

URINALYSIS PROGRAM COORDINATOR RESPONSIBILITIES

E-Mail reports to the Regional ADCO via Chain of Command. Quarterly Reports are due the 15th of the following month.

Command	Reporting Quarter <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th
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PROGRAM COORDINATOR

Name	Rank
E-Mail	Telephone Number

UPC RESPONSIBILITIES	YES	NO	REMARKS
Did UPC notify their Echelon 3 ADCO of their appointment as Command UPC?			
Does UPC access NADAP website: http://www.npc.navy.mil/CommandSupport/NADAP frequently to obtain information?			
Does UPC have a copy of MOU for test screening non-command personnel?			
Does the UPC have ADMITS and IFTDTL Programs access?			
Does the Command use Navy Drug Screening Program (NDSP) version 5.2 or greater? OPNAVINST 5350.4D Encl (2) pg. 15, 12. e. Is NDSP set to "randomize testing day selection" and is it checked on a daily basis to see if it is a testing day? Encl (2), pg. 10, 7a.			
Are all command personnel entered into the NDSP version 5.2 or greater program?			
Is the command conducting random urinalysis testing four times a month and a minimum of 15% of all assigned personnel under (IR) premise code? OPNAVINST 5350.4D Encl (2) pg. 8, 6. a.; Encl (2) pg. 9, 6. c. (2) & Encl (2), pg. 15, 12. c.			
Are all newly reported personnel tested under (IU) premise code within 72 hours of arrival? OPNAVINST 5350.4D Encl (2), pg. 10 (4).			
Is an end of fiscal year unit sweep conducted under (IU) premise code of all command personnel who have not been tested in the course of the current fiscal year? OPNAVINST 5350.4D pg. 18; Encl (2), pg. 2, 2 and Encl (2), pg. 6, 4. (2) (c).			

UPC RESPONSIBILITIES	YES	NO	REMARKS
<p>If command failed to test four times a month and the minimum 15% of assigned personnel, did the UPC contact their Echelon 3 ADCO to report noncompliance and corrective actions taken in the following month? OPNAVINST 5350.4D Encl (2), pg. 9, 6 a.</p>			
<p>If applicable, (commands with small number of assigned personnel), has command obtained written permission from echelon 2 command for testing less than four times a month? OPNAVINST 5350.4D, Encl (2), pg. 9, 6. c. (2).</p>			
<p>Are officers and chiefs used as UPCs and observers to greatest extent possible? OPNAVINST 5350.4D Encl (2), pg.15, 12. b.</p>			
<p>Does the UPC train assistants and observers? OPNAVINST 5350.4D, Encl (2), pg. 15, 12. b.</p>			
<p>Is the urinalysis premise properly identified? OPNAVINST 5350.4D, Appendix B to Enclosure (2), 1. a. (1) (e), pg. B-1 & 1. b. (5), pg. B-2.</p>			
<p>Is consent urinalysis, premise code VO, obtained in writing (practicable but not required)? OPNAVINST 5350.4D Encl (2), pg. 4, 4. a. (1).</p>			
<p>Are chain-of-custody procedures used when handling samples? OPNAVINST 5350.4D, Encl (2), pg. 11, 8 & Appendix B to Encl (2), B-1-B-4.</p>			
<p>Are correct specimen bottles being used: NSN 6640-165-5778 (male) or 6530-00-837-7472 (female)? OPNAVINST 5350.4D Appendix B to Encl (2) 1. a, pg.B-1.</p>			
<p>Are gum labels attached to the bottle (may be accomplished after sample is taken) in the presence of the member? OPNAVINST 5350.4D, Appendix B to Encl (2) 1. (2), pg. B-2.</p>			
<p>Does the UPC maintain a urinalysis ledger documenting date of collection (YYYY/MMM/DD), batch number, specimen number, member's SSN, testing premise, signature and printed name of the observer, signature of member, and identification of new batch number and specimen numbers if changed with printed name and signature of person making change and a witness? OPNAVINST 5350.4D Appendix B to Encl (2), 1, b, pg. B-2.</p>			

