

**UNITED STATES PROBATION AND PRETRIAL SERVICES
DISTRICT OF UTAH**



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USPO DAILY SCHEDULED UA LIST (SAMPLE)

Vendor TASC **Date:** OCT 10, 2017 (must match day)
USP Airbill # 1Z712.... (must be included!!!) **Day:** TUESDAY

TIME	NAME & Pacts #	pretrial?	UA?/BA?	COC #	Other Tests?	USPO Initials
(Time client comes in)	Doe, John #12345		UA	Fill in as test taken... ex. UT0003		JK
4:55	Smith, William #54321	Y	UA/BA	UT0006	BA 0.00	DR
7:20	Doe, Jane #987654		UA	UT0012		HDL
	Jones, Jack #876123		UA			JC
6:10	Williams, John #32456		UA/BA	UT0004	BA 0.01	DR
(write in)	These columns can be typed or handwritten (*+USPO Initials Column)			(write in)	(write in)	*
	Based on the above, when you fax in the log (at end of night or next morning) we will know that Jack Jones failed to appear and will notify the officer (JC) of such that day.	Only need to mark the Y for those on pretrial in these boxes				

TIME	WALK-IN NAME & Pacts #	Pretrial?	UA/BA?	COC #	Other Test?	USPO Initials
6:15	Doe, Samantha #334455	Y	UA	UT0015		JK
	(This client's name would be handwritten in most cases as you would not know they were coming in advance...may be making up missed UA from previous day or coming in at PO's direction)					
