



Navy Alcohol and Drug Abuse Prevention Program

Synthetic Drug Urinalysis Operating Guide

Reference: NAVADMIN 082/12, IMPLEMENTATION OF URINALYSIS TESTING FOR SYNTHETIC COMPOUNDS

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4/4/2012

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To request a quota, ask questions, or obtain further information after reading the guide, contact the synthetic drug testing team at:

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References

- a. NAVADMIN 082/12, 121420ZMAR12, IMPLEMENTATION OF URINALYSIS TESTING FOR SYNTHETIC COMPOUNDS
- b. OPNAVINST 5350.4(SERIES), NAVY DRUG AND ALCOHOL ABUSE PREVENTION
- c. NAVADMIN 108/10, 251705ZMAR10, DRUG ABUSE ZERO TOLERANCE POLICY AND PROHIBITION ON POSSESSION OF CERTAIN SUBSTANCES
- d. SECNAVINST 5300.28E, 25MAY11, MILITARY SUBSTANCE ABUSE PREVENTION AND CONTROL

Synthetic Drug Urinalysis Testing Program

1. Overview. Testing for synthetic drug compounds contained in Spice and other products marketed as legal highs, per references a and c shall be conducted using the same methods as standard urinalysis testing directed in reference (b). But, there are unique differences that ensure samples are properly documented and processed. Synthetic compound urinalysis testing authorized by this program is separate and distinct from the standard urinalysis program directed by reference (b)). Routine random testing is not authorized under this program. Investigative testing incident to an active Naval Criminal Investigative Service (NCIS) or equivalent agency investigation are part of a separate process conducted by the cognizant NCIS field activity and are not addressed in this document.

2. Procedure.

a. Because of a limited availability of quotas for laboratory analysis, Commanders, Commanding Officers, Officers-in-Charge, or their designated representative (i.e. Executive Officer or Chief of Staff) shall obtain authorization for testing from OPNAV N135F (info respective Alcohol and Drug Control Officer (ADCO)) prior to submission of a synthetic compound urine sample for testing.

(1) Authorization from NADAP refers to the testing of samples, not collection. Commands may collect urgent individual samples when the need arises, however, should defer larger scale testing or shipping of collected samples until NADAP authorization is provided. This ensures sufficient testing capacity is available and samples will not be rejected. **Samples sent for synthetic testing without prior approval by OPNAV N135 will not be tested and may be discarded.**

(2) Echelon II/III ADCOs may request quotas on behalf of subordinate commands as necessary using the same process.

b. A command request letter (sample included as TAB C) must be forwarded to OPNAV N135F via email or fax:

Synthetic Drug Testing
E-mail: MILL_SDTESTREQ@NAVY.MIL
Phone: (901) 874-4232, DSN PREFIX: 882
Fax: (901) 874-4228, DSN PREFIX: 882

c. The Urinalysis Program Coordinator (UPC) will manage collection, chain of custody, packaging and shipment of samples. They will also ensure that synthetic drug urinalysis testing does not impact standard testing directed by reference (b). A limited choice of premise codes are manually assigned to each sample:

(1) Consent (VO): The member consents to a urine sample.

(2) Command Directed (CO): Urine sample directed by the member's commanding officer based on the member's behavior, conduct, or involvement in an incident that gives rise to a reasonable suspicion of synthetic drug abuse.

(3) Probable Cause (PO): Urine sample directed by the member's commanding officer based on reasonable suspicion of synthetic drug use.

(4) Unit/Sub-unit Sweep (IU): Selection of an identifiable segment within the command (i.e. pay grade, watch team, division, department, berthing area resident or high-risk user group). Large scale unit sweeps of an entire crew are not desired because of the limited availability of testing quotas.

(5) Other Premise Codes are NOT allowed for synthetic drug testing. Samples submitted with codes other than those listed above will be discarded.

d. Program Requirements. Guidelines for configuring and using Navy Drug Screening Program (NDSP) are covered in Tab A of this guide. Administer urinalysis collections using the collection process as described in OPNAVINST 5350.4 series, reference (b) for standard urinalysis. Ensure observers are briefed using the Urinalysis Observer Briefing Sheet for every urinalysis test conducted. Ensure assistant UPCs are properly trained.

e. Special Instructions.

(1) The Special Forensic Toxicology Drug Testing Laboratory (SFTDTL) is the only laboratory authorized to process synthetic drug testing samples.

(2) All synthetic drug testing samples will be shipped directly to SFTDTL within 5 working days of authorization. SFTDTL tested samples will not be available for retesting and

will be discarded by the laboratory. Samples sent for synthetic drug testing will not be tested for the standard drug testing panel.

