

UPL CHECKLIST	YES	NO	N/A
1. IS TEST DATE CORRECT ON ALL FORMS?			
2. DID COMMANDER OR HIS REPRESENTATIVE (i.e. UPL, 1SG, XO) BRIEF SERVICE MEMBERS TO BE TESTED?			
3. WERE ALL OBSERVERS BRIEFED BY THE UPL?			
4. DID UPL AND OBSERVERS SIGN OBSERVER MEMORANDUM?			
5. DID UPL PRINT AND SIGN BACK OF EACH DD FORM 2624 (1b)?			
6. DID BOTH THE SM AND THE OBSERVER SIGN THE TESTING REGISTER FOR ALL SPECIMENS?			
7. DID BOTH THE UPL AND THE SM INITIAL ON ALL BOTTLE LABEL LINES?			
8. IF A SERVICE MEMBER WAS NOT PRESENT FOR TESTING IS THE FOLLOWING COMPLETED?			
8a. IS THE REASON THE SERVICE MEMBER DID NOT TEST ON THE TESTING REGISTER UNDER COMMENTS AND DISPOSITION?			
8B. IS THERE A SINGLE LINE THROUGH THEIR SSN ON THE 2624?			
8C. IS THE FIRST 1/2 INCH OF THE BARCODE BLACKED OUT ON THE 2624?			
8D. DID THE UPL PUT THEIR INITIALS AND DATE IN THE LAST BOX ON THE 2624?			
8E. IS "NO SPECIMEN" WRITTEN WITH THE ABOVE ON THE 2624?			
9. ARE THERE ANY ERRORS OR MISTAKES ON ANY FORMS?			
9A. HAVE ALL ERRORS BEEN CORRECTED USING A CERTIFICATE OF CORRECTION?			
9B. IF THERE WAS AN ERROR TO A BOTTLE LABEL DID YOU HAND WRITE A NEW ONE?			
9B1. DOES ALL THE HAND WRITTEN INFORMATION MATCH?			
10. ARE THE SERVICE MEMBERS INITIALS ON THE BOTTLE LABEL?			

PRINTED NAME