



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL BASE SAN DIEGO
3455 SENN ROAD
SAN DIEGO, CALIFORNIA 92136-5084

NAVBASESANDIEGOINST 5350.3E
NOOMG

JUL 29 2010

NAVBASE SAN DIEGO INSTRUCTION 5350.3E

Subj: URINALYSIS TESTING POLICY AND RELATED PROCEDURES

Ref: (a) OPNAVINST 5350.4D

Encl: (1) Request for Urinalysis Support
(2) Approval for Urinalysis Screening
(3) Urinalysis Testing Procedures
(4) Urinalysis Observation Procedures
(5) Urinalysis Observer Briefing Sheet
(6) Urinalysis Sample Register
(7) Specimen Custody Document (DD Form 2624)
(8) Justification of no shows.

1. Purpose. To update operating procedures for urinalysis testing of service members.

2. Cancellation. NAVSTASDIEGOINST 5350.3D. This is a complete revision and should be read in its entirety.

3. Background. Reference (a) prescribes instructions for proper urinalysis testing procedures. Urinalysis testing procedures for Naval Base San Diego (NBSD) shall be conducted as outlined in enclosures (1) through (7).

4. Applicability. This instruction applies to all military members assigned to NBSD and tenant commands for which NBSD provides urinalysis testing as agreed to by formal correspondence (enclosures (1) and (2) refer).

5. Policy

a. Goal. Twenty to 40 percent of all NBSD and tenant command personnel are required to provide a urine sample every month, across a minimum of four days per month. Unit sweeps are, although no longer mandated, an effective detection and deterrence tool and are recommended for use by all commands. Commands may submit up to five unit sweeps per fiscal year. Commands are required to conduct an end of the fiscal year unit sweep of all individuals not tested in the course of the fiscal year.

b. Administrators. The Urinalysis Program Coordinator(s) (UPC) and observers are prohibited from processing and packaging their own samples or having their sample included in the same batch of those tested or observed.

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Should any of the above personnel be required to provide a sample, alternate qualified personnel shall be utilized to administer and oversee collection of those samples.

c. Newly reported personnel. Newly reporting personnel assigned to NBSD and tenant commands for which NBSD provides urinalysis testing shall report to the Chief Master-at-Arms (CMAA) office for testing to building 72 within 72 hours of reporting, where their name and social security number shall be entered into the Navy Drug Screening Program (NDSP) database. Commands outside NBSD requesting urinalysis support must complete enclosure (1) and submit to NBSD CMAA office. Enclosure (2) will be returned to requesting command.

d. Unauthorized absence (UA) personnel. All personnel returning from UA of 24 hours or greater shall be required to provide a unit sweep (IU) premise sample.

(1) During normal working hours, departments are responsible for notifying the UPC when an individual returns from UA of 24 hours or greater. Furthermore, a department representative is required to immediately escort the service member to the CMAA office.

(2) After normal working hours, the Command Duty Officer (CDO) shall notify the CMAA if a member has returned from UA of 24 hours or greater. The UPC shall ensure urinalysis testing is conducted as soon as practicable after the member returns to NBSD.

e. Types of Urinalysis Testing and Authority to Conduct (premise codes in parenthesis)

(1) Search and seizure

(a) Tests conducted with member's consent (VO).

Members suspected of having unlawfully used drugs may be requested to consent to urinalysis testing. Prior to requesting consent, the command representative should advise the member he or she may decline to provide a sample. Where practicable, consent should be obtained in writing. Article 31(b) Uniform Code of Military Justice (UCMJ) warnings are not normally required in such cases provided that no other questioning of the member takes place.

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(b) Probable cause tests (PO). Urinalysis testing may be ordered whenever there is probable cause to believe a member has committed a drug offense and a urinalysis screen will produce evidence of such offense. Probable cause is defined as a reasonable belief. If a member declines to provide a urine sample, CO NBSD, or other officer with command authority, may order a test if probable cause exists. The member's declaration of drug use constitutes probable cause to suspect an offense has been committed. In any case, consultation with a Judge Advocate on issues of probable cause is strongly encouraged.

