

**Sample Request Letter for Synthetic Drug Testing
(Command letterhead required)**

From: Commanding Officer, (insert name of command)
To: Director, Office of Navy Alcohol and Drug Abuse Prevention
(OPNAV N170A)

Subj: SYNTHETIC DRUG TESTING QUOTA REQUEST

Ref: (a) OPNAVINST 5350.4D

1. Request testing quota(s) to conduct synthetic cannabinoid testing for (XX) samples for UIC xxxxxx, to be collected and shipped prior to (date). (Expand for multiple UICs.)

2. I acknowledge that samples must be collected based on probable cause or under command direction as defined by reference (a), and shipped within five working days of receipt of authorization.

3. Probable cause has been established based on *(insert basis for probable cause, e.g. "member admission of synthetic marijuana use.")*

4. Command POC is (enter name of POC(s), with e-mail address and telephone number).

A. B. SEE
(By Direction)