



DEPARTMENT OF THE NAVY
NAVAL DENTAL CENTER
2310 CRAVEN ST.
BOX 368147
SAN DIEGO, CALIFORNIA 92136-5596

NAVDENCENSIEGOINST 5350.5 CH-1
013
31 JUL 1996

NAVDENCEN SAN DIEGO INSTRUCTION 5350.4 CHANGE TRANSMITTAL 1

Subj: COMMAND DRUG SCREENING PROGRAM

1. Purpose. To make pen and ink changes to the basic instruction.

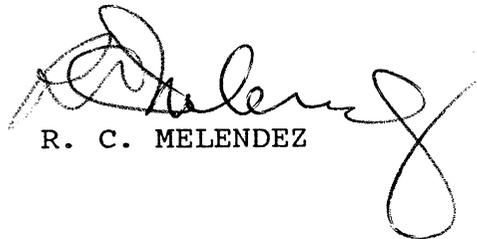
2. Action

a. Page 1, instruction heading, change "NAVDENCEN SAN DIEGO INSTRUCTION 5340.4", to read "NAVDENCEN SAN DIEGO INSTRUCTION 5350.5".

b. On each page in the upper right or left hand corner of the instruction, change "NAVDENCENSIEGOINST 5350.4" to read "NAVDENCENSIEGOINST 5350.5".

c. Delete paragraph 3.g. on page 3.

3. Annotate CH-1 in the upper right hand corner of the basic instruction, date and file.


R. C. MELENDEZ

Dist:
List 1, Case, 1, 2





DEPARTMENT OF THE NAVY

NAVAL DENTAL CENTER
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BOX 368147
SAN DIEGO, CALIFORNIA 92136-5596

NAVDENCENS DIEGO INST 5350.4 5
013

16 MAY 1996

NAVDENCEN SAN DIEGO INSTRUCTION 5350.4

Subj: COMMAND DRUG SCREENING PROGRAM

Ref: (a) SECNAVINST 5300.28A
(b) OPNAVINST 5350.4B
(c) Navy Drug Screening Program User's Guide

Encl: (1) Observer Briefing Letter
(2) Specimen Custody Document - Drug Testing DD Form 2624
(3) U.S. Navy Drug Screening Program Urinalysis Register
(4) Bottle Label
(5) Flow Chart Urinalysis Selection Procedures
(6) Flow Chart Urinalysis Collection Procedures
(7) Naval Dental Center Process Control of Urine Samples

1. Purpose. To provide guidance for conducting the Naval Dental Center, San Diego, California and Branch Dental Clinics Command Drug Screening Program.

2. Discussion. Substance abuse is costly in terms of lost productivity and administrative processing, and has an adverse effect on unit morale and esprit de corps. It undermines the very fiber of combat readiness, safety, discipline, judgment and loyalty. It is not just the abuser who is effected but the abuser's shipmates as well. Substance abuse is incompatible with the maintenance of high performance standards. This instruction is applicable to all U.S. military personnel permanently and temporarily assigned to Naval Dental Center, San Diego, California. Random urinalysis testing will be conducted on a monthly basis in accordance with references (a) through (c) as a major means of detecting and deterring substance abuse.

3. Action. Drug screening will include between 10 and 20 percent of Naval Dental Center military personnel as per reference (b). Additionally, a complete unit sweep drug screening will be conducted at least once per year.

a. Selection of Command Urinalysis Coordinator. The Commanding Officer shall designate in writing an officer or chief petty officer as the Command Urinalysis Coordinator. He or she is the advisor to the Commanding Officer on all matters relating to drug screening including methodology, collection and transportation of specimens to the Navy Drug Screening Laboratory.



b. Specimen Sample Selection Procedures. The Navy Drug Screening Program computer software will be utilized in the selection of personnel to be screened for drugs (see enclosure (5)). On a daily basis the Command Urinalysis Coordinator will have access to the computer program. The Command Urinalysis Coordinator will query the computer program to determine whether it is a screening day or not. The following factors are system parameters that the computer program will use in the determination of a testing day:

(1) The first factor is the number of days of the month available for drug screening. This is not the number of actual testing days expected for the month, but the days when a command could conduct testing. Ideally, this would be the same as the total number of days in the month. However, due to operating conditions, the number of possible or available days may be less frequent than every day.

(2) The second factor is the number of days the command expects to actually conduct testing during the month. The computer program will take this number as a guide as it schedules drug screening for the command. This eliminates the predictability of knowing when the command has conducted its last test for the month.

