

**UA AND BAT LOG PROCEDURES
FOR U.S. PROBATION/PRETRIAL OFFICE**

1. Collect UA per established procedures
If UA test cup is Positive, complete the chain of custody form and send the specimen to lab requesting a **Confirmation Only** for the positive drugs, **even if donor has a prescription**

Account Number: 08660001P

Tests Ordered (Check all that apply)

Primary Test Panel

Confirmation Only (specify) THC, cocaine

Individual Special Tests (specify) _____

2. Complete the UA and BAT Log
Please be sure to write your agency name and/or location on the log sheets
Check box indicating **WHY** the UA was taken
Check box to indicate if it was observed or not
Enter result from the test cup. If positive, list the drugs, if negative, enter Negative
If UA is not tested on-site, leave result blank
ALL Unobserved UAs are to be sent to the lab requesting a Primary Test Panel

POST CONVICTION

VENDOR NAME/LOCATION Drug Testing Inc

UA and BAT LOG
United States Probation Office
Kansas City, MO 64106

Fax to 816-512-1313 OR scan and email to: mow_drugtests@mow.uscourts.gov EACH DAY

Date	ID#	Name of Offender	Specimen No.	Collector Initials	Comments	
9-20-18	12345	John Doe	B03868950		Why was UA taken? <input checked="" type="checkbox"/> CodeAPhone <input type="checkbox"/> Walk-In/PO ordered <input type="checkbox"/> Compromised/late patch	Was it observed? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO UA Result: <u>+ THC, cocaine</u> BAT result:
9-20-18	12345	John Doe			Why was UA taken? <input type="checkbox"/> CodeAPhone <input type="checkbox"/> Walk-In/PO ordered <input type="checkbox"/> Compromised/late patch	Was it observed? <input type="checkbox"/> YES <input type="checkbox"/> NO UA Result: BAT result: <u>NEG</u>

3. Place one of the larger stickers from the chain of custody form in the Specimen No. column.

Apply Barcode vertically on bottle

Use second seal & barcode for specimens screened on site.

B03868950 B03868950 S B03868950 B03868950

Testing Laboratory (PLACE OVER CAP OF SPECIMEN) Security Seal Federal Probation/Pretrial B03868950 SPECIMEN NO.

Testing Laboratory (PLACE OVER CAP OF SPECIMEN) Security Seal Federal Probation/Pretrial B03868950 S B03868950 SPECIMEN NO.

4. Fax the completed log to 816-512-1313 **OR** scan and email the completed log to mow_drugtests@mow.uscourts.gov **EACH DAY**

*** If UA is negative on-site, you will not need to fill out a chain of custody form. Just complete the UA and BAT Log and **send to Probation/Pretrial** office **EACH DAY** a UA is collected.

5. A UA collection and a BAT test are **separate** services and **TWO** entries should be made on the UA and BAT log.

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9-20-18	12345	John Doe			Why was UA taken? <input type="checkbox"/> CodeAPhone <input type="checkbox"/> Walk-In/PO ordered <input type="checkbox"/> Compromised/late patch Was it observed? <input type="checkbox"/> YES <input type="checkbox"/> NO UA Result: <input checked="" type="checkbox"/> BAT result: Neg

REMINDER: All services must be signed for by the client on the **Monthly Sign-In Log**. Sign-in logs and Monthly Treatment Reports (for treatment services only) must accompany the invoice each month to verify services provided. **The Monthly Sign-In Log DOES NOT need to be faxed at the time of the testing.**

ALWAYS SEND THE TESTING LOGS TO THE PROBATION/PRETRIAL OFFICE EACH TIME A CLIENT REPORTS FOR DRUG TESTING.

IF A CLIENT WAS SCHEDULED TO REPORT FOR URINE TESTING, BUT DID NOT DO SO, PLEASE COMPLETE A NOTICE OF NO-SHOW/STALL AND SEND TO PROBATION/PRETRIAL OFFICE.

IT IS THE RESPONSIBILITY OF THE AGENCY TO INFORM THE PROBATION/PRETRIAL OFFICE OF URINE TESTING NO-SHOWS.

ALL LOGS ARE TO BE FAXED TO THE PROBATION/PRETRIAL OFFICE AT:

816-512-1313

OR LOGS CAN BE SCANNED AND EMAILED TO:

mow_drugtests@mow.uscourts.gov