(2) Inspections authorized by CO NBSD. CO NBSD may order urinalysis inspections just as he/she may order any other inspection to determine and ensure security, military fitness, and good order and discipline of the command. CO NBSD may use any method of selecting service members or groups of members for urinalysis inspection, including, but not limited to:

(a) Random Selection (IR). Random selection of individual service members from either the entire unit or any identifiable segment or class of that unit. Examples of identifiable segments include a department, division, work center, watch section, barracks, all non-rated, all officers or all personnel who have reported for duty in the past month. To enhance the deterrent value of such testing, testing programs should be designed so a service member's chance of selection remains constant throughout the testing period.

(b) Unit Sweep (IU). Unit sweep is a urinalysis screen of an entire unit or selection, random or otherwise, of an entire sub-unit or identifiable segment of a command. Examples of a sub-unit include an entire department, division, or watch section; all personnel within specified paygrades; all newly reporting personnel; or all personnel who surrender or are apprehended after UA. A unit or sub-unit urinalysis inspection should not be conducted as a subterfuge to search a specific service member.

(3) Fitness for duty testing

(a) Command-directed tests (CO). Urinalysis testing should be ordered whenever a member's behavior, conduct or involvement in an accident or other incident gives rise to a reasonable suspicion of drug abuse and a urinalysis test has not been conducted on a consensual (VO) or probable cause (PO) basis.

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Command-directed tests shall be ordered by CO NBSD or other officer who has succeeded to command per U.S. Navy Regulations (1990). The authority to authorize a command-directed urinalysis test may not be delegated to another authority, including the Executive Officer and/or CDO. Reasonable suspicion may be generated by a member's involvement in:

1. A serious accident or incident, in which unusually careless acts were performed.

2. A motor vehicle offense involving excessive speed, loss of control of vehicle, reckless driving or driving under the influence of alcohol.

3. Fights, assaults, disorderly conduct, disrespect to superiors, willful disobedience of orders and similar incidents of misconduct.

4. Bizarre, unusual, or irregular behavior.

5. Alcohol incident.

(b) Mishap Investigation tests (AO). CO NBSD may order urinalysis testing in connection with any formally convened mishap or safety investigation. Results of such tests may not be used for punitive action taken by the Department of the Navy against the member. Results of such tests that are positive for drug abuse, however, shall be used for administrative separation processing.

f. Should a member be unable to provide a sample during the command's prescribed collection period, the member shall be examined by a military medical authority to investigate the possibility of physiological or psychological problems. The examination should be completed the same day of the collection and documented in the member's medical record. If failure to provide a sample is a chronic problem, the member shall be referred to the Medical Treatment Facility for appropriate action.

g. Failure to provide an adequate sample when required to do so may result in violation of UCMJ Article 92 - Failure to Obey an Order or Regulation.

6. Responsibilities

a. The CMAA and Assistant CMAA shall be the UPC and the Assistant UPC respectively. All UPC's shall be designated

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in writing per reference (a). The UPC shall be responsible for ensuring observers are properly trained per reference (a).

b. The UPC and observer(s) are responsible for reviewing the contents of reference (a) on a quarterly basis.

c. Observer duties shall be completed by personnel E-4 and above.

Their service records shall be reviewed by the CMAA prior to being assigned these duties. Records shall be reviewed for any possible disqualification from this assignment.

d. The UPC and observer(s) shall follow testing procedures as outlined in reference (a) and enclosures (3) and (4).

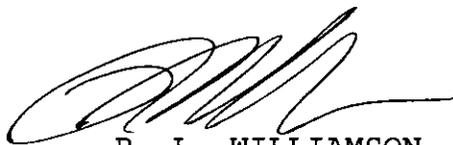
e. There will be one key maintained for the locked specimen refrigerator located in the CMAA office. The UPC shall maintain that key. Care shall be taken to ensure neither the CMAA or the Assistant CMAA maintains custody of key when they provide a sample that is being stored in the refrigerator.