(3) The third factor is the percentage of personnel in the command to be tested each month. Reference (b), sets the overall guidelines of testing between 10 percent and 20 percent of the command each month. As long as the Navy Drug Screening Program is allowed to operate normally, the command drug screening can vary unpredictably.

c. In the unlikely event that the program is not functional, a more traditional selection approach will be used, i.e., selecting numbers from a hat.

d. Time of collection is from 0730-1130 at the designated location.

e. All military personnel permanently and temporarily assigned to Naval Dental Center and Branch Dental Clinics will provide a specimen sample. Personnel on leave, status, special liberty, TAD or sick in quarters are exempt from testing. However, no leave or liberty will be granted immediately prior to testing.

f. Upon completion of testing the Command Urinalysis Coordinator will report to the Legal Officer the names of personnel who did not provide a urine sample. Those personnel will be taken to the Branch Medical Clinic for evaluation.

g. All personnel checking ~~into~~ the command will be required to provide urine samples ~~within~~ three (3) days of checking in.

h. Observer Designation/Briefing

(1) All Branch Directors will be required to designate at least two male and two female observers in writing. Observers shall be E-5 and above with at least six months left on board with no prior nonjudicial punishment for the last two years or drug convictions. Observers are required to be at the testing site half hour prior to the urinalysis collection.

(2) All observers will be required to read and sign an observer briefing sheet, enclosure (1). This letter will be kept on file with a copy of the urine sample custody document, enclosure (2) for that day's testing. **NO ONE SHALL OBSERVE A URINALYSIS TESTING WITHOUT READING AND SIGNING AN OBSERVER BRIEFING SHEET.**

i. Collection Procedures

(1) The Command Urinalysis Coordinator shall prepare the Specimen Custody Document - Drug Testing DD Form 2624, enclosure (2) and the Urinalysis Register, enclosure (3) with the appropriate batch number (see enclosure (6)).

(a) Each box of twelve bottles is classified as a batch. Batch numbers will consist of four numbers starting with 0001.

(b) Individual specimen numbers will be numbered one through twelve and correspond with the urinalysis register, enclosure (3).

(2) The Command Urinalysis Coordinator shall prepare Bottle Labels as per enclosure (4).

(3) When the individual arrives at the testing site, the Urinalysis Coordinator will:

(a) Request for the individual's military ID card to log personal information on the Specimen Custody Document, Urinalysis Ledger and the Bottle Label.

16 MAY 1996

(b) Provide a bottle to the individual (females will be given two bottles, one with wide mouth bottle and one regular bottle), the individual must open the bottle and inspect for foreign matter.

(c) Instruct the individual to proceed to the appropriate head with an observer. The observer must have full sight of the bottle at all times.

(4) Direct Observation is Required. Male observers should ensure that male subjects use only the urinal, and female observers should ensure that the stall door is kept open with female subjects. The observer should stand to clearly view the urine actually entering the sample bottle. If wide-mouth containers are used for females, the observer should view the individual pouring the sample from the wide-mouth container into the urine specimen bottle. The individual is required to provide at least 60 milliliters (just over half a bottle). If the individual is unable to provide the sufficient amount on the first try, the sample and the bottle are kept in custody of the urinalysis coordinator, in full view of the member until he or she is able to provide the required amount. If the individual is unable to provide the balance of the urine sample during the prescribed testing period, the partial sample will be disposed and the bottle destroyed, and the individual will be escorted to Branch Medical Clinic for evaluation.

(5) After the collection, the filled bottle is returned to the Urinalysis Coordinator.

(a) At no time will the observer take possession of the bottle.

(b) At no time will the observer or the individual lose sight of the filled bottle.

(6) The individual will keep the filled bottle in his/her possession until the Urinalysis Coordinator instructs the individual to place the bottle on the table. The Urinalysis Coordinator will then ask the individual "IS THAT YOUR SAMPLE?" Once receiving a verbal "YES", the Urinalysis Coordinator, will inspect the color of the sample and feel the bottle for warmth. If a sample is suspected of being adulterated the Urinalysis Coordinator will notify the Legal Officer.

(a) The Urinalysis Coordinator, individual and observer will verify the data for accuracy and completeness on

the Specimen Custody Document, Urinalysis Register and Bottle Label. If all of the information is correct and complete, the Urinalysis Coordinator and the individual will then place the label on the bottle and the tamper resistance tape will be applied so that it overlaps the bottle label, extends over the top of the bottle and down the other side. At this point, the Urinalysis Coordinator will take custody of the specimen.