(3) If substituted cathinone (Bath Salts) use is suspected, include a command written request to ensure those suspect samples are appropriately tested.

(4) A minimum of 30 ml must be submitted for synthetic drug testing.

(5) Commands testing under agreement with non-Naval Services may not utilize this testing program. Commands may only conduct testing on Navy military personnel.

f. Labeling Samples. Synthetic drug testing samples will be maintained, packaged and shipped **separately** from samples taken for standard urinalysis. Synthetic drug testing samples will use the same packaging criteria established in OPNAVINST 5350.4 series, with the special considerations of paragraph 3, below.

3. Shipment Preparation.

a. The UPC shall pack specimens for shipment per OPNAVINST 5350.4 series with the following additions:

(1) Prior to shipping, the words "Synthetic Drug" should be written legibly in red lettering on:

- the top of the original DD 2624 and,
- the outside of the sample box and,
- the outside of the secondary container (pouch or larger box)

(2) All samples sent for synthetic drug testing shall be mailed to:

Special Forensic Toxicology Drug Testing Laboratory
115 Purple Heart Drive
Dover AFB, DE 19902

b. **NOTIFY OPNAV N135 OF THE TOTAL NUMBER OF SAMPLES SUBMITTED FOR TESTING VIA EMAIL TO MILL_SDTESTREQ@NAVY.MIL.**

c. Commands will not be reimbursed for expenses related to collecting, packaging and shipping samples designated for synthetic drug testing.

4. Notification and Reporting.

a. OPNAV N135 will notify command points of contact of positive urinalysis results via e-mail. All results will be reported and available through the Alcohol and Drug Management Information Tracking System (ADMITS). Results will not be available via the internet Forensic Toxicology Drug Testing Laboratory portal (iFTDTL). Negative results will be posted to ADMITS without command notification. ADMITS results will serve as official notification.

b. Commands may view their results in ADMITS using DAPA/UPC report #5 (Spice Laboratory Positive Status Report) or #8 (Spice Detailed Urinalysis Specimen Data).

c. Per reference (b), DAAR submissions are required for each incident where a Commanding Officer determines the member willfully used synthetic drugs. For this synthetic drug testing program specifically, a positive test result alone does not require a DAAR, but the result of this testing may be included in a DAAR submitted for instances of synthetic compound use, possession and distribution.

NDSP Configuration for Synthetic Drug Testing

The Navy Drug Screening Program database used for standard urinalysis testing will not be used. The following information is for the sole purpose of conducting urinalysis specimen testing for synthetic drugs (i.e. Spice). Following these steps ensures that no other testing is affected.

Ensure you are using the latest version of NDSP available for your platform. Before creating a new database, ensure the primary database is properly backed up. This will ensure that if the primary database becomes corrupt, a full system restoration can be done using the Backup/Restore Utility. A separate database specifically for Synthetic Drug testing must be established and utilized as follows:

1. Create a new database by logging into the NDSP program and going to the main screen.
 - a. Click on Pool Maintenance.
 - b. Click on the 'New Database' icon.
 - c. Name the new database (i.e. 'Synthetic Drug Testing')
 - d. Ensure all fields are filled in:
 - DD 2624 Block 1 must contain the command name as it appears on message traffic. **Include UPC POC info with email address and telephone number.**
 - DD 2624 Block 2 must contain the TYCOM/ISIC as it appears on message traffic. (ISIC may direct email also.)
 - **Ensure 'Per Month Testing Info' reflects 0 for both '# of Tests' and 'Target %' to prevent NDSP from generating random testing.**
 - e. Return to the main screen by clicking on the brown door.

2. Create a new roster by exporting a roster from the general database and importing it into the new database or importing a new roster from the command. The roster should be identical in both databases. To export and import a roster:
 - a. Click on Personnel Roster.
 - b. Select the database with the names and click on the "Export Roster" red arrow.
 - c. Select a location to export the roster file to (i.e. desktop) and create a name. The name isn't important. Once

complete, click "save".

- d. Click on the New Database.
- e. Click on the "Import Roster" red arrow to start the Import Wizard.
- f. Click on the appropriate file type. If your saved roster has a file extension of .xls, use MS Excel, if it ends in .csv, use Comma Delimited.
- g. Click Next.
- h. Select the file you want to import (from step c).
- i. Click Open.
- j. For Import Options, check the box for "Ignore Organization" to have all names imported into one pool. Uncheck the box to create multiple pools during import.
- k. Select "Replace Roster with Import file" and click Next, then OK.
- l. For 'Map Import Fields', click on "Do Not Import" for each column header and select the corresponding field below it. Once all fields are selected, click Finish.
- m. Click "Yes" on the next Screen.
- n. Click "Ok" on the final screen.

