



Marine Corps Substance Abuse Program (MFC-4)

Synthetic Drug Urinalysis Testing Procedures

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References

- (a) MARADMIN /12, NOV12, IMPLEMENTATION OF URINALYSIS TESTING FOR SYNTHETIC COMPOUNDS
- (b) MCO 5300.17 MARINE CORPS SUBSTANCE ABUSE PROGRAM

Synthetic Drug Urinalysis Testing Program

1. Overview. Testing for synthetic drug compounds contained in spice and other products marketed as legal highs, per references (a) and (b), shall be conducted in the same manner as standard urinalysis testing. But, there are unique differences that ensure samples are properly documented and processed. Synthetic compound urinalysis testing authorized by this program is separate and distinct from the standard urinalysis program directed by reference (b). Testing incident to an active CID investigation is a separate and distinct process conducted by the cognizant CID field activity and is not addressed in this document.

2. Procedure

a. Because of limited quota availability related to analysis lab quantity limitations, commanders, commanding officers, officers-in-charge, or their designated representative shall obtain authorization for testing from HQMC, Drug Demand Reduction Program (MFC-4) prior to collection of a synthetic compound urine sample, in a manner similar to steroid sample collection. Once authorized, the designated Urinalysis Program Coordinator (UPC) will manage collection, chain of custody, packaging and shipment of samples in a manner similar to standard urinalysis testing processing.

b. Synthetic compound urinalysis testing should be directed as specified in reference (b). Authorized testing under the synthetic compound testing program is limited to member consent and command directed. Routine random testing (IR) premise code and unit sweep (IU), are not authorized under this program. Testing premise codes are used to denote the purpose for the urine specimen collection, and influence their potential use for disciplinary action. They are manually assigned to each sample. Samples taken for the purpose of spice testing will use a limited number of testing premise codes:

(1) **Consent (VO)**. The member consents to a urine sample.

(2) **Probable Cause (PO)**. There is probable cause by the command to believe the member committed a drug offense.

(3) **Command Directed (CO)**. Urine sample directed by the member's commanding officer.

(4) Other Premise Codes are NOT allowed for synthetic drug testing and samples submitted with codes other than those listed above will not be tested and will be discarded.

c. Program Requirements. Guidelines for configuring and using DTP are covered in Tab A of this guide. Administer urinalysis collections as described in MCO 5300.17 for standard urinalysis. Ensure observers are briefed using the Urinalysis Observer Briefing Sheet for every urinalysis test conducted. Ensure assistant UPCs are properly trained.

d. Special Instructions

(1) All synthetic drug testing samples will be shipped directly to Armed Forces Medical Examiner System (AFMES), Dover Air Force Base, Delaware. Tested samples will not be available for retesting and will be discarded by the laboratory. Samples sent for synthetic drug testing will not be tested for other drugs. Likewise, samples sent for standard urinalysis will not be tested for synthetic drugs.

(2) A minimum of 30 ml must be submitted for synthetic cannabinoid testing.

Circumstances may call for collection of specimens prior to receiving authorization; however, samples sent to AFMES, Dover Air Force Base, Delaware for synthetic testing without prior approval by MFC-4 will not be tested.

e. Labeling Samples. Synthetic drug testing samples will be maintained, packaged and shipped separately from samples taken for standard urinalysis. Synthetic drug testing samples will use the same packaging criteria established in MCO 5300.17, with the special considerations of paragraph 3, below.

3. Shipment Preparation

a. The UPC shall pack specimens for shipment per MCO 5300.17 with the following additions:

(1) The word "Spice" should be written legibly in red lettering on:

(a) The top of the original DD 2624 and,

(b) The outside of the sample box and,

(c) The outside of the secondary container (pouch or larger box)

(2) All samples sent for synthetic drug testing shall be mailed to:

Armed Forces Medical Examiner System
Division of Forensic Toxicology
ATTN: SPICE TESTING
115 Purple Heart Drive
Dover Air Force Base, DE 19902

b. AFMES is the ONLY lab authorized to process synthetic drug urine samples.

4. Notification. AFMES will notify commands and MFC-4 of positive urinalysis results via e-mail to the point of contact listed on the DD2624 submitted with the samples. All results will be reported and available through the Alcohol and Drug Management Information Tracking System (ADMITS) within two days of receipt of results from AFMES. Negative results will be posted to ADMITS without command notification. Testing results will not be available via the Internet Forensic Toxicology Drug Testing Laboratory portal (IFTDTL).

DTP Configuration for Synthetic Drug Testing

The Drug Testing Program database used for standard urinalysis testing will not be used. The following information is for the sole purpose of conducting urinalysis specimen testing for synthetic drugs (Spice). Following these steps ensures no other testing is affected.