(b) The Urinalysis Coordinator will then tell the individual to sign above his/her printed name on Urinalysis Register. This certifies that the individual provided the specimen from his/her body during the test. Additionally, the individual will be asked if he/she is taking medication, if so, that information will also be annotated on the Urinalysis Register by the Urinalysis Coordinator.

(c) The observer will be required by the Urinalysis Coordinator to annotate the time of collection and to print and sign his/her name on the Urinalysis Register. This certifies that the individual provided the sample from their body during the test.

(d) The Urinalysis Coordinator will return the individual's military ID card. The individual is then free to leave the testing site.

j. Control of Specimens. The Urinalysis Coordinator shall maintain control of the urine specimens at all times. (See enclosure (2)).

(1) Upon the completion of the test, Urinalysis Coordinator will double check entries on the Bottle Label against the Specimen Custody Document and Urinalysis Ledger for accuracy and completeness.

(2) The urine specimens will be kept under lock and key by the Urinalysis Coordinator while awaiting pick-up and delivery by the Command Urinalysis Coordinator to the Navy Drug Screening Laboratory, San Diego, California. The copies of the Specimen Custody Document and Urinalysis Ledger will be placed inside the box.

k. Preparation and Transportation of the Specimens

(1) Upon the arrival of the Command Urinalysis Coordinator, the Branch Urinalysis Coordinator will turnover the custody of the urine specimens. (The Northern Branch Clinics

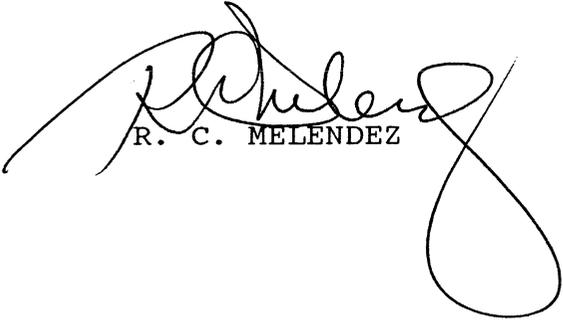
NAVDECENS DIEGO INST 5450.45

16 MAY 1996

will comply with reference (b) for mailing procedures). The Command Urinalysis Coordinator and the Branch Urinalysis Coordinator will review, compare and complete as appropriate the entries on the Bottle Labels, Specimen Sample Custody Document and Urinalysis Register. If there is a discrepancy, corrections will be made and initialed by the Branch Urinalysis Coordinator. Three copies of the Specimen Custody Document and one copy of Urinalysis Register will be made. One copy of the Specimen Custody Document will be placed inside the box and will then be sealed with packaging tape around all edges and the initial of the Command Urinalysis Coordinator and date will be written across the edge of the tape. The original Specimen Custody Document will be taped to the outside of the box. A copy of the Specimen Custody Document and the Urinalysis Register will be retained on file by the Command Branch Urinalysis Coordinators.

(2) Once all the boxes have been prepared, the urine samples are taken to the Navy Drug Screening Laboratory, Bldg 26, 2B, San Diego, CA 92134.

4. Forms. Specimen Custody Document - Drug Testing, DD Form 2624 is a standard stock item and may be ordered from the Navy Supply System (S/N 0102-LF-016-7600). The Command Drug Screening Program Urinalysis Register may be obtained from the Operating Management Department.



R. C. MELENDEZ

Dist:
List 1, Case 1, 2

NAVDENCENS DIEGO INST 5350.45
16 MAY 1996

Date: _____

MEMORANDUM

From: Command Urinalysis Coordinator, Naval Dental Center,
San Diego

To:

Subj: DESIGNATION AS A URINALYSIS PROGRAM OBSERVER

1. You have been appointed as a urinalysis observer for Naval Dental Center, San Diego, California.
2. Your duties and responsibilities as an observer are set forth in OPNAVINST 5350.4B, enclosure 4, dated 13 SEP 90 which includes:

- a. Be designated in writing by the Commanding Officer/
Branch Director.

- b. Accompany the individual being tested from the Coordinator's table to the head, observing the specimen bottle at all times.

- (1) MALES - Direct observation of the individual urinating into the specimen bottle, placing the lid on the bottle and ensuring the bottle is completely dry.

- (2) FEMALES - Direct observation of the individual urinating into the wide mouth bottle, transferring the urine into the specimen bottle placing the lid on the bottle and ensuring the bottle is completely dry and disposing of the wide bottle.

- (3) Accompany the individual being tested from the head to the coordinator's table, always keeping the specimen bottle in sight.

