The World Anti-Doping Code

INTERNATIONAL STANDARD FOR TESTING

version 3.0

June 2003

PREAMBLE

World Anti-Doping Code *International Standard* for *Testing* is a mandatory *International Standard* developed as part of the World Anti-Doping Program.

The *International Standard* for *Testing* is extracted from the proposed ISO International Standard for Doping Control (ISO ISDC) which is being prepared by an expert group within the International Anti-Doping Arrangement (IADA) and *WADA*. The ISO ISDC is based on the IADA International Standard for Doping Control (ISDC)/ISO PAS 18873 (1999). *WADA* supports and is an active partner with IADA in developing the Proposed ISO ISDC to a full ISO standard. The ISO process is expected to be completed in mid 2004.

Version 1.0 of the *International Standard* for *Testing* was circulated to *Signatories* and governments for review and comments in November 2002. Version 2.0 was based on the comments and proposals received from *Signatories* and governments.

All *Signatories* and governments were consulted and have had the opportunity to review and provide comments on version 2.0. This draft version 3.0 will be presented for approval to the *WADA* Executive Committee on June 7th 2003.

The official text of the *International Standard* for *Testing* shall be maintained by *WADA* and shall be published in English and French. In the event of any conflict between the English and French versions, the English version shall prevail.

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PART ONE: INTRODUCTION, *CODE* PROVISIONS AND DEFINITIONS

1.0 Introduction and scope

The main purpose of *International Standard* for *Testing* is to plan for effective *Testing* and to maintain the integrity and identity of the *Samples*, from notifying the *Athlete* to transporting *Samples* for analysis.

The *International Standard* for *Testing* includes standards for test distribution planning, notification of *Athletes*, preparing for and conducting *Sample* collection, security/post test administration and transport of *Samples*.

The *International Standard* for *Testing*, including all annexes, is mandatory for all *Signatories* to the *Code*.

The World Anti-Doping Program encompasses all of the elements needed in order to ensure optimal harmonization and best practice in international and national anti-doping programs. The main elements are: the *Code* (Level 1), *International Standards* (Level 2), and Models of Best Practice (Level 3).

In the introduction to the *Code,* the purpose and implementation of the *International Standards* are summarized as follows:

> "*International Standards* for different technical and operational areas within the anti-doping program will be developed in consultation with the *Signatories* and governments and approved by *WADA*. The purpose of the *International Standards* is harmonization among *Anti-Doping Organizations* responsible for specific technical and operational parts of the anti-doping programs. Adherence to the *International Standards* is mandatory for compliance with the *Code*. The *International Standards* may be revised from time to time by the *WADA* Executive Committee after reasonable consultation with the *Signatories* and governments. Unless provided otherwise in the *Code*, *International Standards* and all revisions shall become effective on the date specified in the *International Standard* or revision."

The standards included in the *International Standard* for *Testing* are extracted from the ISO International Standard for Doping Control (ISO ISDC), which also includes management and support processes for *Testing* activities

Definitions specified in the *Code* are written in italics. Additional definitions specific to the *International Standard* for *Testing* are underlined.

2.0 *Code* Provisions

The following articles in the *Code* directly address the *International Standard* for *Testing*:

***Code* Article 2 Anti-Doping Rule Violations:**

2.3 Refusing, or failing without compelling justification, to submit to *Sample* collection after notification as authorized in applicable anti-doping rules or otherwise evading *Sample* collection.

2.4 Violation of applicable requirements regarding *Athlete* availability for *Out-of-Competition Testing* including failure to provide required whereabouts information and missed tests which are declared based on reasonable rules.

2.5 *Tampering*, or *Attempting* to tamper, with any part of *Doping Control.*

2.8 Administration or *Attempted* administration of a *Prohibited Substance* or *Prohibited Method* to any *Athlete*, or assisting, encouraging, aiding, abetting, covering up or any other type of complicity involving an anti-doping rule violation or any *Attempted* violation.

