



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL SUPPORT ACTIVITY, NORFOLK
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NORFOLK, VIRGINIA 23551-2419

NAVSUPPACTNORVAINST 5350.1

N7

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NAVSUPPACT NORFOLK INSTRUCTION 5350.1

Subj: COMMAND URINALYSIS PROGRAM AND PROCEDURES

Ref: (a) OPNAVINST 5350.4C
(b) SECNAVINST 5300.28C

Encl: (1) Technical Procedures for the Military Personnel Drug Abuse Testing Program
(2) Urinalysis Observation Procedures

1. Purpose. To promulgate policy and guidelines for utilization of the Urinalysis Screening Program administered by Naval Support Activity (NAVSUPPACT), Norfolk for Commander, U.S. Atlantic Fleet (COMLANTFLT) Headquarters Area program members who reside on the COMLANTFLT compound. This instruction is not intended to represent tenants or NAVSUPPACT Norfolk members who reside on other bases.

2. Cancellation. LANTFLTHEDSUPPACTINST/REGSUPPSVCSINST 5350.1.

3. Background. An individual, who is under the influence of a mind altering or central nervous system influencing drug, jeopardizes the very fiber of combat readiness, safety, discipline, judgment, and loyalty. The Urinalysis Program is a system of biomedical testing of urine samples to serve as a strong deterrent against drug abuse, monitor the status of personnel in drug rehabilitation programs, and provide statistical data on the prevalence and demographics of drug abuse.

4. Discussion. References (a) and (b) delegate specific guidance for and authorize use of the Urinalysis Program as an effective tool to deter drug abuse and aid in enforcing the Navy's "zero tolerance" policy.

5. Policy. Drug and alcohol abuse by Navy members can seriously damage their physical and mental health, jeopardize their safety and the safety of others, and can lead to criminal prosecution and discharge under less than honorable conditions. Drug and alcohol abuse detracts from operational readiness, and is inconsistent with Navy Core Values "zero tolerance" policy and initiatives to promote personal excellence and healthy

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lifestyles among Navy members. As required by references (a) and (b), it is the goal of the Navy to be free of the effects of drug and alcohol abuse. Commanders, Commanding Officers (COs) and Officers-in-Charge must exercise sound judgment in enforcing Navy drug and alcohol abuse policies and ensuring proper disposition of individual cases. They must analyze all available evidence to determine whether drug or alcohol abuse exists and will respond to unacceptable behavior or performance with appropriate corrective actions. Consistent enforcement of zero tolerance, regulations, and policies specified in this instruction by officers, enlisted leadership, and civilian supervisors is vital to the program's success.

6. Hours of Operation. Hours of operation for urinalysis collection are from 0800-1200, Monday through Friday, or as directed by the CO/Executive Officer (XO) on the date designated for collection.

7. Collection Procedures

a. All personnel designated to provide a urine sample will report to the Urinalysis Coordinator at the designated location in the uniform of the day and relinquish their military identification card (ID) to the coordinator.

b. All shift work personnel (unit sweep only) are required to report to the Urinalysis Coordinator no later than 1300 on the day of collection.

c. The individual(s) being tested will remain under observation by urinalysis personnel until they provide a urine sample.

8. Failure to Report for Testing

a. Should any designated personnel fail to report and relinquish their military ID card to the coordinator, their Department Head/Program Manager will be notified.

b. Personnel who fail to provide a urine sample within the command's prescribed collection period will be interviewed by a military medical authority to investigate the possibility of physiological or psychological problems. This interview will be performed within 48-hours of collection and documented in the member's service record.

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c. If failure to provide a sample is a chronic problem the member will be evaluated by a Medical Officer. If evaluation reveals there is no physical or psychological justification for refusal to provide a urine sample, disciplinary action may be taken.

