



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
977TH MILITARY POLICE COMPANY
219 CUSTER AVENUE, BLDG 223
FORT RILEY, KANSAS, 66442-5000

AFZN-BET

01 June 2010

MEMORANDUM FOR RECORD

SUBJECT: 977th Military Police Company, Unit Prevention Leader SOP.

Purpose: This Standing Operating Procedure (SOP) is a unit specific urinalysis procedure for 977th Military Police Company. It, and the references below, will be used when conducting all urinalysis collections.

Applicability: All assigned and attached company personnel.

References:

- A. AR 600-85, Army Substance Abuse Program, effective 2 February 2009 (with Rapid Action Revision (RAR) dated, 2 December 2009).
- B. Unit Prevention Leader (UPL) Urinalysis Collection Handbook, ACSAP, dated 01 June 2006.
- C. Military Urinalysis Drug Testing Program (Installation) and Military Urinalysis Collections SOP, 3 August 2009
- D. Military Alcohol testing SOP 25 June 2009
- E. AR 195-5, Evidence Procedures, 25 June 2007
- F. Commanding General's Policy Letter 12
- G. Commanding General's Policy Letter 14
- H. Commanding General's Policy Letter 48

Drug Use/Abuse:

- A. Using a controlled drug without prescription, or using the prescription of someone else, is drug abuse and is against the law. Using your own prescription, but not IAW the prescription, is drug abuse.

- B. Abusers will be subject to punishment under the provisions of the UCMJ and will also be subject to administrative action IAW existing regulations.
- C. Urinalysis testing is an accurate identifier of offenders and serves as an effective deterrent against experimentation. Toward the goal of eliminating the use of these items, the Commander will administer a randomly selected urinalysis of not less than 4% of the battalion strength per week.

Responsibilities:

A. Commander will:

1. Appoint a Primary Unit Prevention Leader (UPL) and a minimum of one alternate UPL by means of an appointment memorandum (see minimum requirements in the Military Urinalysis Drug Testing Program (Installation) and Military Urinalysis Collections SOP).
2. Ensure that the policies and procedures contained in the references cited above are followed by the UPLs.
3. Select observers for all urinalysis collections (see observer minimum requirements in the Military Urinalysis Drug Testing Program (Installation) and Military Urinalysis Collections SOP).
4. Select a Senior NCO/Officer to be in charge of the holding area during collection procedures.
5. Report positive marijuana, cocaine, LSD, and PCP results to the CID. The report of positives should be accomplished within 48 hours following notification from the Fort Riley, Drug Test Collection Point (DTCP).
6. The Medical Review Officer (MRO) will screen medical records for Soldiers positive for opiates, amphetamine/methamphetamines/ d-meth, and Oxycontin drugs. If the MRO has any questions regarding medical records, he or she will contact the Soldiers unit to schedule an interview with the Soldier to validate legitimate use. Any and all additional records should be brought to the MRO for the interview. The MRO findings for all results will be sent to the Drug Test Collection Point (DTCP) by the MRO for unit pick up. Report non-legal use to CID (phone 239-3188) within 48 hours of MRO report.
7. Refers positive drug abuse offenders and alcohol related incidents within 5 working days to the ASAP Clinic for evaluation, which is located in Building 600, Fort Riley (phone 239-7311). The completed DA Form 8003, signed by the Commander will be hand carried by the service member or escort to the ASAP appointment. All documentation given to the Commander from the DTCP must accompany the Soldier at his appointment. All appointments for

alcohol or substance abuse are mandatory, and only the Commander can cancel a scheduled appointment, it must be cancelled via phone call to the service member's counselor.

8. Ensure each week at least 4% of the battalions total strength provide a urine specimen under testing code IR using the Army Drug Testing Program (ADTP). Also ensure that all new Soldiers provide a sample within 30 days of arrival to the unit.
9. Will ensure all newly assigned Soldiers are briefed on drug and alcohol policies, The Limited Use Policy and services within 30 days of assignment to the unit.
10. All Soldiers who are identified as illegal drug abusers will be processed for administrative separation, with the exception of self-referrals. (AR 635-200, AR 600-85.)
11. Commanders or their delegated representative, (SGM or BPL) will pick up positives results from the Drug Test Collection Point within 24 hours after notification of a positive result. A current unit alpha roster will be taken as to verify Name with SSN of Soldier.