7. Testing premise. Per reference (a), the following testing premise codes are the only codes authorized to be utilized for any urinalysis test:

a. Search and Seizure. VO - Consent, PO - Probable cause testing.

b. Inspections. IR - Random samples, IU - Unit sweep/UA returnee of more than 24 hours.

c. Fitness for Duty. CO - Command directed, AO - Mishap investigation.



R. L. WILLIAMSON

Distribution:
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URINALYSIS TESTING PROCEDURES

1. Testing dates. Testing dates shall be determined by utilizing the computer-based NDSP. The UPC shall maintain the NDSP database. The UPC shall check the database daily on normal working days for testing dates. All personnel assigned to NBSD, including tenant command personnel that participate in NBSD's program, shall be listed in this database and shall be subject to random and unit sweep urinalysis testing.

2. Testing process. The following process shall be utilized:

a. The CMAA shall notify Department Heads and those commands who have requested and been approved to participate via enclosures (1) and (2), with a list of personnel required to provide a sample no later than 0800 on the date of test.

b. No one is allowed in the CMAA office during the urinalysis testing process except the coordinator, an observer and the service member providing a sample.

c. Once notified, providers are to report immediately with their Armed Forces Identification Card to the CMAA office in building 72, or designated appropriate site. Those that report after 0900 could face disciplinary action if no justification is provided. Personnel reporting for testing shall wait in a prescribed area where they shall be monitored until an adequate sample can be obtained.

d. All personnel shall surrender their Armed Forces Identification Card to the UPC, who shall retain it until an adequate sample is obtained.

e. Before any testing begins, the observer(s) shall read and sign the Urinalysis Observer Briefing Sheet, enclosure (5).

f. When a service member states he or she is ready to provide a sample, the UPC shall instruct the member to step up to the desk and retrieve an empty specimen bottle. The UPC shall have the provider inspect the bottle to ensure it is clean and dry inside without sticking anything into or blowing inside the bottle. If the provider is satisfied with the bottle, the provider shall then reseal the bottle. If the provider is not satisfied with the bottle, the bottle shall be discarded and the provider shall get another bottle.

g. The coordinator shall inform the provider that a minimum 30ml specimen is required. Since the specimen bottles are not

Enclosure (3)

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labeled for 30ml, the UPC shall point out an approximate 30ml level and a medically certified bottle filled with 30ml of water will be available for correct measurement if needed.

h. The coordinator shall direct the provider to carry the bottle over their right shoulder and keep it in the observer's sight at all times. The coordinator shall then direct the observer to escort the provider to the designated head. The observer shall direct the provider to an empty stall or urinal.

i. Male observers should ensure male members use the urinal. The observer must stand in a position to clearly view urine leave the body and actually enter the specimen bottle. For males, a 90 degree angle is recommended. Female observers should ensure the stall door is kept open for female members. Direct view observation is recommended. If wide-mouth containers are used for females, the observer shall also view the individual pouring the sample from wide-mouth container into the urine specimen bottle. After the provider is done providing the sample, the observer shall watch the provider replace the cap onto the bottle.

j. The observer shall ensure the cap is placed back on the urine sample bottle and secured prior to allowing the provider to wash his or her hands. The observer shall maintain a constant line of sight with the bottle while the provider returns to the UPC collection point.

k. If a partial sample is collected (less than 30ml), the UPC shall either maintain custody of the incomplete sample or instruct the provider to discard the partial sample and require the provider to submit a full sample when the provider is able. The provider shall return to the waiting area until an adequate sample can be obtained.

l. The coordinator shall inform the provider to place the bottle on a designated place on the table in front of the coordinator. The coordinator shall ensure the sample bottle contains a minimum of 30ml. The coordinator shall then ask the observer the following questions:

(a) Did you ever lose sight of the bottle? If observer's answer is YES, sample is rejected, if answer is NO, the coordinator will ask;

(b) Did you ever take possession of the bottle? If observer's answer is YES, sample is rejected, if answer is NO, the coordinator will ask;

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(c) Did you witness urine leaving the body and enter the bottle? If observer's answer is NO, sample is rejected, if answer is YES, coordinator will continue with the collection process.

