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

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, COCA	ne
Individual Special Tests (specify)	

2. Complete the UA and BAT Log

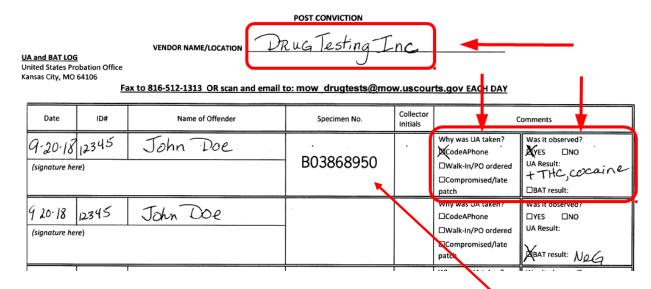
Please be sure to write your agency name and/or location on the log sheets

Check box indicating WHY the UA was taken

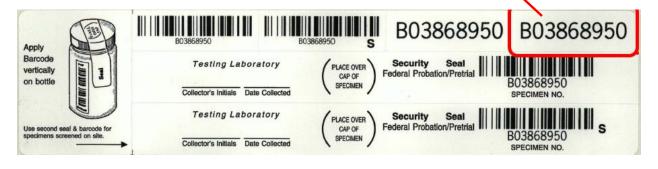
Check box to indicate if it was observed or not

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



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



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.

POST CONVICTION United States Probation Office

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 (signature he		John Doe	B03868950	•	Why was UA taken? CodeAPhone □Walk-In/PO ordered □Compromised/late patch	Was it observed? Ves □NO UA Result: + THC, COCAINE □BAT result:
9-20-18 (signature he	12345 re)	John Doe			Why was UA taken? □CodeAPhone □Walk-In/PO ordered □Compromised/late patch	Was it observed? □YES □NO UA Result: ABAT result: NoG

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:

UA and BAT LOG

Kansas City, MO 64106

mow_drugtests@mow.uscourts.gov