UPC RESPONSIBILITIES	YES	NO	REMARKS
<p>If there are two or less individuals providing urine, does the UPC act as UPC and observer and does not lose physical custody of samples from time of collection to mailing? If there are more than two individuals providing samples, does command provide observers? OPNAVINST 5350.4D Appendix B to Encl (2), 1. c. (1), pg. B-2.</p>			
<p>Does the UPC ensure each specimen is collected under direct observation of the same gender as the member providing the sample? Does observer sign the ledger certifying the specimen bottle which contains urine provided by member was not contaminated or altered? OPNAVINST 5350.4D Appendix B to Encl (2) 1. c., pg. B-2.</p>			
<p>Is the UPC, alternate UPCs and observers' samples submitted in a separate batch from all other command urine samples? Are samples for the UPC and alternates collected by a UPC whose sample is not being collected or a UPC from another command? OPNAVINST5350.4D Encl (2), pg. 15, 12. f.</p>			
<p>Does observer watch member urinate directly into the specimen bottle, place cap on the bottle, and deliver bottle directly to the UPC? Does observer never lose sight of the bottle or take possession of the bottle? Does observer sign ledger certifying the specimen bottle was not contaminated or altered? OPNAVINST 5350.4D Encl (2) pg. 10, 7b., Encl (2), 12. h. (3-5) pg.16, Appendix B to Encl (2) 1 c., pg. B-2.</p>			
<p>Are tested members required to report immediately to the test site and remain in a secured area until sample is provided? OPNAVINST 5350.4D, Encl (2) pg. 11, 7. c. & Encl (2) pg. 16 h.</p>			
<p>Are female samples transferred to specimen bottles under control of an observer? OPNAVINST 5350.4D, Appendix B to Encl (2), 1. c.(3), pg. B-3.</p>			
<p>Does member verify identifying information by signing ledger and initialing the specimen bottle label? OPNAVINST 5350.4D Appendix B to Encl (2), 1. d., pg.B-3.</p>			
<p>Are members required to provide picture ID (Common Access Card or Armed Forces ID card preferred)? OPNAVINST 5350.4D, Appendix B to Encl (2), 1. e., pg. B-3.</p>			
<p>Does the UPC receive specimen bottle from member and ensure it contains a minimum of 30 milliliters of urine and is not reopen? Does UPC initial the label in the member's presence? OPNAVINST 5350.4D appendix B to Encl (2), 1. f., pg. B-3.</p>			
<p>Does the UPC confirm data on DD 2624 (dates etc.) and verify that the information on the label and DD2624 match? Does UPC sign and date block 12 of DD2624 when collection of all samples is completed? OPNAVINST 5350.4D Appendix B to Encl (2) 1. g., pg. B-3.</p>			

UPC RESPONSIBILITIES	YES	NO	REMARKS
Are samples mailed off as soon as possible after collection? OPNAVINST 5350.4D Encl (2) pg. 17, i.			
If samples are stored overnight, are they secured with lock and key, refrigerated if possible and is this documented on the DD2624? OPNAVINST 5350.4D Encl (2) pg. 17, j.			
Are samples prepared for shipment using procedures in OPNAVINST 5350.4D Appendix B to Encl (2), 2., pgs. B-4 - B-7.			
Are samples transported using procedures in OPNAVINST 5350.4D Appendix B to Encl (2), 3., pgs B-7 - B-9?			
Does the UPC maintain custody or discard incomplete sample until such time as the member (who is kept in secured area) is able to provide the balance of the sample in the same bottle, or discard the partial sample and require the member to submit a full sample when able? OPNAVINST 5350.4D Appendix B to Encl (2), 1. i. pg. B-4.			
Are members who are unable to provide a sample during the collection period turned over to the MAA and remain under observation until a sample is provided or referred for medical examination? OPNAVINST 5350.4D Appendix B to Encl (2), 1. j. pg. B-4.			
Are all uncollected samples documented and given a reason for no collection or a due back date?			
Does the UPC access drug lab results from IFTDTL or messages (afloat command only)?			
Are the past 36 months of ledgers, DD 2624 forms and ITDTL/ messages on file?			
Does the UPC utilize a tickler to track all batches and specimens sent to and received by the drug lab?			

UPC RESPONSIBILITIES	YES	NO	REMARKS
Does the UPC have a list of all discrepancies reported via the drug lab for the past 6 months with solutions and follow-up dates?			
Has the UPC retested within 24 hours members identified in discrepancies?			
Have all members determined to be using, possessing, promoting, manufacturing, or distributing drugs and/or drug abuse paraphernalia been screened, disciplined as appropriate and processed for administrative separation and offered treatment if diagnosed as drug dependent (prior to separation)? OPNAVINST 5350.4D (4), h., pg. 5 & Encl (2) 1. d. pg. 2.			
If a positive urinalysis is determined not to be a drug abuse incident, has the command sent a letter to OPNAV (N135F) and the command's ISIC, Echelon 2/3 command? OPNAVINST 5350.4D Encl (2), 10. (2) pg. 13. Sample letter in Appendix D to Encl (2), pg. D-1.			
Are waivers submitted in accordance with OPNAVINST 5350.4D and CNIC Policy?			
Are members who wrongfully use controlled substance analogues (designer drugs, illicit use of anabolic steroids, and prescription and or/ over-the-counter drugs and medications, glue, air freshener, gasoline fume sniffing, herbal products, and other similar substances) subject to disciplinary action including violation of article 92, adverse administrative action, or both? OPNAVINST 5350.4D, Encl (2), 1. b. pg. 1.			
Is DAPA notified of all positive test results to prepare DAARs? Refer to #s 8 & 9 on DAPA checklist.			