A separate database specifically for Spice testing must be established and utilized as follows:

1. Create a new database by logging into the DTP program and going to the main screen.
 - a. Click on Pool Maintenance.
 - b. Click on the 'New Database' icon.
 - c. Name the new database (i.e., 'Spice Testing').
 - d. Ensure all fields are filled in:
 - (1) DD 2624 Block 1 must contain the command name as it appears on message traffic. Include UPC POC info with e-mail address and telephone number.
 - (2) DD 2624 Block 2 not required.
 - (3) Ensure 'Per Month Testing Info' reflects 0 for both '# of Tests' and 'Target %' to ensure random testing is not generated.
 - e. Return to the main screen by clicking on the brown door.
2. Create a new roster by exporting a roster from the general database and importing it into the new database or importing a new roster from the command. The roster should be identical in both databases. To export and import a roster:
 - a. Click on Personnel Roster.
 - b. Select the database with the names and click on the "Export Roster" red arrow.

c. Select a location to export the roster file to (i.e., desktop) and create a name. The name isn't important. Once complete, click "save."

d. Click on the New Database.

e. Click on the "Import Roster" red arrow to start the Import Wizard.

f. Click on the appropriate file type. If your saved roster has a file extension of .xls, use MS Excel, if it ends in .csv, use Comma Delimited.

g. Click Next.

h. Select the file you want to import (from step c).

i. Click Open.

j. For Import Options, check the box for "Ignore Organization" to have all names imported into one pool. Uncheck the box to create multiple pools during import.

k. Select "Replace Roster with Import file" and click Next, then OK.

l. For 'Map Import Fields,' click on "Do Not Import" for each column header and select the corresponding field below it. Once all fields are selected, click Finish.

m. Click "Yes" on the next Screen.

n. Click "Ok" on the final screen.

3. Testing with the new roster will not interfere with standard urinalysis testing. In addition to separating the testing by using a separate database, ensure that samples and documents are not intermixed.

a. Select 'Other Testing' from the main screen.

b. Select the type of test to be conducted.

(1) Probable Cause (**PO**) for a member where the command believes the member committed a drug offense by using synthetic drugs.

(2) Consent (**VO**) for a member suspected of using synthetic drugs.

(3) CO Directed (**CO**) if member is ordered to provide a sample.

c. Select the member or group using the arrows. (This option is available for Probable Cause, Consent and Command Directed testing.) Once the members are selected, click Finish to create the test.

d. Print Bottle Labels and Test Register and conduct testing.

e. After specimens have been collected, ensure that UPC contact information is correct on the DD2624, Block 1.

(1) Notifications of positive results will be emailed to the command representative listed in the contact information in Block 1 (and Block 2 if filled in).

REMEMBER: This testing must be accomplished using a separate database with an identical roster.

- DO NOT use the current database for synthetic drug testing.
- DO NOT restore another database to create a new database.

Synthetic Cannabinoid Testing Quick Reference

The Drug Testing Program database used for standard urinalysis testing will not be used. Spice testing will utilize a separate database established specifically for Spice testing, set up as directed by this operating guide.

Commands must request authorization for synthetic cannabinoid testing from the HQMC Drug Demand Reduction Program (MFC-4) in advance. (See POC information below). Circumstances may call for collection of specimens prior to receiving authorization; however, specimens submitted without authorization will not be tested and will be discarded.

Headquarters, U.S. Marine Corps (MFC-4)
Marine and Family Programs
3280 Russell Road
Quantico, VA 22134-5103
E-mail: eric.c.hollins@usmc.mil
Phone: (703) 784-9526, DSN 278
Fax: (703) 784-9828, DSN 278

Commands will forward specimens for synthetic cannabinoid testing to Armed Forces Medical Examiner System (AFMES), Dover Air Force Base, Delaware.

Armed Forces Medical Examiner System
Division of Forensic Toxicology
ATTN: SPICE TESTING
115 Purple Heart Drive
Dover Air Force Base, DE 19902

Specimens submitted for synthetic cannabinoid analysis will not be tested for the standard DoD drug test panel and must be separated from standard urinalysis samples.

A minimum of 30 ml must be submitted for synthetic cannabinoid testing.

Sample Request Letter for Synthetic Cannabinoid Testing

From: Commanding Officer, (insert name of command)

To: Commandant of the Marine Corps (MFC-4)

Subj: SYNTHETIC CANNABINOID TESTING QUOTA REQUEST

1. Request testing quota to conduct synthetic cannabinoid testing for (XX) samples, to be collected and shipped prior to (date).

2. Command POC is (enter name of POC, e-mail address and telephone number).

A. B. SEE
By direction