

Navy BB and PL Discrepancy Code Frequently Asked Questions

JULY 2018 Ver. 1

- Q1 – I received a "PL" code, Package - Leakage noted - NOT TESTABLE, for samples I sent to the lab. What does it mean and what do I do?
- A1 – The Office of Under Secretary Defense issued new inspection criteria and guidance for all servicing Drug Screening Laboratories (DSLs) to follow, affecting all service branches. Effective June 20, 2018, DSLs are required to carefully inspect for leakage any package or container holding one or more specimens submitted for drug testing, immediately upon receipt. The inspecting official will decline to test any specimen contained in a package or secondary container that shows signs of current or past leakage, which include wetness on any specimen bottle or label, and/or wetness on the box or other packing materials; the discoloration or distortion (e.g., wrinkling or smearing) of a label, box, or packing materials; or signs of crystallization from minerals/urea on the outside of a specimen bottle, the box, or other materials. On determining that a package or container shows signs of current or past leakage, the inspection official will assign and document the fatal discrepancy code "PL" for "Package – Leakage noted – NOT TESTED" to each specimen it holds. See A3 for retesting direction and A4 for annotating the discrepancy code.
- Q2 – I received a "BB" code "Bottle leaked in shipment – NOT TESTED" for an individual sample I sent to the lab. What does it mean and what do I do?
- A2 – Specimens submitted individually, or in an individually-sealed secondary container (e.g., a single specimen bottle enclosed in a sealed plastic bag), that show signs of current or past leakage, as defined above, within the secondary container, will not be tested. Inspecting officials will assign and document the fatal discrepancy code "BB" for "Bottle leaked in shipment – NOT TESTED" to the specimen. See A3 for retesting direction and A4 for annotating the discrepancy code.
- Q3 – For all the specimens that weren't tested, do I need to retest those members?
- A3 – Retesting those members affected by the PL and BB codes is **STRONGLY RECOMMENDED** as not doing so may result in the command not meeting Navy minimum monthly testing requirements.

Q4 – How do I annotate the discrepancy codes in NDSP and set up the members for retesting?

A4 – The UPC must create the PL code in NDSP and apply it to each specimen affected, one at a time. The code will prompt an option for retest so all affected members can be retested immediately.

To add "PL" to NDSP, follow these steps:

1. Go to Samples Collected in NDSP.
2. Highlight specimen flagged with PL. Remember, only one specimen at a time as there may be additional discrepancy codes to apply.
3. Click on the discrepancy icon at the top. (Bottle with the red x).
5. Click on Green plus sign above the list to create a new code and entry.
6. Enter PL for the code, then the following in the Description block: PACKAGE-LEAKAGE NOTED - NOT TESTED (use upper case to be consistent with all other discrepancies listed).
7. Leave the Testable box unchecked so it will show as False for Testable, then click Ok.
8. After clicking Ok, then click “Add Selected Discrepancies” to apply it.
9. Highlight “PL” discrepancy and click “Add Selected Discrepancies”. Dialogue screen will appear asking if you want to add selected discrepancies to the current sample as “untestable”. Click Yes.
10. If there are other discrepancies to add to the sample, click the green button and select the applicable discrepancy. If no other discrepancies to be added, click the Red door to exit and you will be prompted to choose to generate another test for this member. Click Yes retest or No to not retest.
11. Repeat this process for each specimen affected.
12. If the UPC clicks “Yes” to add member to retest, the member will be moved from Samples Collected to Samples Due with a status of “Retest”. The member(s) can be selected one at a time or as a group for testing. Follow these steps in Samples Due:
 - a. Highlight specimen(s) marked as Retest in the Status column.
 - b. Right click on them and select “Print Testing products for selected member”. DD Form 2624 Form Management screen will appear and UPC can print testing products. This will create a new batch number and collection date but the test basis will remain the same. If the member sample was previously collected under a Random Sample (IR) or Unit Sweep/Sub-Unit Sweep (IU), the retest will be under the same test basis.

Q5 – How do I mark a sample with a BB discrepancy code?