B. Primary and Alternate BPLs / UPLs will:

1. Successfully complete the Ft. Riley, UPL Certification Training Course.
2. Conduct unannounced random urinalysis tests, not unit sweeps (Battalion commanders may only test fifty percent of battalion's total strength as units sweep annually unless a memorandum for approval is signed by the Battalion commander, Brigade commander and, the Director of ASAP). **Urinalysis testing procedures will be IAW AR 600-85 and the Military Urinalysis Drug Testing Program (Instillation) and Military Urinalysis Collections SOP.**
3. Coordinate and document the required unit drug and alcohol education classes. **Each service member will receive 4 hours of drug and alcohol prevention education training per year. UPL will submit a monthly report to the DTCP or the EAPC of the ASAP training conducted to include sign in rosters each month. UPLs will schedule at least 1 hour of Drug / Alcohol training per quarter with command approval and place it on the unit-training schedule.**
4. Ensure that the Commander's selection procedure for IR testing is truly random and unpredictable. The only means of random urinalysis testing will be the ADTP.

5. Once weekly, one UPL will report to the Drug Test Collection Point, BLDG 7264 to pick up the unit's distribution.
6. Maintain an informative Alcohol and Drug Abuse bulletin board.
7. Maintain the unit's urinalysis functional files IAW ARIMS.
8. Train and supervise urinalysis Observers.
9. Ensure that the unit's ASAP clients are tested under code RO as directed by the rehabilitation team. The substitution of RO for IR or AO testing or vice versa is not permitted.
10. Develop a Unit Welcoming Program for all those new to the unit. New arrivals will be briefed within 30 days on local policies prevention procedures, and drug free activities.

C. Observers will follow the procedures provided in the above references.

Urinalysis Testing:

A. Authority to Order or Cancel a Urinalysis Test. As the Commander, I am the only person authorized to order or cancel a urinalysis test.

B. Urinalysis Test Types.

1. There is only one separate test basis code that may be used to code the DD Form 2624; Department of Defense codes are the only codes that will be used on the DD Form 2624.

Test Type

DOD Codes

Inspection Random	IR
Inspection Other	IO
Inspection Unit	IU
Probable Cause	PO –Must be approved by SJA prior to test
Command Directed	CO
Consent (Volunteer)	VO
Mishap Investigation	AO
Medical	MO
Rehab	RO

C. There are three primary urinalysis test types:

1. Random Tests. The commander may direct Soldiers selected at random using the ADTP to submit to a urinalysis. Whichever test is selected the primary means of selection will be done using the Army Drug Testing Program.

Commander will provide required computer, printer, paper and Avery labels 5163 to properly run the Individual Tests. The commander may direct an individual Soldier to submit to a urinalysis under the following circumstances.

2. Reasonable Suspicion/Probable Cause. If commander suspects or has proof that a Soldier is abusing drugs, he may request that I order a urinalysis specimen be collected from that Soldier. **Commander will consult with SJA in reference to probable cause before attempting to collect the specimen, and submit a memorandum to that fact to the DTCP. (Contact DTCP for example memorandum)**
 - i. Soldiers tested as part of the 4% weekly random testing will be coded, IR). **Soldiers selected, but unavailable for testing because of leave, school, TDY etc. will be tested on the first available test after their return to duty not to exceed 30 days.**
 - a. Newly Assigned Soldiers. As part of the unit in-processing procedure, all newly assigned Soldiers will be required to provide a urinalysis specimen within 30 days. The specimen will be obtained within the first month of their assignment to the unit (Coded: IO).
 - b. Soldiers Who Return from AWOL. All Soldiers who return to the unit from an AWOL status will be required to provide a specimen immediately or NLT 48 hours of their return (Coded: IO).
 - e. All Soldiers who return from long deployment will be tested within 72 hours.
 - f. All Soldiers will be tested after 30 days leave; re-test of rejected previously collected specimens, Soldiers who were selected for testing and did not test will be tested at the next scheduled urinalysis test or as deemed by the Commander. The make up test will be code IO.
3. Rehabilitation Tests (Coded: RO)
 - a. Soldiers who are enrolled at the ASAP CLINIC will be "RO tested **AT LEAST ONCE A MONTH** or more determined by the rehabilitation team while they are enrolled in the program.
 - b. Commander will assure that Soldiers enrolled in the ASAP will produce a sample as required. Commander will notify the Soldier's counselor of the test results.
 - c. Rehabilitation urinalysis cannot be substituted for specimens coded "IR" or "RO" or vice versa.

