***MRO Semiannual Reporting Instructions***

Thank you for registering to submit MRO Semiannual Reports as required by the Mandatory Guidelines. Once registered, you will receive your NLCP MRO ID. Please use this ID when submitting data. If another registered MRO will be submitting your semiannual report, please forward them your NLCP MRO ID.

The NLCP has developed a secure process by which MROs can submit electronic reports. MROs are encouraged to use the Microsoft Excel template provided by the NLCP and submit via the link provided. Any previously established method of tracking and collecting this information, provided it includes all variables requested in Section 13.11 of the Mandatory Guidelines, is acceptable at this time. However, all electronic submissions must be in one of the following formats: .xlsx, .docx, .csv.

Please follow the guidance below when submitting these reports:

- Complete the "MRO Statement" by entering the reporting period and MRO ID(s) and selecting the appropriate statement.
    - If an MRO **did** verify positive laboratory results as negative during the reporting period, the MRO should indicate that on the MRO statement and complete the "MRO Semiannual Report" tab of the reporting template.
    - If an MRO **did not** verify any positive laboratory results as negative during the reporting period, the MRO should file a report that states that the MRO has no reportable results during the applicable reporting period.
- In the MRO ID field, please enter the MRO ID received in the registration email. Do not include the MRO name in the MRO Report.
- Note any specimen reported for more than one drug or specimen validity issue (i.e., substituted, adulterated or invalid) with an "M" in the "M" column.
- Enter all results for all specimens with a laboratory positive, MRO verified negative result, regardless of overall specimen disposition (ex: laboratory reported specimen positive for THCA and Amphetamine, MRO-verified THCA positive and Amphetamine negative due to valid donor prescription; overall specimen disposition = Positive).
    - Include all results reported to the Federal agency for the specimen
    - Provide information for each final result in a single row, incorporating the appropriate information into each applicable column.

A brief tutorial on how to complete and submit the Semiannual Report can be found HERE

**MRO Semiannual Report Submissions**

For questions or issues, contact:

National Laboratory Certification Program
3040 East Cornwallis Road | P.O. Box 12194
Research Triangle Park, NC 27709-2194
Phone: (919) 541-7242 | Fax: (919) 794-3016
Email: NLCP@rti.org

**Frequently Asked Questions**

***What is the difference in Federal Agency vs. DOT specimen?***

Federal agency specimens are those collected under the HHS testing authority. These do not include specimens collected under NRC or DOT testing authority. At this time, the MRO reporting requirement (UrMG and OFMG Section 13.11) is only applicable to those MROs reporting federal agency specimens collected under the HHS testing authority.

***Having Issues with uploading the MRO semiannual report.***

If you're unable to submit your semiannual report via the submission link sent to you, the report can be emailed directly to the NLCP (NLCP@rti.org).

***Excel template is read only, what should I do?***

Download and/or save the template to your local computer.

***Is the medication dose needed when specifying the reason the result was overturned?***

If donor prescription is indicated as the reason a laboratory positive result was overturned, the MRO should specify the prescribed drug. Dosage information on the medication is not required but may be entered if available.

***What if I am the MRO for several TPAs?***

Enter one TPA on the registration form and send the NLCP, via email, the company information for all the TPAs for which you are the MRO.

***Multiple MROs trying to register with the same generic/shared email account.***

MROs should register with individual emails, specific to each MRO. If a single MRO will be submitting a report for multiple MROs, each MRO should still register with the NLCP using their email. They should then forward the reporting MRO their MRO ID to complete the semiannual reporting template.

***What is my MRO ID?***

Your MRO ID was sent to you in your registration email when you registered with the NLCP. If you have not registered with the NLCP, please do so prior to submitting an MRO semiannual report. If you have registered with the NLCP, but can't locate your MRO ID, please email the NLCP (NLCP@rti.org).

**MRO Semiannual Report Glossary**

| Field Name | Description |
|---|---|
| MRO ID | 5-digit unique MRO identifier |
| Federal Agency | Federal agency to which specimen results are reported |
| M | Multiple results indicator (“M”) column |
| SID | Specimen identification number (located on chain of custody form) |
| Lab Name | Name of HHS-certified laboratory reporting specimen result(s) |
| Lab Address | Address of HHS-certified laboratory reporting specimen result(s) (This field automatically populates for selected laboratories) |
| Specimen Type | Collection matrix (i.e., urine or oral fluid) |
| Lab Reported Result(s) | Drug positive or specimen validity issue reported by the laboratory |
| Verified result(s) reported to federal agency | Result as verified by the MRO and reported to federal agency |
| Reason for overturning result | Legitimate explanation for MRO verifying laboratory positive result as negative |
| Specify Reason (e.g., prescription [the MRO must specify the prescribed drug]) | Specifics on reason for overturning result(s) (e.g., "name of prescribed drug") |
| MRO Verification Date | Date MRO verified result |

| Drug Analyte | Abbreviation |
|---|---|
| Amphetamine | AMP |
| Methamphetamine | MAMP |
| Methylenedioxymethamphetamine | MDMA |
| Methylenedioxyamphetamine | MDA |
| Benzoylecgonine | BZE |
| Cocaine | COC |
| Morphine | MOR |
| Codeine | COD |
| 6-acetylmorphine | 6AM |
| Phencyclidine | PCP |
| Hydrocodone | HYC |
| Hydromorphone | HYM |
| Oxycodone | OXYC |
| Oxymorphone | OXYM |
| 9-carboxy-Δ9-tetrahydrocannabinol | THCA |
| delta-9-tetrahydrocannabinol | THC |