- (4) Urinalysis observers will sign the Urinalysis Ledger, certifying that the specimen contains urine provided by the individual and was not contaminated or altered in any way.

- (5) Only observe one person at a time.

3. You will NOT handle the urine specimen bottle at any time. The individual submitting the sample will hand the specimen

Enclosure (1)

NAVDENCENS DIEGO INST 5350.45

16 MAY 1996

directly to the coordinator. Individuals unable to provide a sufficient amount (60 milliliters or 3/4 full) will be required to drink plenty of fluid until they can provide a sufficient amount, if unable to provide a sample the individual will be taken to medical for further evaluation.

Signature
DTC USN

NAVDENCENS DIEGO INST 5350.4'5

16 MAY 1996

TESTING PREMISE	CODE
Inspection (Generic)	IO
Random Sample	IR
Unit Sweep	IU
Probable Cause	PO
Consent Test	VO
Rehabilitation	RO
Mishap Investigation	AO
Command Directed	CO
Medical	MO
New Entrant	NO
Other (All Others)	00

BLOCK 10 LEAVE BLANK

- This column to be left blank. For use by testing laboratory only

BLOCK 11 LEAVE BLANK

BLOCK 12 CHAIN OF CUSTODY (LINE (1)).

- a. DATE - Date of collection/shipment
- b. RELEASED BY - Signature and printed or typewritten name of the Urinalysis Coordinator having custody of samples.
- c. RECEIVED BY - Use only if physical change of custody is occurring prior to shipment. Otherwise leave blank. THE UNIT COORDINATOR IS THE RELEASER IN ALL CASES.
- d. PURPOSE OF CHANGE/REMARKS - Specify the mode of accountable transportation/system, i.e., HAND CARRIED TO NSDL SAN DIEGO CA, RELEASED REGISTERED MAIL.

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING

1. SUBMITTING UNIT NAVDENCEN SAN DIEGO, CA **2. ADDITIONAL SERVICE INFORMATION (Second Echelon)** COMNAVBASE SAN DIEGO, CA //00//

NAVDENCEN SAN DIEGO, CA NAVENVIRHLTHCEN NORFOLK, VA //CS//

3. BASE / AREA CODE **4. UNIT IDENTIFICATION CODE** **5. DOCUMENT / BATCH NUMBER** **6. DATE SPECIMEN COLLECTED (YYYY) (MM) (DD)**

7. SPECIMEN NUMBER **8. COMPLETE SSN** **9. TEST BASIS** **10. TEST INFORMATION** **11. PRESCREEN THC | COC**

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	E. DISC CODE	F. ACCESSION NUMBER	G. RESULT	

H. CERTIFICATION. I certify that I am a laboratory certifying official, that the laboratory results indicated on this form were correctly determined by proper laboratory procedures, and that they are correctly annotated.

(1) SIGNATURE **(2) DATE SIGNED** **(3) CERTIFYING OFFICIAL (Printed Name and Title)**

16 MAY 1996

**COMMAND Drug Screening Program
Urinalysis Register**

NAVAL DENTAL CENTER SAN DIEGO
8-August-1995 08:50:06
Random Testing

Date of Collection DD/M/Y	Batch and Spec#	Tested Member's SSN, Name, Signature	T P I	Observer's Signature Printed Name	Comments and Disposition
	Batch: 672		IR		
7/ 8/95	Specimen: 1				
	Batch: 672		IR		
7/ 8/95	Specimen: 2				
	Batch: 672		IR		
7/ 8/95	Specimen: 3				
	Batch: 672		IR		
7/ 8/95	Specimen: 4				
	Batch: 672		IR		
7/ 8/95	Specimen: 5				
	Batch: 672		IR		
8/ 8/95	Specimen: 6				
	Batch: 672		IR		
8/ 8/95	Specimen: 7				
	Batch: 672		IR		
8/ 8/95	Specimen: 8				
	Batch: 672		IR		
8/ 8/95	Specimen: 9				
	Batch: 672		IR		
8/ 8/95	Specimen: 10				
	Batch: 672		IR		
8/ 8/95	Specimen: 11				

