



Minimizing Urinalysis Discrepancies

Each unit is responsible to ensure urinalysis discrepancies are minimized during their urinalysis testing. In order to help reduce the amount of discrepancies, all units were mandated to use the Drug Testing Program (DTP) Lite per ALCGPSC 144/13 for each urinalysis test conducted. Although DTP Lite provides assistance with minimizing discrepancies, each urinalysis coordinator must double check all administrative documents and procedures to ensure accuracy.

Using DTP Lite helps to reduce discrepancies given that the computer will legibly fill in all required fields on the forms as well as the labels. However, the information contained in the unit roster must be correct prior to uploading into DTP Lite, otherwise discrepancies will continue to occur. As a result, each urinalysis coordinator must double check the bottle, the form, and then compare the two before packaging so that they can correct any discrepancies.

What is a Discrepancy?

Incorrect, incomplete, illegible, missing, overwritten, not original, or an error that has not been forensically corrected.

How to correct a Discrepancy

First determine if you can forensically correct the error. A forensic correction is accomplished by:

- 1) drawing a single line through the incorrect information,
- 2) writing the correct information,
- 3) writing your initials, and
- 4) writing the date of the correction.

If you cannot forensically correct the discrepancy then the coordinator must sign a Certificate of Correction, indicating what was incorrect and what should have been written, and send with the DD Form 2624. This form can be found on PSC-PSD-fs website:

<http://www.uscg.mil/psc/psd/fs/DrugTesting.asp>

To help units minimize their discrepancies, the most common discrepancies are outlined below. All urinalysis coordinators must review the below list to ensure the discrepancies below do not appear on their form(s) and/or label(s):

Discrepancies related to the DD Form 2624:

- **FA:** The UIC or BAC in blocks 3 or 4 is either incorrect or doesn't match that found on the bottle label; rare with DTP.
- **FN:** The absence of a single original signature on the custody section (Blocks 12a-d).
- **FP:** If Tripler receives a specimen with an annotated label, there must be a corresponding line on the form.



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- **FT:** The SSN on the form is wrong/doesn't match the bottle label; rare with DTP.
- **GG:** The coordinator must include a bottle as a space filler (**helps keep the bottle from moving in shipment yielding illegible labels and/or spills**) and the bottle must not contain a label. The form should have a line through the SSN with the coordinator's initials and date.

Discrepancies related to the label on the bottle:

- **LF:** Date on label and form do not match; rare with DTP.
- **LJ:** There are no service member's initials on bottle. The service member does not write on form.
- **LN:** Mismatch between form and label; rare with DTP
- **LX:** This is a label-only error indicating the SSN is not clear; rare with DTP.

Each urinalysis coordinator is reminded to review the full listing of Discrepancy Codes located in Exhibit 4.B.5 of the Drug and Alcohol Abuse Program, COMDTINST M1000.10 (series), to ensure all discrepancies are minimized during each urinalysis test that is conducted.

For questions, please contact the Drug Testing Program Manager at PSC-PSD-fs:
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