Packaging Specimens

Unclassified
PACKAGING

- Verify SSNs, dates, and initials on the bottle labels
- Automated selected service members not present for duty
  - Blacken out first quarter inch of bar code
  - Line thru remainder of bar code
  - Line thru service members’ SSN
  - Print, stamp, or type “No Specimen” in prescreen column
### SPECIMEN CUSTODY DOCUMENT - DRUG TESTING

<table>
<thead>
<tr>
<th>1. SUBMITTING UNIT</th>
<th>2. ADDITIONAL SERVICE INFORMATION (Second Echelon)</th>
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<tr>
<td>HQ STARC</td>
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<td>130 Kevin D. Smythly, Jr., 1707 861-8346</td>
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<td></td>
<td>Dept. of Military &amp; Veterans Affairs, ATTX:</td>
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<td>Annville, PA 17003</td>
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**H. CERTIFICATION.** I certify that I am a laboratory official, that the laboratory results indicated on this form were correctly determined by proper laboratory procedures, and they are correctly transcribed.

(1) SIGNATURE

(2) DATE SIGNED

(3) CERTIFYING OFFICIAL (Printed Name and Title)

Previous Edition may be used
Consolidate batches when possible

- More than one batch of specimens maybe shipped in the same box providing the entire batch can be shipped together

- Place one absorbent pad in box with six or less specimens, place two absorbent pad in box with six or more specimens
Sealing specimen box

- Apply packing tape length-wise around entire box to cover top and bottom box seams
Apply packing tape around the seams on each end of the box
The DTPAM/UPL that signed the back side of DD Form 2624 releasing the specimens for mailing will sign their payroll signature, top and bottom, across the specimen box and tape.
PACKAGING
continued

- Places original DD Form 2624s and any certificates of corrections inside a #10 envelope.
- Print state BAC/BIC on envelope.
Tape the envelope, unsealed, to the outside top specimen box.
Place sealed specimen box in a water-proof mailing pouch (6530-01-304-9762) and seal the pouch.
Shipping
Shipping

- Ship specimen boxes to SAPC using one of the following methods:
  - FEDEX (primary)
  - US Postal Service by First Class Mail (alternate).
  - Hand-carried by surface transportation
Shipping
continued

- Military aircraft transportation system.
- US flag commercial airfreight, air express, and air freight forwarder.
- When none of the above can satisfy the movement required, by foreign flag air carrier.
Security
Security

- When specimens are unattended, they must be kept in a locked container:
  - Safe
  - Secure filing cabinet
  - Metal wall locker
Security

continued

- Container must be in a lockable room
- Safe or filing cabinet
  - Must weigh at least 500 pounds or
  - Be attached to the structure of the building.
Filing cabinet is used:

- A metal bar hasp run entire height of the cabinet
- A hasp may be welded to top drawer, only top drawer to be used for temp storage
Unit Level Security

Metal bar

Hasp

Specimens can be stored in all four drawers of the cabinet

Specimens can only be stored in the top drawer of the cabinet

Cross bar to retain metal bar

Series 200 padlock

Series 200 padlock

SF 702

SF 702
Security
continued

- Safe or filing cabinet will be locked with a padlock with no more than two keys
  - One key issued to primary DTPAM/UPL
  - Second key issued to commander’s safe
  - Keys must be maintained IAW Key Control Procedures
- Opening / Closing of storage container will be annotated on SF Form 702
<table>
<thead>
<tr>
<th>DATE</th>
<th>OPENED BY</th>
<th>CLOSED BY</th>
<th>CHECKED BY</th>
<th>GUARD CHECK BY</th>
<th>INITIALS</th>
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I CERTIFY, BY MY INITIALS BELOW, THAT I HAVE OPENED, CLOSED OR CHECKED THIS SECURITY CONTAINER IN ACCORDANCE WITH PERTINENT AGENCY REGULATIONS AND OPERATING INSTRUCTIONS.
Questions?