

## Post-Collection Checklist

Your ability to correctly complete the quality assurance steps of drug testing will ensure that specimens (1) are maintained in accordance to Chain of Custody procedures, (2) remain forensically intact, and (3) do not incur fatal discrepancies at the FTDTL.

Quality Control		
	Done	N/A
1. Ensure all SSNs match on all forms. <ul style="list-style-type: none"> <li>a. Check that all SSNs on the DD Form 2624, Unit Urinalysis Ledger, and Bottle Labels are the same as corresponding entries on all forms.</li> <li>b. Complete a Certificate of Correction to document corrections during the quality control check.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>
2. Ensure that the Unit Urinalysis Ledger is correct and complete. <ul style="list-style-type: none"> <li>a. Check that all required <b>information</b> is correct and complete.</li> <li>b. Check that all required <b>signatures</b> are correct and complete.</li> <li>c. Check that all required <b>initials</b> are correct and complete.</li> <li>d. Check that all corrections on the form meet forensic standards.</li> <li>e. Complete a Certificate of Correction to document corrections during the quality control check.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
3. Ensure that <b>both sides</b> of the DD Form 2624 are correct and complete. <ul style="list-style-type: none"> <li>a. Check that all required <b>information</b> is correct and complete.</li> <li>b. Check that all required <b>signatures</b> are correct and complete.</li> <li>c. Check that all required <b>initials</b> are correct and complete.</li> <li>d. Check that all corrections on the form meet forensic standards.</li> <li>e. Complete a Certificate of Correction to document corrections during the quality control check.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
4. Ensure that ALL bottle labels are correct and complete. <ul style="list-style-type: none"> <li>a. Check that all required <b>information</b> is correct and complete.</li> <li>b. Check that all required <b>signatures</b> are correct and complete.</li> <li>c. Check that all required <b>initials</b> are correct and complete.</li> <li>d. Check that all corrections on the form meet forensic standards.</li> <li>e. Complete a Certificate of Correction to document corrections during the quality control check.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
5. Examine each specimen bottle. <ul style="list-style-type: none"> <li>a. Ensure that each specimen bottle is filled with a minimum 30 ml of urine.</li> <li>b. Ensure that the tamper-evident tape is NOT broken on any bottle.</li> <li>c. Ensure that the tamper-evident tape is correctly placed on each specimen bottle.</li> <li>d. If a second piece of tamper-evident tape is applied to any specimen bottle, ensure that it is applied correctly.</li> <li>e. If a second piece of tamper-evident tape is applied to any specimen bottle, ensure that a Certificate of Correction is completed.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>    <input type="checkbox"/>

Quality Control (continued)		
	Done	N/A
6. Compare collection box to DD Form 2624. a. Ensure that every bottle in the box has an entry on the correct line on the DD Form 2624. b. Ensure that every bottle listed on the DD Form 2624 is in the collection box and in the correct slot.	<input type="checkbox"/> <input type="checkbox"/>	
7. Ensure that specimens are placed in storage in accordance with AR 600-85 if they cannot be shipped immediately after collection station breakdown. a. Check that annotations on the SF 702 are proper, complete, and correct. b. Check that Chain of Custody annotations on the DD Form 2624 are proper, complete, and correct.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
8. Ensure that stored specimens are removed from storage in accordance with AR 600-85. a. Check that annotations on the SF 702 are proper, complete, and correct. b. Check that Chain of Custody annotations on the DD Form 2624 are proper, complete, and correct.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
Packaging		
	Done	N/A
9. Ensure that specimens are packaged according to proper procedure. a. Ensure that the inside flaps of the collection box show the specimen bottle placement and batch number. b. Ensure that an absorbent pad is in the box on top of the specimen bottles. c. Ensure that the collection box is sealed and signed according to proper procedure. d. Ensure that all appropriate photocopies of forms were made. e. Ensure the white business envelope contains all required <b>original</b> forms. f. Ensure the white business envelope is completed and affixed to the collection box according to proper procedure.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Shipment		
	Done	N/A
10. Ensure that specimens are shipped according to proper procedure. a. Check that Chain of Custody annotations on the DD Form 2624 are proper, complete, and correct. b. Ensure the collection box is placed in a leak-proof bag and placed securely in the shipping container. c. Ensure the correct FTDTL address is on the shipping container. d. Ensure a label that says "Diagnostic Specimens" is affixed near the mailing address. e. Ensure the outermost shipping container is prepared according to the carrier's requirement and local policy. f. The UPL handed the shipping container directly to a staff member of the carrier at the point of shipment.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	