3. Testing with the new roster will not interfere with standard urinalysis testing. In addition to separating the testing by using a separate database, ensure that samples and documents are not intermixed.

- a. Select 'Other Testing' from the main screen.
- b. Select the type of test to be conducted.
 - Consent (VO) for a member's individual sample.
 - CO Directed (CO) if member is ordered to provide a sample. There can be no disciplinary action associated with results of samples collected under this premise code. (Seek legal guidance.)
 - Unit Sweep (IU) for a group or sub part of a unit. This can be 1 person or more.
 - Probable Cause (PO) for an individual suspected of synthetic drug use with reason to believe that urinalysis will confirm this. (Seek legal guidance.)
- c. Select the member or group using the arrows. (This option is available for Consent and Command Directed testing.) Once the members are selected, click Finish to create the test.

- d. For Unit Sweeps, testing must be conducted for the entire pool or sub part using another pool with names listed.
 - Create a separate pool within the new database to conduct a Unit Sweep of a smaller number or subset.
 - Click Finish to create the test.
- e. Print Bottle Labels and Test Register and conduct testing.
- f. After specimens have been collected, ensure that UPC contact information is correct on the DD2624 Block 1, and enter the NADAP Synthetic drug testing authorization number into Block #13. Legibly write the required information on the DD 2624 if printing isn't possible or if the form does not have block 13.

REMEMBER: This testing **must** be accomplished using a database **separate** from the standard urinalysis program of reference (b).

- DO NOT use the regular database for synthetic drug testing.
- DO NOT restore another database to create a new database.
- DO NOT forward samples to the SFTDTL without an approved authorization number.

Synthetic Drug Testing Quick Reference

The Navy Drug Screening Program database used for standard urinalysis testing will not be used. Synthetic drug testing will utilize a separate database established specifically for synthetic drug testing.

Navy commands must request authorization for synthetic drug testing from NADAP prior to shipping specimens to the lab. Circumstances may require collection of specimens prior to receiving authorization, but requests for larger authorizations should be made in advance. Specimens submitted without authorization will not be tested and will be discarded.

OPNAV N135F

Navy Alcohol and Drug Abuse Prevention

Drug Detection and Deterrence

Synthetic Drug Testing

E-mail: MILL(UNDERSCORE)SDTESTREQ(AT)NAVY.MIL

Phone: (901) 874-4232, DSN 882

Fax: (901) 874-4228, DSN 882

Navy commands will forward specimens for synthetic drug testing **ONLY** to the Special Forensic Toxicology Drug Testing Laboratory (SFTDTL):

Special Forensic Toxicology Drug Testing Laboratory

115 Purple Heart Drive

Dover AFB, DE 19902

Specimens submitted for synthetic drug analysis must be collected and shipped within 5 working days of authorization.

Specimens submitted for synthetic drug analysis **will not** be tested for the standard DoD drug testing panel. Commands must submit a request via memorandum from the command (identifying batch and specimen numbers) to ensure suspected samples are screened for Bath Salts.

A minimum of 30 ml must be submitted for synthetic drug testing.

Positive test results will be forwarded to the command POC when available. Official results will be posted in ADMITS.

**Sample Request Letter for Synthetic Drug Testing
(Command letterhead required)**

From: Commanding Officer, (insert name of command)
To: Director, Navy Alcohol and Drug Abuse Prevention Office
Subj: SYNTHETIC DRUG TESTING QUOTA REQUEST

1. Request testing quota(s) to conduct synthetic cannabinoid testing for (XX) samples for UIC xxxxx, to be collected and shipped prior to (date). (Expand for multiple UICs.)
2. I acknowledge that samples must be collected and shipped within five working days upon receipt of authorization.
3. Command POC is (enter name of POC(s), with e-mail address and telephone number).

A. B. SEE
(CO/XO/CSO or equivalent)

Sample Request for Special Testing
(include with samples)

From: Commanding Officer, (insert name of command)
To: Special Forensic Toxicology Drug Testing Laboratory
Subj: SYNTHETIC COCAINE DRUG TESTING REQUEST

1. Request substituted cathinone (bath salts) testing for the following samples submitted under authorization (auth#):

<u>Batch</u>	<u>Specimen</u>
XXXX	###