

## Urinalysis Collection Related FAQs

### 1. What are common problems to be concerned about in urine sample collection and preparation of documents?

Answers:

- Incorrect or missing entries on Custody Document (e.g., UIC, RUC, Unit PLAD and/or second echelon). Specimen listed but not sent; should be lined through the SSN and the correction initialed and dated.
- SSNs on label and Custody Document do not match.
  - o Too few digits.
  - o Too many digits.
  - o Two (2) digits transposed.
- Failure to include locally derived 4 digit batch and 3 digit specimen number on the bottle label and/or Custody Document.
- Illegible information written in water based felt tipped pen instead of ballpoint pen or indelible ink.
- Failure to line through, initial, and date custody documentation relative to urine specimens not forwarded to the NDSL.
- Failure to date block 12(a) and sign block 12 (b) of the Custody Document.

### ATTENTION TO DETAIL IS REQUIRED!

### 2. Where can I find a list of discrepancy codes? Did you receive a discrepancy code and not know what it means?

Answer: The discrepancy codes are the same for all the DoD drug testing laboratories. A table of all laboratory discrepancy codes can be found at [http://www.nmcphc.med.navy.mil/Field\\_Activities/ndtp\\_discrepancy.aspx](http://www.nmcphc.med.navy.mil/Field_Activities/ndtp_discrepancy.aspx)

### 3. What does the “Package Unsigned” discrepancy mean?

Answer: The Urinalysis Program Coordinator's (UPC) signature was not present on the seal of the box. (See the UPC Handbook link on this website)

### 4. How do I avoid being assigned a “SPEC BOTT PRESENT NOT RECORDED ON DD FORM 2624, TESTED” discrepancy?

Answer: Before the box is sealed take a minute to go back and compare the bottles against the DD Form 2624 to ensure all the information is correct. Pay special attention to any specimen numbers that have been lined out in error. Many times a command has lined out a Social Security Number and specimen number stating that the sample is not in the box when it really is there.

**5. How can I prevent receiving a Unit Identification Code/RUC is incorrect discrepancy?**

Answer: To avoid this discrepancy, make sure that the address in block 1 of the DD Form 2624 belongs to the UIC/RUC given in block 4. Many times our database shows a different UIC/RUC for the Command listed in block 1 of the DD2624 form. If your UIC/RUC or the message address where you receive your naval messages has changed, please send contact the Laboratory to update your database entry. We do not make changes to the database based on the information on the DD2624 form.

**6. What is the best way to contact someone if I have any further questions about my getting messages, or discrepancies noted on the messages?**

Answer: The Support Services Department can be reached at (904) 542-7755 x130 Monday through Friday from 0600 to 1730 (EST). Additionally, you can e-mail any requests to e-mail [usn.ndsljx@mail.mil](mailto:usn.ndsljx@mail.mil).

**7. How can we prevent leakage?**

Answer: Many times a Command may take great care in preparing their samples for shipment and still may have leakage. Bottles sometimes leak that are no fault of the Urinalysis Coordinator. Submitting Commands are strongly recommended not to individually wrap specimens. The preferred method is to use the larger 12 specimen bag. Refer to the UPC Handbook link on this website.

**8. What does "SSN does not match" mean?**

Answer: When the Social Security Number (SSN) on the bottle label does not match the SSN on the Chain of Custody Document (DD FORM 2624), that is a discrepancy because the SSN must be identical in both places.

**9. The new NDSP program printed out a list of members to be tested, but not all of those people were available for testing. What should I do to remove those members from the list?**

Answer: If the DD2624 form is printed and you know that some of the members on that list are unavailable for testing, just place a single line through the corresponding SSNs then initial and date each line through correction.

**10. I was rechecking my samples and noticed I entered an SSN incorrectly on my form and bottle label. What is the best way to correct that error?**

Answer: Draw a single line thorough the error, place your initials and the date next to the line and handwrite the correct information.

**11. Can I send a ledger with my DD Form 2624?**

Answer: NO.

This ledger is a Drug Testing Program Urinalysis Register that has the collect date, batch and specimen number, tested member's printed name, SSN, signature, testing premise, observer's printed name and signature and comments and disposition information on it. This information is confidential and should not be submitted with the samples to the Navy Drug Screening Laboratory. When the Laboratory receives this sheet, a discrepancy is assigned stating "SERVICE MEMBERS NAME ON CUSTODY OR OTHER DOCUMENT."

**12. How do I request a non-standard drug test?**

Answer: To request special testing for benzodiazepines (e.g., Valium, Xanax), ketamine, GHB, mushrooms or other drugs not on the standard test panel, attach a request on command letterhead to the DD Form 2624 (all copies). In your letter state the batch number(s), the specimen number(s) and the SSN(s) for the samples you want sent for further testing. When the Laboratory has finished the basic drug testing an aliquot of the original sample(s) will be shipped to the outside laboratory for further testing. You will receive a message with the basic test results and a second message when the other testing is complete. (See the UPC Handbook). **Please note that prior approval and funding from PERS is required for Steroid tests and these test requests should be forwarded directly to NDSL San Diego for processing.**