

UPL's Briefing

You have four major responsibilities during the collection procedure:

1. Provide the bottle half full 45 ml.
2. Initial the specimen bottle label verifying your personal data is correct on all three documents.
3. Keep specimen bottle in full sight of the Observer until sealed with red tamper evident tape by the UPL.
4. Sign register with your payroll signature verifying that the specimen is yours and you watched UPL place the tamper evident tape and secure the specimen bottle.

Do not accept a bottle that does not have a completed label affixed with your correct SSN and today's date.

Collection of the specimen will be conducted using direct observation in full view of an observer. Hold the bottle over your shoulder.

Do not go to the UPL station until you feel you are ready to provide the bottle half full.

If you are unable to provide a specimen or an adequate quantity of urine, you will be held in the holding area until you are able to provide a specimen. You will be provided an adequate amount of liquid to help facilitate the collection process. You will not be released from duty today until you have provided a proper specimen.

5. You will provide your military ID or driver's license; UPL will then verify your SSN with the AAA 162. If you do not have a photo ID, the commander will called to verify your identity.
6. Remove excess outer garments such as ACU jackets, coats, PT jacket, camel packs.
7. Verify your full name, SSN and today's date are correct before you initial the bottle label.

NOTE: Your initials on the bottle label cannot be more than 3 Letters max.

Do not write Jr.
 Sr.
 First, second or Third

Ensure your initials are legible as possible. If you have 2 Last names, you may skip your middle initials. NO more than 3 initials max.

8. Provide a urine specimen under direct observation. Any questions?