m. The coordinator shall ask the provider, "Is that your urine in the bottle?" Any answer other than an affirmative response shall result in the bottle being rejected and properly disposed. If provider states "yes," the coordinator shall verify the provider's Armed Forces Identification Card, recite the entire label and the provider's register line to provider to indicate a match.

n. The provider shall verify the information contained on the label and if correct, initial the label. The coordinator shall then initial the label. The coordinator shall ask the provider, "Is this your label?" If the provider's answer is YES, then, in the provider's presence, the coordinator shall place the label on the bottle and place a tamper resistant seal over the top of the label. If the provider's answer is NO, then the sample is rejected.

o. The coordinator shall place the sample in the batch box.

p. The coordinator shall ensure the register, enclosure (6), is complete. If the information is correct, both the provider and the observer shall sign their names in the appropriate boxes. The coordinator shall return the Armed Forces Identification Card to the member.

q. Upon completion of the day's testing, the Specimen Custody Document(s) (DD Form 2624) enclosure (7), shall be completed by the coordinator per reference (a). The coordinator shall have a second person verify sample(s), paperwork, and entries. If sample(s) cannot be taken to the lab on the same day of the test, sample(s) shall be placed into the locked urinalysis refrigerator located in the CMAA office until the next working day. The batch shall be sealed with masking tape with the coordinator's signature over the tape and on top of the box to ensure specimen integrity. One copy and original Specimen Custody Document, enclosure (7), are required. The original Specimen Custody Document is hand-carried with the batch box by the coordinator to the lab.

r. Any change of custody of samples shall be documented on the Specimen Custody Document(s), enclosure (7).

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URINALYSIS OBSERVATION PROCEDURES

1. Policy. Direct observation is critical to the success of the Navy's drug testing program. Frequent random testing coupled with strict monitoring is paramount to an effective drug surveillance program.

a. Prior to any testing, all observers shall read and sign the Urinalysis Observer Briefing Sheet, enclosure (5).

b. The coordinator shall direct the provider to keep the specimen bottle in the observer's sight at all times. The coordinator shall direct the observer and the provider to the designated urinalysis head.

c. Every effort shall be made to have a one-to-one ratio of observer to provider. However, circumstances may dictate use of one observer to more than one provider. It is imperative that in this instance the observer be able to directly see urine leave the body and enter the collection bottle of each provider.

d. The observer shall never touch the sample bottle.

e. The observer shall stand in a manner to directly observe urine depart the member's body and enter the specimen bottle. When used, female observers shall also observe female providers pouring the sample from wide-mouth containers into the small specimen bottle.

f. The observer shall ensure the cap is placed back on the urine sample bottle and secured prior to allowing the provider to wash his or her hands. The observer shall ensure no foreign object comes into contact with, or is inserted into, the bottle before it is returned to the CMAA office..00

g. Once collection is complete, the observer shall escort the provider back to CMAA office. If the observer has any doubts or suspicions as to how the provider provided the sample, the observer shall inform the coordinator of their concerns.

h. After the provider has signed the register, the observer shall sign the register.

i. Failure to follow procedures shall constitute a violation of UCMJ, Article 92 - Failure to Obey an Order or Regulation.

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URINALYSIS OBSERVER BRIEFING SHEET

1. Your responsibilities as Urinalysis Observer are set forth in OPNAVINST 5350.4C and reemphasized as follows to ensure maximum uniformity and effectiveness of collection procedures for urine specimens.

OBSERVE ONLY--AT ALL TIMES, NEVER TOUCH ANY PART OF THE URINE SPECIMEN BOTTLE.

a. The observer shall:

(1) Ensure and/or inform each member they will not be allowed to do any of the following:

(a) Wear coats, overalls, sweaters and if in camouflage utility uniform, member must remove blouse.

(b) Smoke, chew, dip and/or drink.

(c) Let specimen bottle leave their sight.

(2) Remind each member he/she must urinate enough to fill specimen bottle to 30ml. Since bottle is not marked for 30ml, a medically certified specimen bottle filled with 30ml of water for accurate measurement will be available.

(3) Directly observe member removing lid from specimen bottles.