9. Required Testing for Special Incidents. In addition to the Random Selection Urinalysis Program conducted per references (a) and (b), personnel assigned to NAVSUPPACT Norfolk throughout Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) and Unit Identification Codes under COMNAVREG MIDLANT who are turned over to base police or to a command representative as a courtesy turnover as a result of misconduct or who surrender or are apprehended after an unauthorized absence of 24-hours or more will submit to a urinalysis inspection. All personnel tested under this policy will be tested as a subgroup of the command unit on the basis of a random inspection examination.

10. Action. The Urinalysis Program is operated according to the following guidelines:

a. Security Officer

(1) Conduct the Urinalysis Program per references (a) and (b), local instructions, and as directed by the CO.

(2) Ensure the Urinalysis Coordinator(s) is/are and E-6 or above, designated in writing by the CO.

(3) Ensure Department Heads are informed within 30 minutes of daily muster/quarters or at any other time directed by the XO or personnel selected to participate in urinalysis testing.

(4) Investigate and document all positive urinalysis results.

(5) Provide the command Drug and Alcohol Program Advisor with documentation of all positive urinalysis results.

b. Administrative Officer. The Administrative Officer will provide the Security Officer with an updated personnel roster on a monthly basis.

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c. Department Heads/Program Managers

(1) Ensure all department/program personnel selected to participate in random or unit sweep urinalysis report to the Urinalysis Coordinator immediately following morning quarters, or within 30 minutes of notification by the Urinalysis Coordinator.

(2) Ensure that required male/female program or departmental observer(s) report to the Urinalysis Coordinator's designated collection area no later than 30 minutes prior to commencement of collection.

d. Urinalysis Program Coordinator (UPC)

(1) Administer the command Urinalysis Program.

(2) Maintain all urinalysis files.

(3) Ensure observers and assistant UPCs are properly trained.

(4) Maintain and update directives and instructions pertaining to the Urinalysis Program.

(5) Ensure command compliance with Navy requirements.

(6) Provide CO/XO with answers to questions regarding the Urinalysis Screening Program.

(7) Follow "Chain of Custody" procedures per enclosure (1).

e. Urinalysis Observer. The Urinalysis Observer will comply with guidelines prescribed by enclosure (2).


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TECHNICAL PROCEDURES FOR THE MILITARY PERSONNEL
DRUG ABUSE TESTING PROGRAM

1. Collection and Transportation of Urine Specimens

a. General

(1) Chain of custody procedures are designed to ensure the security of and accountability for specimens (and aliquots of specimens) during collection, transportation, testing, reporting, and final disposal of samples.

(2) The individual, directing a urine test being conducted, will identify the service member, work group, or unit (or part thereof) to be tested. A responsible individual, such as the Command Drug and Alcohol Program Advisor will be assigned to coordinate specimen collection. Additional responsible individuals will be appointed, as necessary, to act as Observers in the collection process.

b. Preparation for Specimen Collection. The Urinalysis Coordinator will:

(1) Ensure specimen bottles are available and each is new, clean, and properly prepared.

(2) Ensure each bottle has a label with the date collected, batch number, specimen number, individual's social security number, initials, coordinator's initials, and testing authority.

(3) Maintain a record, documenting the identifying information in paragraph 1.a.(1) of the enclosure, above the service members name and name of the designated Observer. The service members' signature is required to verify the urine in the bottle was provided by them at that time. (See paragraph 1.c.(2))

(4) Obtain bottles and other supplies, so the surprise aspect of random collections will not be compromised.

c. Collection of Specimens

(1) The Urinalysis Coordinator will ensure:

(a) Each individual tested presents proof of identity and each individual identified for testing is accounted for.

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(b) Each specimen is collected per the procedures established in this enclosure.

(c) The volume of urine collected exceeds 30 milliliters. Volumes below 30 milliliters may be tested; however, the low volume must be reported as a discrepancy.

(d) Enclosure (2) is completed, to include the applicable entries for any specimen, subjected to a field test.

(e) Each collection is observed by an Observer, who is a member of the same sex as the tested service member.