***Code* Article 3 Proof of Doping:**

3.2.2 Departures from the *International Standard* for *Testing* which did not cause an *Adverse Analytical Finding* or other anti-doping rule violation shall not invalidate such results. If the *Athlete* establishes that departures from the *International Standard* occurred during *Testing* then the *Anti-Doping Organization* shall have the burden to establish that such departures did not cause the *Adverse Analytical Finding* or the factual basis for the anti-doping rule violation.

***Code* Article 5 *Testing*:**

5.1 Test Distribution Planning. *Anti-Doping Organizations* conducting *Testing* shall in coordination with other *Anti-Doping Organizations* conducting *Testing* on the same *Athlete* pool:

5.1.1 Plan and implement an effective number of *In-Competition* and *Out-of-Competition* tests. Each International Federation shall establish a *Registered Testing Pool* for *International-Level Athletes* in its sport, and each *National Anti-Doping Organization* shall establish a national *Registered Testing Pool* for *Athletes* in its country. The national-level pool shall include *International-Level Athletes* from that country as well as other national-level *Athletes*. Each International Federation and *National Anti-Doping Organization* shall plan and conduct *In-Competition* and *Out-of-Competition Testing* on its *Registered Testing Pool.*

5.1.2 Make *No Advance Notice Testing* a priority.

5.1.3 Conduct *Target Testing*.

5.2 Standards for *Testing*. *Anti-Doping Organizations* conducting *Testing* shall conduct such *Testing* in conformity with the *International Standard* for *Testing*.

***Code* Article 7 Results Management:**

7.3 Further Review of *Adverse Analytical Finding* Where Required by *Prohibited List*. The *Anti-Doping Organization* or other reviewing body established by such organization shall also conduct any follow-up investigation as may be required by the *Prohibited List*. Upon completion of such follow-up investigation, the *Anti-Doping Organization* shall promptly notify the *Athlete* regarding the results of the follow-up investigation and whether or not the *Anti-Doping Organization* asserts that an anti-doping rule was violated.

***Code* Article 10 Sanctions on Individuals:**

10.10 Reinstatement *Testing*. As a condition to regaining eligibility at the end of a specified period of *Ineligibility*, an *Athlete* must, during any period of *Provisional Suspension* or *Ineligibility*, make him or herself available for *Out-of-Competition Testing* by any *Anti-Doping Organization* having *Testing* jurisdiction, and must, if requested, provide current and accurate whereabouts information. If an *Athlete* subject to a period of *Ineligibility* retires from sport and is removed from *Out-of-Competition Testing* pools and later seeks reinstatement, the *Athlete* shall not be eligible for reinstatement until the *Athlete* has notified relevant *Anti-Doping Organizations* and has been subject to *Out-of-Competition Testing* for a period of time equal to the period of *Ineligibility* remaining as of the date the *Athlete* had retired.

***Code* Article 14 Confidentiality and Reporting:**

14.3 *Athlete* Whereabouts Information. *Athletes* who have been identified by their International Federation or *National Anti-Doping Organization* for inclusion in an *Out-of-Competition Testing* pool shall provide accurate, current location information. The International Federations and *National Anti-Doping Organizations* shall coordinate the identification of *Athletes* and the collecting of current location information and shall submit it to *WADA*.

WADA shall make this information accessible to other *Anti-Doping Organizations* having authority to test the *Athlete* as provided in Article 15. This information shall be maintained in strict confidence at all times; shall be used exclusively for purposes of planning, coordinating or conducting *Testing*; and shall be destroyed after it is no longer relevant for these purposes.

