



USAG Humphreys UPL Inspection Checklist

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Revised 12 October 2011

TASK : UNIT PREVENTION LEADER (UPL) **UNIT** :

Commander / 1SG:

Primary / Alternate UPL:

Standard: <75 = UNSAT 76-94 = SAT 95 - 100 + comments = COMMENDABLE

References: AR 25-400-2, AR 190-5, AR 190-51, AR 600-85, DOD Directive 1010.1, DOD Instruction 1010.16, and USAG Humphreys Military Drug Testing SOP

Inspector:

Inspection Date:

UICs Used:

Summary of Inspection:

Possible Points

Points received

Overall Rating:

**** Points are all or none per question.**

100

Index	Item	Possible points 100	Points Received	Remarks
1	Is the Commander ensuring testing is conducted at 4%-5% of Battalion Strength per week? (If not in a traditional Battalion, units should test as a Battalion.) AR600-85	2		
2	Did the Commander or designated representative determine Personnel to be tested?	1		
3	Did the Commander or designated representative ensure personnel are available for testing?	1		
4	Has the Commander appointed at a minimum a Unit Prevention Leader (UPL) and Alternate Unit Prevention Leader (UPL) on orders, certified by ASAP?	1		
5	Did the Commander or designated representative brief collection site team of their duties/responsibilities prior to collection?	1		
6	Did the Commander or designated representative give the required Commanders briefing to all personnel selected for testing?	1		
7	Did the Commander or designated representative select an Adequate location for testing?	1		
8	Is the Commander "Smart Testing"? What dates and days were the last four (4) tests conducted? (Example Dec 1 st , WED) Is there a pattern? If so, select No Go	1		
13	Does the commander / UPL have all publications to implement the Unit ASAP?	1		
14	AR 600-85(2 February 2009) (must be on hand during testing)	1		
15	AR 25-400-2	1		
16	DOD Directive 1010.1	1		
17	DOD Instruction 1010.16	1		
18	USAG Humphreys ASAP SOP	1		

	(must be on hand during testing)			
19	UPL Handbook (must be on hand during testing)	1		
20	Did the UPL properly brief the observer? a. Orally to include demonstration? b. In writing and have them sign the Observers Memorandum?	2		
21	Did the UPL brief selected personnel on the collection process?	2		
22	Is the holding area adequate and supervised by an NCO/Officer (E-5 or above) and briefed by the Commander or UPL?	2		
23	Did the UPL properly inspect latrines (remove all cleaning materials)?	2		
24	Did the UPL place the latrines off limits prior to the collection?	2		
25	Did the Soldier provide his/her ID card to the UPL or other identification per local SOP?	2		
26	Did the Soldier remove excess outer garments (ACU jacket, coats, PT top, etc.)?	1		
27	Did the UPL use a preprinted DTP Label? Did the handwritten label include: a. Date YYMMDD b. Base Area Code (BAC) c. Soldier's SSN from Soldiers ID card or other identification on the DD Form 2624	1		
28	Did the UPL initiate and record the appropriate information on the DD Form 2624? a. Block 1 of DD Form 2624 Submitting Unit b. Block 2 of DD Form 2624 Additional Service Information c. Soldier's SSN (taken from ID card or other identification per local SOP) d. Test Basis e. Testing information f. Collection Date g. Batch Number h. Base Area Code (BAC) i. Unit Identification Code (UIC)	1		
29	Does the UPL maintain a urinalysis ledger documenting the following: a. Soldier's name b. Soldier's Signature c. Soldier's SSN (from ID card or other identification per local SOP) d. Date e. Specimen and Batch Number f. Name and Signature of Observer who is assigned to the Soldier in 4.a. & 4.b g. Soldier's Rank h. Test Basis	1		
30	Did the UPL record any unusual circumstances (i.e. no ID Card, identification verified by 1SG, short sample, etc. in the remarks section of the unit ledger?	2		