A5 – Follow these steps:

1. Go to Samples Collected in NDSP
2. Highlight specimen flagged with “BB”. Remember, only one specimen at a time can be marked with a discrepancy code as there may be additional discrepancy codes to apply to the specimen.
3. Click on the discrepancy icon at the top. (Bottle with the red x).
4. Click on Green plus sign to view the list of discrepancies

Q6 – Can I use the packaging procedures in the October 2001 UPC Handbook?

A6 – No. The handbook was no longer valid once OPNAVINST 5350.4D was released in June 2009. Please refer to packaging procedures outlined in enclosure 2 of OPNAV 5350.4D in conjunction with packaging guidance outlined in the UPC OPGUIDE and this FAQ.

Q7 – How will the requirements to individually bag each specimen affect commands with very large number of sailors assigned, especially in performing command wide Unit Sweeps?

A7 - The impact on each command will vary as some commands will utilize multiple UPCs to help ensure each specimen sample is properly bagged and placed in designated boxes while other commands may not have that flexibility, therefore, the amount of time spent has to be measured locally.

Q8 – Do I have to enclose individual specimens in a separate specimen bag?

A8 – Yes. Doing this should isolate potential leakages to only the individual specimen bags, keeping the other specimens testable. This will minimize PL discrepancy code occurrences.

Q9 – I have samples already packaged for shipment without the individual specimen bags. Do I have to unpack them and repack them with individual specimen bags?

A9 – Yes. By repacking the specimens in the individual bags with absorbent material, you decrease the risk of having the lab label multiple specimens as untestable with the PL discrepancy code. Do the repacking with a witness, (preferably another UPC).

Q10 – Did something happen during shipment to cause the leaks?

A10 – There are a number of possibilities from air pressure changes, lids not on tight enough, to lids that were over tightened, improper packaging, and temperature changes. OPNAV is working with DOD to investigate the cause(s) of the leaks and to develop a resolution as quickly as possible.

Q11 – If I send a large box with multiple batches and one of those batches leaks, do all batches get discarded as untestable?

A11 – Individual packages in the larger shipping container that show signs of leakage or wetness as described above will not be tested. It is vital to ensure each individual batch is properly packaged to prevent any leaks from affecting other batches in the shipment.

Q12 – I do not have any specimen bags. How do I meet my numbers for the month?

A12 – First, ensure single specimen bags, desiccant, and absorbent pads were placed on order. Second, continue testing as normal and hold samples on station until specimen bags are received. If storage is limited or non-existent, notify your TYCOM/ISIC of the issue. They may waive minimum monthly testing requirements while supplies on order for June and/or July as material is ordered.

Q13 – What can I do to avoid these discrepancies in the future?

A13 – There are a number of steps you can take:

1. Instruct each member providing a urine specimen to provide a minimum of 30 mL – 60 mL (60 mL-75 mL for Steroid tests). For any specimen greater than 60 mL, annotate it in the space next to the specimen number of the member on the DD Form 2624. Annotate “Greater than 60 mL.”
2. Ensure each specimen bottle cap is tight prior to affixing tamper resistant tape. Do not over tighten.
3. Ensure each specimen bottle is placed into a single specimen bag with absorbent material and the adhesive top of the bag is folded carefully to obtain a leak-proof seal.
4. Inspect large container box/boxes (aka Torpedo Box) prior to use for any evidence of past or current wetness. If any found, discard and acquire a different container box.

Q14 – Where can I get collection and packaging supplies?

A14 – A list of supply information is found on the Navy Drug Detection and Deterrence website via the following link: http://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/DDD/Pages/NDSP.aspx

Best Practices

1. Ensure each sample is placed in individual specimen bags with desiccant. New guidance directs use of absorbent pads in each specimen bag.
2. Direct members to ensure specimen top is securely tightened. The UPC should confirm specimen top tightness before affixing the tamper resistant tape.
3. Make sure not to send empty bottles to the labs. We're receiving reports of this occurring.
4. Once bottles are placed in shipping container and container is sealed with tape, sign and date across the tape on the top and bottom of the box.
5. Check the internet Forensic Toxicology Drug Testing Laboratory (iFTDTL) portal frequently for testing results. Specimens with the BB or PL discrepancy code will be visible on the iFTDTL portal under the “Results Portal” hyperlink.
6. Do not use zip-lock[®] or similar bags for packaging individual urine specimens. These bags are not leak proof.