries; on the DD Form 2624, on the bottle label, or the unit ledger prior to the discrepancy inspection required by the IBTC, the mistake may be corrected by its maker by lining through (single line) the mistake, initialing and dating the correct entry. No other method of correction is authorized except by memorandum, titled "Certificate of Correction,"

**UPL** prepares label with the following information:

- (a) Date (YYYYMMDD)
- (b) Base/area code
- (c) Soldier's SSN

**UPL** prepares a DD Form 2624 with the following information. (For specific guidance on completing the DD Form 2624, see the Commanders Guide and UPL Urinalysis Collection Handbook). If less than 12 specimens are collected then leave the remaining blocks blank.

- (a) Blocks 1-6.
- (b) Soldier's SSN (block 8).
- (c) Test Basis (block 9).
- (d) Test Information (block 10).

**UPL** prepares the unit ledger with the following information (For specific guidance on completing the unit ledger, see the Commanders Guide and UPL Urinalysis Collection Handbook):

- (a) Calendar Date.
- (b) Batch and Specimen number (blocks 5 and 7 from DD Form 2624).
- (c) Soldier's printed name (Soldier will sign later).
- (d) Soldier's SSN.
- (e) Soldier's Rank.
- (f) Test basis.
- (g) Printed Name of Observer (Observer will sign later).
- (h) Remarks.

**UPL** directs the soldier to verify the information on the bottle label, unit ledger, and DD Form 2624. The soldier will then initial the bottle label. His/her initials are verification that all data is correct.

**UPL** will remove a new collection bottle from the box in front of the soldier and replace it with the soldier's military ID Card. The UPL will then affix the label to the bottle, in full view of both the soldier and the observer, and hand it to the soldier.

**Soldier** will ensure that the observer has full view of the bottle at all times until the UPL takes custody of the specimen. At no time will the observer take custody of the urine specimen.

If the soldier is female the optional wide mouth collection cup will be issued to the soldier at this time.

The **soldier** and **observer** will move to a secure latrine, the bottle will be held by the soldier above his/her shoulder as to keep it in full view of the observer. The **observer** will keep the collection bottle in sight at all times. 58 AR 600-85 • 1 October 2001

Once in the latrine, the **observer** will direct the **soldier** to wash his/her hands without the use of soap. The soldier will then move to the appropriate facility to collect the specimen.

**Soldier** will remove the cap of the bottle in full view of the observer, and will hold it or place it face up on a clean surface. The bottle and cap must be in full view of the observer.

**Soldier** will then fill the bottle with at least 45 mL of urine (approximately half the specimen bottle). **Observer** MUST SEE urine leaving the body and entering the bottle. The soldier will recap the bottle in full view of the observer.

The following procedure applies to female soldiers who utilize the wide mouth collection cup:

(1) The soldier will remove the cap from the collection cup, and provide the specimen. The observer will keep the collection cup and the bottle in full view and directly observe urine leaving the body and entering the cup.

(2) The soldier will then open the specimen bottle, and pour the urine from the cup into the bottle. The soldier will recap the bottle in full view of the observer. The observer will watch this entire procedure. The bottle must contain at least 45 mL of urine.

*Note.* If less than 45 mL of urine is collected, the entire specimen and the bottle will be destroyed. The soldier will be sent back to the holding area until he/she can provide a full specimen. Original entries on the DD Form 2624 and unit ledger may be utilized for the second specimen collected.

**Soldier** may wash his/her hands with soap after recapping the specimen as described in steps l and m above, but the soldier and observer must keep the specimen in full view.

**Observer** and the soldier will return to the UPL's station. The soldier will walk in front with the bottle held above his/her shoulder. The observer will keep the bottle in sight at all times.

**Soldier** will hand the bottle containing his/her specimen to the UPL; both the soldier and observer will continue to keep the bottle in sight at all times until the UPL places the specimen in the collection box.

**UPL** will take the bottle, verify that the cap is secure, and inspect the specimen for possible adulteration. If adulteration is suspected, the UPL will secure the specimen and order the soldier to stand fast and, ensure that the commander is notified.

**UPL** will then place tamper evident tape across the bottle cap. The tape will be one continuous piece that touches the label on both ends without obscuring any information, running across the top of the bottle.

**UPL** will then initial the bottle label. The UPL's initials signifies that he/she has received the specimen from the soldier, checked the specimen for adulteration, ensured the cap was secure, and placed tamper evident tape across the cap.

**UPL** will place the specimen in the collection box, removing the soldier's ID card.

**Observer** will then sign the unit ledger in front of the UPL and soldier to verify he/she complied with the collection process and directly observed the soldier provide the sample and maintained eye contact with the specimen until it was placed in the collection box.

**Soldier** will then sign the unit ledger in front of both the observer and UPL verifying that he/she provided the urine in the specimen bottle and that he/she observed the specimen being sealed with tamper evident tape and placed into the collection box.

The ID card will be returned to the soldier at this time, and he/she is released from testing.

### **Post-Collection Procedures**

After all specimens have been collected the **UPL** will:

- a.* Verify that all SSNs on the unit ledger, DD Form 2624 and bottle labels match.
- b.* Ensure that all required information, signatures, and initials are on the bottle label, unit ledgers, and DD Form 2624.
- c.* Place each DD Forms 2624 into the corresponding specimen container(s).
- d.* Will transport all specimens to the Installation Biochemical Collection Point (IBCP) as soon as possible (normally the same duty day).
- e.* If unable to transport to the IBCP immediately, the specimens, DD Forms 2624, and unit ledgers will be placed into temporary storage.