NAVDENCENS DIEGO INST 5350.45

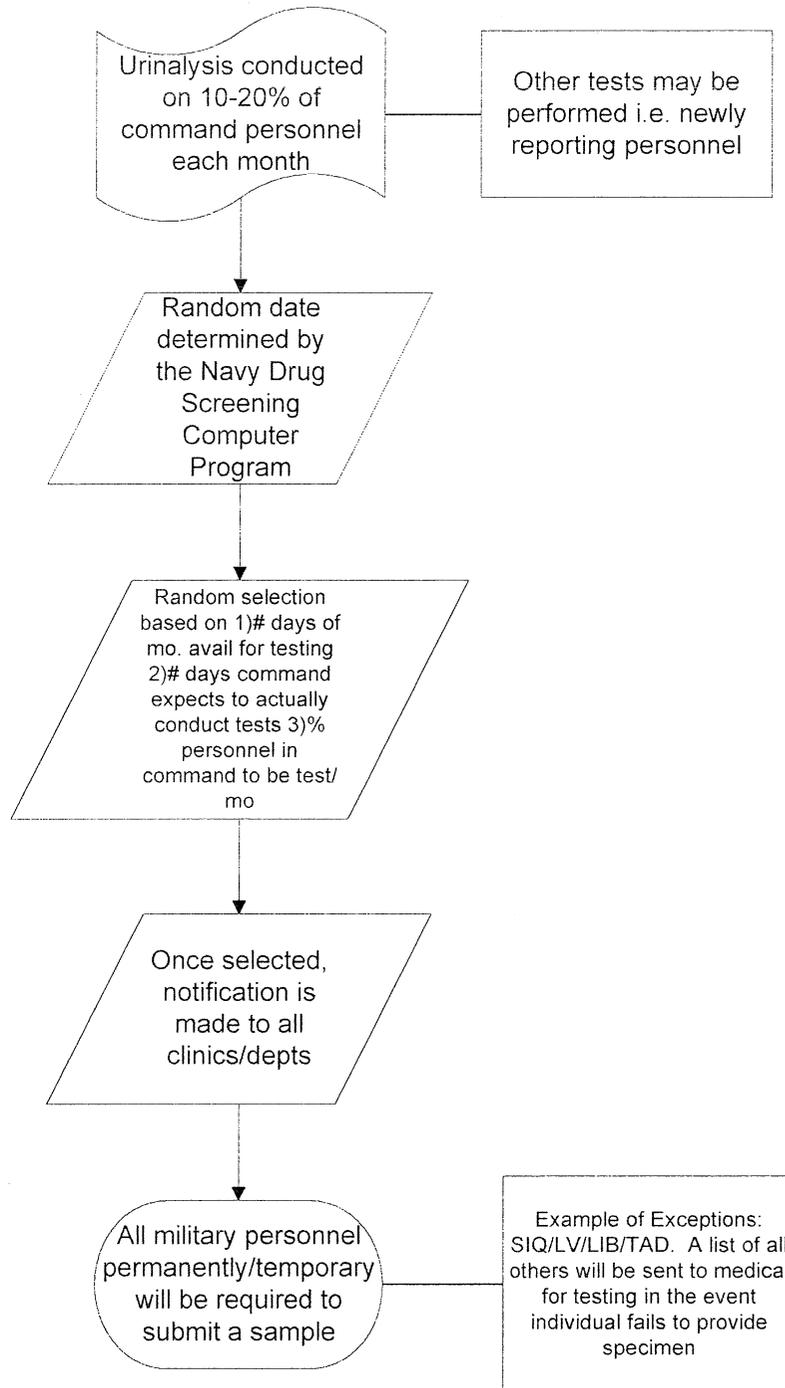
16 MAY 1996

BATCH:	_____	DATE:	_____
TPI:	<u>IR</u> _____	SPEC:	_____
SSN:	_____		
I:	_____	C:	_____

Enclosure (4)