14.5 *Doping Control* Information Clearing House. *WADA* shall act as a central clearing house for *Doping Control Testing* data and results for *International-Level Athletes* and national-level *Athletes* that have been included in their *National Anti-Doping Organization's Registered Testing* Pool. To facilitate coordinated test distribution planning and to avoid unnecessary duplication in *Testing* by the various *Anti-Doping Organizations*, each *Anti-Doping Organization* shall report all *In-Competition* and *Out-of-Competition* tests on such *Athletes* to the *WADA* clearinghouse as soon as possible after such tests have been conducted. *WADA* shall make this information accessible to the *Athlete*, the *Athlete's* National Federation, *National Olympic Committee* or National Paralympic Committee, *National Anti-Doping Organization*, International Federation, and the International Olympic Committee or International Paralympic Committee. Private information regarding an *Athlete* shall be maintained by *WADA* in strict confidence. *WADA* shall, at least annually, publish statistical reports summarizing such information.

***Code* Article 15 Clarification of *Doping Control* Responsibilities:**

15.1 *Event Testing*. The collection of *Samples* for *Doping Control* does and should take place at both *International Events* and National *Events*. However, only a single organization should be responsible for initiating and directing *Testing* during an *Event*. At *International Events*, the collection of *Doping Control Samples* shall be initiated and directed by the

international organization which is the ruling body for the *Event* (e.g., the IOC for the Olympic Games, the International Federation for a World Championship, and PASO for the Pan American Games). If the international organization decides not to conduct any *Testing* at such an *Event*, the *National Anti-Doping Organization* for the country where the *Event* occurs may, in coordination with and with the approval of the international organization or *WADA*, initiate and conduct such *Testing*. At National *Events*, the collection of *Doping Control Samples* shall be initiated and directed by the designated *National Anti-Doping Organization* of that country.

15.2 ***Out-of-Competition Testing.*** *Out-of-Competition Testing* is and should be initiated and directed by both international and national organizations. *Out-of-Competition Testing* may be initiated and directed by: (a) *WADA*; (b) the IOC or IPC in connection with the Olympic Games or Paralympic Games; (c) the *Athlete's* International Federation; (d) the *Athlete's National Anti-Doping Organization*; or (e) the *National Anti-Doping Organization* of any country where the *Athlete* is present. *Out-of-Competition Testing* should be coordinated through *WADA* in order to maximize the effectiveness of the combined *Testing* effort and to avoid unnecessary repetitive *Testing* of individual *Athletes*.

15.4 Mutual Recognition. Subject to the right to appeal provided in Article 13, the *Testing*, therapeutic use exemptions and hearing results or other final adjudications of any *Signatory* which are consistent with the *Code* and are within that *Signatory's* authority, shall be recognized and respected by all other *Signatories*. *Signatories* may recognize the same actions of other bodies which have not accepted the *Code* if the rules of those bodies are otherwise consistent with the *Code*.

3.0 Terms and definitions

3.1 Defined terms from the *Code*

Adverse Analytical Finding: A report from a laboratory or other approved *Testing* entity that identifies in a *Specimen* the presence of a *Prohibited Substance* or its *Metabolites* or *Markers* (including elevated quantities of endogenous substances) or evidence of the *Use* of a *Prohibited Method*.

Anti-Doping Organization: A *Signatory* that is responsible for adopting rules, for initiating, implementing or enforcing any part of the *Doping Control* process. This includes, for example, the International Olympic Committee, the International Paralympic Committee, other *Major Event Organizations* that conduct *Testing* at their *Events*, *WADA*, International Federations, and *National Anti-Doping Organizations.*

Athlete: For purposes of *Doping Control*, any *Person* who participates in sport at the international level (as defined by each International Federation) or national level (as defined by each *National Anti-Doping Organization*) and any additional *Person* who participates in sport at a lower level if designated by the *Person's National Anti-Doping Organization*. For purposes of anti-doping information and education, any *Person* who participates in sport under the authority of any *Signatory*, government, or other sports organization accepting the *Code*.

Code: The World Anti-Doping *Code*.

Competition: A single race, match, game or singular athletic contest. For example, the finals of the Olympic 100-meter dash. For stage races and other athletic contests where prizes are awarded on a daily or other interim basis, the distinction between a *Competition* and an *Event* will be as provided in the rules of the applicable International Federation.