(4) Ensure member turns or positions their body at an angle so the observer can see fluid leave the member's body and enter the specimen bottle and then place the lid securely on the bottle. For female personnel, urine may be collected in a wide-mouth bottle and then transferred to the specimen bottle. The female observer shall observe the member urinating into the wide-mouth bottle, transferring urine into the specimen bottle, placing the cap securely on the bottle, and disposing of the wide-mouth bottle.

Signature of Command Observer

Date

Signature of Urinalysis Program Coordinator

Date

Enclosure (5)

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Appendix E

Drug Testing Program
Urinalysis Register

Global, UIC 00015
08/28/2001 3:01:21 PM
Probable Cause

Date of Collection T/D/M/Y	Batch and Specif	Tested Member's Printed Name, SSN, Signature	TP1	Observer's Printed Name and Signature	Comments and Disposition
28/08/2001	Batch: Spec: 0007 001	PO1 Biggsstaff, Michael <i>Michael Biggsstaff</i>	PO	MAJ Bill Moore <i>Bill Moore</i>	
28/08/2001	Batch: Spec: 0007 002	PO3 Boss, Ops <i>Bill Moore</i>	PO	MAJ Bill Moore <i>Bill Moore</i>	
28/08/2001	Batch: Spec: 0007 003	CPO Chipper, Paul <i>Paul Chipper</i>	PO	MAJ Bill Moore <i>Bill Moore</i>	
28/08/2001	Batch: Spec: 0007 004	SA Chippie, Daryl <i>Daryl Chippie</i>	PO	MAJ Bill Moore <i>Bill Moore</i>	
28/08/2001	Batch: Spec: 0007 005	PO2 Drigger, Tall <i>No Sample Provided</i>	PO		Authorized Leave

FF

Enclosure (4)

12. CHAIN OF CUSTODY		LAH		THRU		INSTRUCTIONS			
DATE (YYMMDD)	RELEASED BY	SIGNATURE	RECEIVED BY	PURPOSE OF CHANGE / REASONS	BLOCK	URA	USBRIC	USAF	
(1)	SIGNATURE NAME T. R. DUNN MAC USS MOORE	SIGNATURE NAME M. L. CARR YNC USS MOORE	Transfer Custody	1 SUBMITTING UNIT ADDITIONAL SERVICE NUMBER (SECOND ECHELON)	Message address of unit submitting via teletype	Do not use.	Message address of submitting unit reports administratively.	Optional. May be used to identify the base POC.	
(2)	SIGNATURE NAME M. L. CARR YNC USS MOORE	SIGNATURE NAME M. L. CARR YNC USS MOORE	Lab Shipment U.S. Mail	2 BASE/AREA CODE	Service code area.	Do not use.	Leave blank. For future use.	Non-acknowledged items (P123). Composites for first four characters of the full 10-character number (P1234).	
(3)	SIGNATURE NAME M. L. CARR YNC USS MOORE	SIGNATURE NAME M. L. CARR YNC USS MOORE		4 UNIT IDENTIFICATION CODE	Unit Identification Code (ASC or PUSC) of unit	Do not use.	Leave blank.	Do not use.	
(4)	SIGNATURE NAME	SIGNATURE NAME		6 DOCUMENTATION NUMBER	Enter the locally assigned identification number. Do not use.	Do not use.	Enter the locally assigned identification number. Do not use.	3-digit alphanumeric sequence in the upper right corner of the label. (BL, 001). Composites for first four characters of the full 10-character identification number. Do not use.	
(5)	SIGNATURE NAME	SIGNATURE NAME		7 DATE SPECIMEN COLLECTED	Enter the four-digit year, two-digit month, and two-digit day that specimens were submitted by submitting unit.	Use number pre-printed on form	Enter the four-digit year, two-digit month, and two-digit day that specimens were submitted by submitting unit.	Enter 3-digit compressed specimen number (last 3 characters of full BEIN).	
(6)	SIGNATURE NAME	SIGNATURE NAME		9 COMPLETE BEIN	Full BEIN of person from whom sample obtained.	Full BEIN of person from whom sample obtained.	Indicate the testing process to conduct the collection.	Enter 3-digit compressed specimen number (last 3 characters of full BEIN).	
(7)	SIGNATURE NAME	SIGNATURE NAME		10 TEST INFORMATION	Indicate the testing process to conduct the collection.	Leave blank.	Indicate the testing process to conduct the collection.	Enter 3-digit compressed specimen number (last 3 characters of full BEIN).	
(8)	SIGNATURE NAME	SIGNATURE NAME		11 PRESERVEN	Indicate the testing process to conduct the collection.	Leave blank.	Indicate the testing process to conduct the collection.	Enter 3-digit compressed specimen number (last 3 characters of full BEIN).	
(9)	SIGNATURE NAME	SIGNATURE NAME		12. CHAIN OF CUSTODY (LINE 1)	DATE - Date of collection/shipment. RELEASED BY - Name of person releasing the custody. RECEIVED BY - Use only if physical change of custody is occurring prior to shipment. PURPOSE OF CHANGE/REMARKS - Specify the mode of accurate transportation system used in only specimens in the lab. Note: Each change of custody requires line number signature in line (9) RELEASED BY and (9) RECEIVED BY blocks to document change in custody with contact in block (9). If a contribution sheet is necessary, it must contain information/signature of block (9) - (9).	Leave blank.	Indicate the testing process to conduct the collection.	Enter 3-digit compressed specimen number (last 3 characters of full BEIN).	
(10)	SIGNATURE NAME	SIGNATURE NAME		13. DAMAGE TO SHIPPING CONTAINER / DISCREPANCIES					

