

## UPL'S UNIT BRIEF

1. You have three major responsibilities during the collection procedure:
  - (a) Verify your personal data.
  - (b) Provide more than 45ml of specimen.
  - (c) Keep specimen bottle in full sight until sealed with tamper evident tape.
2. Your urine specimen will be provided in a labeled plastic bottle (an optional wide mouth collection cup is available for females).
3. Each bottle will have a label affixed to it with today's date that identifies you by your SSN. Do not accept a bottle that does not have a completed label affixed with your correct SSN and today's date.
4. Collection of the specimen will be conducted using direct observation in full view of an observer. Do not go to the control table until you feel you are ready to provide at least 45ml (approximately ½ bottle) of urine. If you are unable to provide a specimen or an adequate quantity of urine, you will be held in a holding area until you are able to provide a specimen. *You will be provided an adequate amount of liquids (not the exceed ½ liter per hour) to help facilitate the collection process.* You will not be released from duty today until you have provided a proper specimen.

Your tasks include:

1. You will provide your military ID card. If you do not have your military ID card or another photo identification, the commander will be called to verify your identification.
2. You will initial the bottle label when you verify your SSN, full name, and date on the Unit Urinalysis Ledger, verify your SSN on DD Form 2624, and verify the date and your SSN on the bottle label.
3. Sign your payroll signature on the Unit Urinalysis Ledger verifying that the urine specimen provided was yours, the specimen was sealed with tamper evident tape and was placed into the collection box.

Are there any questions? Any questions about the collection procedure will be directed towards myself or your observer.