Consequences of Anti-Doping Rules Violations: An *Athlete*'s or other *Person's* violation of an anti-doping rule may result in one or more of the following: (a) *Disqualification* means the *Athlete's* results in a particular *Competition* or *Event* are invalidated, with all resulting consequences including forfeiture of any medals, points and prizes; (b) *Ineligibility* means the *Athlete* or other *Person* is barred for a specified period of time from participating in any *Competition* or other activity or funding as provided in Article 10.9; and (c) *Provisional Suspension* means the *Athlete* or other Person is barred temporarily from participating in any *Competition* prior to the final decision at a hearing conducted under Article 8 (Right to a Fair Hearing).

Doping Control: The process including test distribution planning, *Sample* collection and handling, laboratory analysis, results management, hearings and appeals.

Event: A series of individual *Competitions* conducted together under one ruling body (e.g., the Olympic Games, FINA World Championships, or Pan American Games).

In-Competition: For purposes of differentiating between *In-Competition* and *Out-of-Competition Testing*, unless provided otherwise in the rules of an International Federation or other relevant *Anti-Doping Organization*, an *In-Competition* test is a test where an *Athlete* is selected for *Testing* in connection with a specific *Competition.*

Independent Observer Program: A team of observers, under the supervision of *WADA*, who observe the *Doping Control* process at certain *Events* and report on observations. If *WADA* is *Testing In-Competition* at an *Event*, the observers shall be supervised by an independent organization.

Ineligibility: See *Consequences of Anti-Doping Rules Violations* above.

International Event: An *Event* where the International Olympic Committee, the International Paralympic Committee, an International Federation, a *Major Event Organization,* or another international sport organization is the ruling body for the *Event* or appoints the technical officials for the *Event.*

International-Level Athlete: *Athletes* designated by one or more International Federations as being within the *Registered Testing Pool* for an International Federation.

International Standard: A standard adopted by *WADA* in support of the *Code*. Compliance with an *International Standard* (as opposed to another alternative standard, practice or procedure) shall be sufficient to conclude that the procedures addressed by the *International Standard* were performed properly.

Minor: A natural *Person* who has not reached the age of majority as established by the applicable laws of his or her country of residence.

National Anti-Doping Organization: The entity(ies) designated by each country as possessing the primary authority and responsibility to adopt and implement anti-doping rules, direct the collection of *Samples*, the management of test results, and the conduct of hearings, all at the national level. If this designation has not been made by the competent public authority (ies), the entity shall be the country's *National Olympic Committee* or its designee.

National Olympic Committee: The organization recognized by the International Olympic Committee. The term *National Olympic Committee* shall also include the National Sport Confederation in those countries where the National Sport Confederation assumes typical *National Olympic Committee* responsibilities in the anti-doping area.

No Advance Notice: A *Doping Control* which takes place with no advance warning to the *Athlete* and where the *Athlete* is continuously chaperoned from the moment of notification through *Sample* provision.

Out-of-Competition: Any *Doping Control* which is not *In-Competition*.

Prohibited List: The List identifying the *Prohibited Substances* and *Prohibited Methods*.

Provisional Suspension: See *Consequences* above.

Registered Testing Pool: The pool of top level *Athletes* established separately by each International Federation and *National Anti-Doping Organization* who are subject to both *In-Competition* and *Out-of-Competition Testing* as part of that International Federation's or Organization's test distribution plan.

Sample/Specimen: Any biological material collected for the purposes of *Doping Control*.

Signatories: Those entities signing the *Code* and agreeing to comply with the *Code*, including the International Olympic Committee, International Federations, International Paralympic Committee, *National*

Olympic Committees, National Paralympic Committees, *Major Event Organizations*, *National Anti-Doping Organizations*, and *WADA.*

Target Testing: Selection of *Athletes* for *Testing* where specific *Athletes* or groups of *Athletes* are selected on a non-random basis for *Testing* at a specified time.

Testing: The parts of the *Doping Control* process involving test distribution planning, *Sample* collection, *Sample* handling, and *Sample* transport to the laboratory.

WADA: The World Anti-Doping Agency.

