

Urinalysis Collection Procedures Checklist

A	Collection Site	YES	NO
A-1	<b>Did the UPC establish an adequate and controlled area to prevent the following?</b>		
	Unauthorized access to the site during the collection		
	Unauthorized access to the collection materials/supplies		
	Unauthorized access to collection paperwork		
A-2	<b>Does collection site have required supplies to collect urine specimens?</b>		
A-3	<b>Does the UPC have the required personnel to conduct a urinalysis, i.e., observers of the same sex?</b>		
B	Personnel	YES	NO
B-1	<b>Does the UPC demonstrate a working knowledge of the collection procedures described in the DODI 1010.16?</b>		
B-2	<b>Was documentation of UPC and observer training provided for review?</b>		
	Serious deficiencies were identified		
	Deficiencies were identified		
	No deficiencies were identified		
	<i>Note: Serious deficiencies require immediate corrective action by the collection site to maintain the integrity of the collection process, to maintain the security and integrity of the specimens collected, and to ensure the privacy of the donors.</i>		
	<b>Describe basis for the above selection:</b>		
C	<b>Specimen Collection Procedures</b>	YES	NO
C-1	<b>Did the UPC prepare the restroom to deter the dilution or substitution of a specimen?</b>		
C-2	<b>Did the UPC begin the collection without delay once donor arrives?</b>		
C-3	<b>Did the UPC identify, verify and retain the military ID of Marine providing the sample?</b>		
C-4	<b>Did the UPC provide the donor a bottle by conducting the following?</b>		
	Ensuring the donor inspects bottle but does not blow or touch the inside		
	Maintain strict control of the bottle when not in the hands of the donor		
C	<b>Specimen Collection Procedures (cont.)</b>	YES	NO

<b>C-5</b>	<b>Did the UPC take the following steps to deter specimen tampering?</b>		
	<b>If NO, check the deficient step(s):</b>		
	Ask to donor to remove any unnecessary outer clothing		
	Ask the donor to leave all other personal belongings (e.g., briefcase, purse) with the outer clothing or in another secured location		
	Direct the donor to empty his or her pockets and display the items for inspection		
	Secure any items that could be used to adulterate a specimen and appear to have been inadvertently brought by the donor to the collection site		
<b>C-6</b>	<b>Did the UPC assign an observer to the donor?</b>		
<b>C-7</b>	<b>Did the observer maintain sight of the bottle at all times?</b>		
<b>C-8</b>	<b>Are unauthorized personnel prohibited from entering the collection site during the collection site during the collection procedure?</b>		
<b>C-9</b>	<b>Are only the UPC and the donor allowed to handle the specimen?</b>		
<b>C-10</b>	<b>Did the UPC collect the bottle from donor who could not provide at least (30ml)?</b>		
	What did UPC do in this situation, i.e., have donor stay in sight and sip water?		
	<b>Comments:</b>		
	<b>Completion of a Collection</b>		
<b>C-10</b>	<b>Does the observer certify that the donor's specimen bottle contains urine and notifies UPC of any comments or dispositions while the donor was in their observation?</b>		
<b>C-11</b>	<b>Does the donor validate the specimen bottle by: verifying his identifying information on the label with their initials and with their printed name and signature on the testing ledger?</b>		
<b>C-12</b>	<b>Does the UPC ensure the following:</b>		
	UPC initials label		
	Label has donor signature and tamper tape has donor initial		
	Military ID is returned to Marine who provided the sample		
<b>C-13</b>	<b>Did the UPC maintain overall control of the urinalysis collection process?</b>		
	<b>Comments:</b>		