NAVBASESANDIEGOINST 5350.3E

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REQUEST FOR URINALYSIS SUPPORT

From: (Requesting Command Name)
To: Commanding Officer, Naval Base San Diego
Subj: REQUEST URINALYSIS SUPPORT FOR (Command Name)
Ref: (a) NAVBASESANDIEGOINST 5350.3E
Encl: (1) Command Roster (List all names to be tested)

1. Per reference (a), request the personnel listed in enclosure (1) be allowed to participate in Naval Base San Diego's Urinalysis Program. (State reason why).

2. (Requesting command name) military check-in/out sheet will include designated Master-at-Arms Staff. All newly reporting and departing military personnel will check in and out with the designated Master-at-Arms Staff.

3. Thank you for your attention and cooperation in this matter. If you have any concerns or questions, please contact (add POC and phone # here).

I. M. COMMANDING

Enclosure (1)

NAVBASESANDIEGOINST 5350.3E

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APPROVAL FOR URINALYSIS SCREENING

From: Commanding Officer, Naval Base San Diego
To: (Requesting command name here)

Subj: REQUEST FOR URINALYSIS SCREENING SERVICE

Ref: (a) Your ltr XXXX Ser XX/XXX of XX XXX XX

Encl: (1) NAVBASESANDIEGOINST 5350.3E

1. Your request in reference (a) to provide urinalysis program for your command is approved.

2. Enclosure (1) outlines operating procedures for urinalysis testing on board Naval Base San Diego and should be reviewed by all personnel participating. Provide an updated personnel roster to the Command Master-At-Arms on a quarterly basis or whenever personnel changes occur.

3. Naval Base San Diego point of contact at (619) 556-6984.

I. M. COMMANDING

Enclosure (2)

JUSTIFICATION OF NO SHOWS

NAVBASESANDIEGOINST 5350.3E

DATE

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MEMORANDUM

From: Department Head/LCPO _____
To: Command Urinalysis Coordinator

Subj: JUSTIFICATION OF NO-SHOWS

Ref: (a) NAVBASESANDIEGOINST 5300.3E

1. Per reference (a), the following justifications, (leave, liberty, TAD, deployed, SIQ) are provided for the below named personnel who were unable to provide a urine sample on (Test Date).

<u>NAME</u>	<u>SSN</u>	<u>JUSTIFICATION</u>	<u>DUE BACK</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

Department Head / LCPO Signature _____.

***Please return this enclosure to the Command Urinalysis Coordinator's Office, Bldg. 72, Room 225, no later than 1130 today.**

Enclosure (8)