

- Inmate's/Probationer's signature beside (2) indicates:
  - the urine sample is my own;
  - the sample has not been tampered with by me or anyone else;
  - either the container has been sealed in my presence or the sample has been tested in my presence.
- STAFF INITIALS beside inmate's/probationer's name and number indicates the staff member either sealed or tested the sample in the inmate's/probationer's presence.
- "REF" beside inmate's/probationer's signature indicates the inmate refused to provide a sample. In this case, inmate's/probationer's signature endorses refusal to provide a sample. If the inmate/probationer refuses to sign, the staff member should sign in the inmate's/probationer's box.
- A copy of this form should be attached to any disciplinary report resulting from refusing to provide a sample.

C O C A I N E	C A N N A B I N O I D	M E T H A Q U A L O N E	P H E N C Y L I D I N E	B E N D I A Z I P I N E	O P I A T E S	B A R B I T U A T E S	A M P H E T A M I N E S	P R O P O X Y P H E N E	C H E C K  I F  R E S U L T S	L A B  S T A F F  I N I T I A L S
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(1) INMATE/PROBATIONER NAME AND NUMBER (2) SIGNATURE OF INMATE/ /PROBATIONER REF(?)	STAFF INIT	DOB	TIME	CONTAINER NUMBER	QTY +/-	QTY +/-	QTY +/-	QTY +/-	QTY +/-	QTY +/-	QTY +/-	QTY +/-	QTY +/-		
(1) _____ (2) _____															
(1) _____ (2) _____															
(1) _____ (2) _____															
(1) _____ (2) _____															
(1) _____ (2) _____															
(1) _____ (2) _____															

STAFF IN CHARGE OF COLLECTION  
Copies: Care and Treatment/Ass. Supt./Chief Counselor

DATE & TIME

RESULTS RECEIVED: DEP. WARDEN SECURITY/CHIEF OF SECURITY

DATE & TIME

STAFF IN CHARGE OF ANALYSIS

DATE & TIME

IF CONFIRMATION REQUIRED, FORM RETURNED TO PROJECT SUPERVISOR:

STAFF IN CHARGE OF CONFIRMATION

DATE & TIME SPECIMEN  
SENT FOR CONFIRMATION

RETENTION SCHEDULE: Attachment 1 of this SOP, when complete will be filed locally and kept for one year if the results are negative. If the results are positive, the form will become part of a disciplinary package that is placed in the inmate's case history file. The case history file is kept according to the official records retention schedule.