31	Did the Soldier verify the information on the bottle label, unit ledger, and DD Form 2624 by initialing the bottle label?	2		
32	Did the UPL distribute the labeled bottle to the Soldier in the presence of the observer?	2		
33	Did the observer walk behind the Soldier to the latrine while the Soldier carried the specimen bottle above his/her shoulder?	2		
34	Did the observer direct the Soldier to wash his/her hands with water only prior to providing specimen?	2		
35	Did the observer directly observe the Soldier urinating in the specimen bottle and place the cap on the bottle? When the optional wide mouth specimen collection container is used, did the observer directly observe the Soldier urinating into the collection container and ensure that the urine was poured into the approved urine specimen bottle and tightly capped by the Soldier providing the specimen?	2		
36	Did the observer direct the soldier to wash his/her hands with soap and water after collection and before returning to the UPL desk?	2		
37	Did the observer walk behind the Soldier when returning to the UPL desk while the soldier carried the specimen bottle above his/her shoulder?	2		
38	Did the observer and the soldier maintain visual contact of the specimen bottle until it was sealed with tamper evident tape and initialed by the UPL?	2		
39	Did the UPL seal the specimen bottle with tamper evident tape as one continuous piece that touched the bottle label on both sides in the presence of the Soldier?	2		
40	Did the UPL initial the bottle label ensuring the specimen was acceptable and acknowledging receipt of the specimen in the presence of the soldier and observer?	2		
41	Did the observer sign the unit ledger in front of both the UPL and soldier verifying he/she complied with the collection process and directly observed the soldier provide the specimen?	2		
42	Did the Soldier sign the unit ledger in front of both the observer and UPL verifying that he/she provided the urine specimen and observed the specimen being sealed with tamper evident tape and placed in the collection box?	2		
43	Did UPL return ID card and release soldier from testing?	2		
44	Did the UPL perform a quality control check of the specimen bottles, unit ledgers and the DD Forms 2624? A. By verifying that the SSNs on the specimen bottle, DD Form 2624 and Unit Ledger match? B. Verifying that each specimen bottle contains two sets of initials? C. That the tamper evident tape is properly applied and intact? D. There are letters of correction for all corrections and these letters are signed by the UPL and a witness (not the donor)? E. Are all changes in chain of custody documented on the DD Form 2642?	3		

	F. Did the UPL transport to the Installation Biochemical Collection Point as soon as possible?			
45	Are records being kept IAW AR 25-400-2, The Army Records Information Management System (ARIMS)	5		
46	600-85a2 - Alcohol & Drug Abuse Management Files	1		
47	600-85b3 – Alcohol and Drug Abuse Statistics	1		
48	600-85e1 – Alcohol & Drug Abuse Testing Report – Positive Results	1		
49	600-85e2 - Alcohol & Drug Abuse Testing Report – Negative Results	1		
50	Does the UPL maintain a urinalysis ledger, Commander’s, UPL’s and Observer’s Briefs?	1		
51	Are positive results maintained for 3 years and negative results maintained for 1 year?	2		
52	Does the UPL have an in-depth knowledge of administrative procedure (ledgers, Chain of Custody, etc) associated with urinalysis testing?	1		
53	Does the UPL coordinate with the ASAP Prevention Coordinator (PC) for presentation of unit drug and alcohol classes?	2		
54	Are there training records indicating completion of the required alcohol and drug abuse prevention training? (one hour per Soldier per quarter) Do these records include at the minimum a sign-in roster, copy of slides, lesson plan, training verification form signed by the Commander of 1SG with the name of the class, date presented, duration, and total in attendance?	5		
55	Are the Prevention Education and training records on file within the UPL’s files?	1		
56	Does the UPL maintain a unit ASAP bulletin board with information on drug and alcohol services available, current policy and other related information to help soldiers make responsible decisions? (must include the following) a. Primary and Alternate UPL Appointment orders. b. Company SOP c. Directions to USAG Humphreys ASAP office d. ASAP phone numbers e. Drug/Alcohol information pamphlets/posters f. USFK and Installation policy letters g. ASAP Monthly Newsletter	4		
57	Are the sign-in rosters & cover sheet (cover sheet minimum information includes the name of the class, date presented, duration, and total in attendance) forwarded to the Prevention Coordinator (PC) within 5 days of completion quarterly?	2		
	Is Temporary storage available and is it IAW AR 600-85?	5		
58	Is the current version of the DTP being used?	1		
59	Is the UPL testing the Soldiers after they return from leave, TDY, or hospital in-patient care IAW unit policies?	1		
61	Is the Commander tracking ASAP enrollments?	1		
62	Is the UPL conducting monthly RO Alcohol and Drug testing on ASAP enrolled personnel?	2		

		<u>Possible</u> <u>100</u>	<u>Total</u>	
	**** The Following tasks are considered critical and failure to comply will result in a collection procedure score of <u>ZERO</u> which results and a RED rating:			
	<ol style="list-style-type: none"> 1. Giving the Soldier an unlabeled or incorrectly labeled (wrong SSN) bottle to take to the latrine. 2. Performing collections without observers. 3. Allowing an observer to touch and/or initial the bottle label. 			

Summary/Remarks

Inspector Signature