- d. During notification, before testing, and during testing, the UPL will take proper precautions to protect each Soldier's right to privacy and the confidentiality of their ASAP.
- e. RO (Rehabilitation Tests) is covered under the Limited Use Policy.
- f. Soldiers enrolled for alcohol misuse should be tested for alcohol.
- g. Selection of the Day of the Test. The Commander will select the day of the test. To lessen predictability, every effort will be made to ensure that the date selected does not favor any particular day of the week.
- h. Random Selection Methods for Testing – The Army Drug Testing Program will select personnel to be tested based upon the percentage or total number requested. The program will then print the DD Form 2624, unit ledger and bottle labels. **This is the only method.**
- i. Failure to Produce a Complete Specimen. The following procedures will be followed for Soldiers who fail to produce a complete specimen on their first or subsequent attempts.
 - 1. Pending a complete specimen, each Soldier's military ID card will be retained by the UPL at the station where they attempted to produce a specimen.
 - 2. Each Soldier will be directed to the Holding Area until able to produce a complete specimen. They will be kept under the supervision of a Senior NCO/ Officer who has been stationed in the Holding Area for that purpose.
 - 3. Donors should drink one eight oz. glass of water every 30-45 minutes, not to exceed 40 ounces. Do not over hydrate.
 - 4. When Soldiers feel able to provide a complete specimen, they will return to their original urinalysis station.
 - 5. Questionable Specimens. Following are the actions to be taken, if the observer or the UPL suspects a "questionable specimen". A questionable specimen is one that is suspected of being adulterated or substituted.
 - 6. The UPL will immediately contact the Commander or SGM to explain the circumstances that caused the specimen to be questioned. The UPL will request permission from the commander to obtain a second specimen from the Soldier as CO or PO. Commander will consult with SJA/CID and DTCP before collection of sample. The UPL will write a statement on the circumstances of the incident for future use, and give it to the Commander and a copy will be provided to the Drug Test Collection Point.

- a. If permission is not granted to collect a second specimen, a brief explanation and the name of the person consulted will be placed in the "Remarks" column of the Urinalysis Ledger.
 - b. If the commander orders a second specimen, the UPL will contact the DTCP for further guidance.
- I. Failure to Appear for Testing. The Commander will be notified by the UPL of the name of any Soldier who fails to appear for testing. Failure to test is disobedience of a lawful order.
- J. Closure of the Urinalysis Station.
 - a. The Commander is the only personnel who have the authority to close a urinalysis station. Closure will be accomplished based upon the following.
 - b. Successful testing of all Soldiers required to test.
- K. Duty status of the Soldiers remaining to be tested. Example: Because of a mission, a Soldier is not expected to return to the site of the urinalysis within a reasonable time.
- L. If there are Soldiers remaining to be tested, and the UPL is directed to close, the UPL will ensure that the Commander has a complete list of Soldiers who did not provide a specimen, and recommend to the Commander that these Soldiers will be tested on the next duty day, however **if selected all Soldiers present for duty must test** (This way all Soldiers selected will provide as directed) UPL's can be tested by another unit UPL or come to the Drug Test Collection Point for their test; however UPLs can never have custody of their own specimen.
- M. Disinfecting and Sanitation Instructions
 - a. Disinfectants:
 - i. Any household liquid or spray disinfectant (e.g., Lysol) can be used. The disinfecting method will depend upon the instructions on the container's label. The disinfectant must contain a germicide.
 - ii. A mixture of 10% bleach and 90% water, which is prepared the same day of use, is an effective disinfectant. Gloves must be worn when applying the mixture. After application, it should be allowed to air-dry. (Do not get the mixture on clothing, and immediately wash it off bare skin.
 - b. Sanitation:

- i. Urine spills must be wiped up and disinfected as described below. Paper toweling should be placed over the site of the spill.
 - ii. Liberal amount of the disinfectant should be sprayed or poured over the paper toweling and allowed to sit for approximately five minute.
 - iii. The used paper toweling should be put in a plastic bag-lined trash container.
- N. After closure of the urinalysis station, the UPL must disinfect the table and all reusable objects touched during the collection procedure. Following disposal of all used gloves and disinfecting materials in the trash container, the UPL should remove the plastic bag from the trash container, tie the top closed, and put it in a dumpster.
- O. Temporary Storage Area. **All specimens will be delivered to the DTCP as soon as possible after the collection.** If specimens must be placed into temporary storage, then the storage requirements listed in the AR 600-85 Appendix E, para E-11, will be followed. Temporary storage is located in Building 223 Room B22.



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Commanding