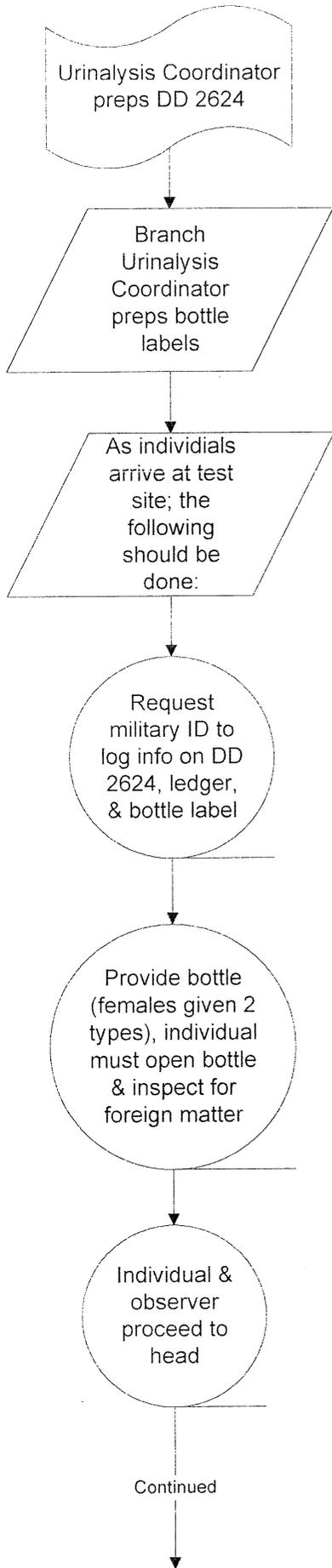
16 MAY 1996

NDC URINALYSIS SELECTION PROCEDURES



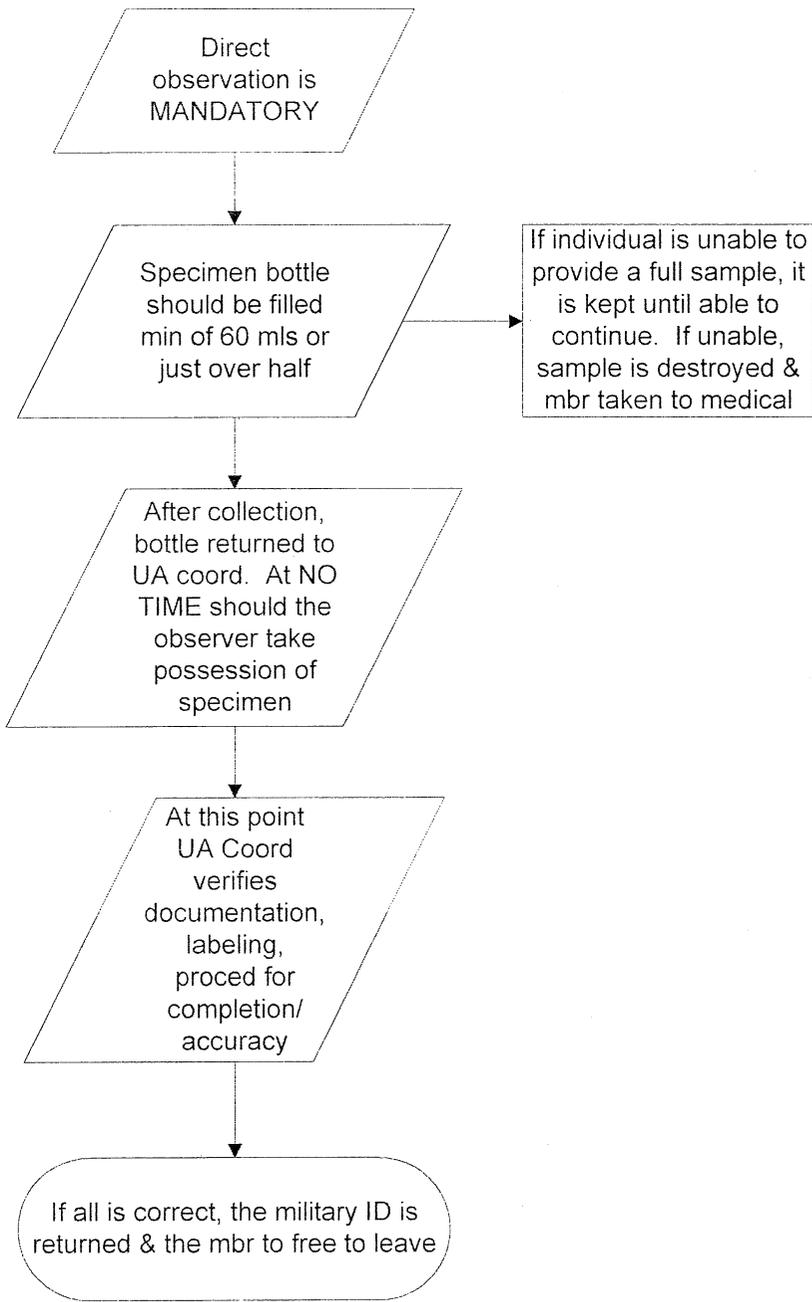
16 MAY 1996

NDC URINALYSIS COLLECTION PROCEDURES



16 MAY 1996

COLLECTION PROCEDURES CONTINUED



16 MAY 1996

NDC PROCESS
CONTROL OF URINE
SAMPLES