(f) Tamper-resistant tape must be placed over the top of the specimen bottle in the presence of the member and attached securely to the label. If possible, that tape should contact the label at both ends. Other types of tape or labels will not be used to secure the lid to the specimen bottle. If the tamper-resistant tape is not available, this will be stated on the collection document.

(2) The service member, submitting the specimen, will initial the bottle label, provide an unadulterated specimen for testing, and sign the corresponding entry in the Urinalysis Program ledger.

(3) Specimens from Urinalysis Coordinators and Observers will not be included in any collection, wherein the coordinator or Observer participated as an official. Urinalysis Coordinators and Observers must be included in a random sample-testing program, but collections and mailing must be completed by other qualified individuals.

d. Transportation of Specimens

(1) The Urinalysis Coordinator will perform the following:

(a) Ensure primary containers (specimen bottles) are securely sealed.

(b) Ensure each batch is enclosed in a leak proof secondary container.

(c) Ensure each secondary container contains sufficient absorbent material to absorb the entire specimen contents in case of leakage.

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(d) Ensure chain of custody documentation is shipped with specimens and each mailing or shipping package is sealed with signature of the coordinator over the seal to ensure integrity of specimens. This requirement applies to all methods of transportation, including hand-carried specimens.

(e) Ensure each specimen collected is forwarded for testing expeditiously. A specimen, field-tested negative may be sent to the drug testing laboratory for further testing or discarded.

(2) Packages will be transported to the drug-testing laboratory using regular mail of the United States Postal Service (USPS), which meets chain of custody requirements and should be used unless unusual circumstances prevail. Specimens mailed through the USPS must meet the packaging requirements contained in reference (a). Under other circumstances, specimens may be shipped by:

(a) Certified or registered mail.

(b) Military Airlift Command.

(c) Commercial air freight, air express, or surface transportation (specific packaging requirements must be met); or

(d) Hand delivery.

(3) Nothing in subsection 1.a. through subparagraph 1.d.(2)(d), of this enclosure, above, will be construed to invalidate transmittal by means other than those in paragraph 1.d.(2) of this enclosure, above, if there is an otherwise valid chain of custody.

URINALYSIS OBSERVATION PROCEDURES

1. Per reference (a), no person or individual conducting the assigned duties as an Observer, will physically handle any bottles during urinalysis. The following procedures will be understood and acknowledged by the Observer.

a. Strict adherence to direct observation policy during urine collection prevents most countermeasures (substitution, dilution, adulteration).

b. An Observer will escort the participant to the area designated for specimen collection.

c. The Observer will position himself/herself so they can see the urine leave the body, and enter the specimen bottle immediately after the sample is provided. The Observer will maintain eye contact on the bottle until it is released to the Urinalysis Coordinator.

d. For female personnel, the urine may be collected in a wide-mouth bottle and transferred into the specimen bottle.

e. The Observer will observe the service member urinating into the wide-mouth bottle, transferring the urine to the specimen bottle, placing the cap on the bottle, disposing of the wide-mouth bottle, and delivering the specimen bottle directly to the Urinalysis Coordinator.

f. After the participant has provided a sample, the Observer will then escort the participant and sample back to the Urinalysis Coordinator.

g. The Observer will witness the participant initial all areas specified by the Urinalysis Coordinator. The Observer will witness the participant sign the ledger and will sign the ledger acknowledging the Observer did in fact witness the participant fill the bottle with his/her own urine.

h. At no time, during the procedure, will the Observer touch or handle urine bottles.

i. All Observers are subject to testify at court-martials, if needed.

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j. If the Observer suspects the participant has diluted, adulterated, or substituted a sample, they will notify the Urinalysis Coordinator.

2. I _____ have read and understand
(RATE AND FULL NAME)
the procedures as set forth above and will comply with all set standards. Failure to comply with the above procedures will result in disciplinary action.

Witness

Date

Observer

Date