3.2 Defined Terms from the *International Standard* for *Testing*

Blood Collection Official: An official who is qualified to and has been authorized by the *ADO* to collect a blood *Sample* from an *Athlete.*

Chain of Custody: The sequence of individuals or organizations who have the responsibility for a *Sample/specimen* from the provision of the sample/specimen until the *Sample/specimen* has been received for analysis.

Chaperone: An official who is trained and authorized by the *ADO* to carry out specific duties including notification of the *Athlete* selected for *Sample* collection, accompanying and observing the *Athlete* until arrival at the Doping Control Station, and/or witnessing and verifying the provision of the *Sample* where the training qualifies him/her to do so.

Doping Control Officer: An official who has been trained and authorised by the ADO with delegated responsibility for the on-site management of a Sample Collection Session.

Doping Control Station: The location where the Sample Collection Session will be conducted.

Failure to Comply: A term used to describe *Anti-Doping Rule Violations* in Articles 2.3, 2.4, 2.5 and 2.8 of the Code.

Sample Collection Equipment: Containers or apparatus used to directly collect or hold the *Athlete's Specimen* at any time during the *Sample* collection process. *Sample* Collection Equipment shall, as a minimum, consist of:

- For urine *Sample* collection:
  - Collection vessels for collecting the urine *Sample* as it leaves the *Athlete's* body;
  - Sealable and tamper-evident bottles and lids for securing the urine *Sample*;

- For blood *Sample* collection:
  - Needles for collecting the blood *Sample*;
  - Blood tubes with sealable and tamper-evident devices for holding the blood *Sample*.

Sample Collection Personnel: A collective term for qualified officials authorised by the *ADO* who may carry out or assist with duties during the *Sample* Collection Session.

Sample Collection Session: All of the sequential activities that directly involve the *Athlete* from notification until the *Athlete* leaves the Doping Control Station after having provided his/her *Sample/s*.

Weighted: A ranking method of selecting *Athletes* using criteria where the ranking is based on the potential risk of doping and possible doping patterns.

PART TWO: STANDARDS FOR *TESTING*

4.0 Planning

4.1 Objective

The objective is to plan and implement an effective distribution of *Athlete* tests.

4.2 General

Planning starts with establishing criteria for *Athletes* to be included in a *Registered Testing Pool* and ends with selecting *Athletes* for *Sample* collection.

The main activities are information gathering, risk evaluation, and developing, monitoring, evaluating and modifying the test distribution plan.

4.3 Requirements for establishing the *Registered Testing Pool*

4.3.1 The *Anti-Doping Organization* (ADO) shall define and document the criteria for *Athletes* to be included in a *Registered Testing Pool*. This shall include as a minimum:

- For International Federations (IFs):
  Athletes who compete at a high level of international competition, and

- For *National Anti-Doping Organizations*:
  Athletes who are part of national teams in Olympic and Paralympic sports and recognised national federations.

The criteria shall be reviewed at least annually and updated if required.

4.3.2 The *ADO* shall include *Athletes* under their authority in *the Registered Testing Pool* who are serving periods of *Ineligibility* or *Provisional Suspensions* as *Consequences of Anti-Doping Rules Violations*.

4.3.3 The *Registered Testing Pool* shall be reviewed and updated regularly to reflect changes in *Athletes'* competing levels to ensure additions to or removals from the pool as required.

4.4 Requirements for collecting *Athlete* whereabouts information for the purposes of Out of Competition Testing

4.4.1 The *ADO* shall define procedures and/or systems for:

a) Collecting, maintaining and monitoring sufficient whereabouts information to ensure that *Sample* collection can be planned and conducted at *No Advance Notice* for all *Athletes* included in the *Registered Testing Pool,* and

b) When *Athletes* fail to provide accurate and timely whereabouts information, taking appropriate action to ensure the information stays up to date and complete.

4.4.2 As a minimum the following *Athlete* whereabouts information shall be collected:

a) Name

b) Sport/discipline,

c) Home address

d) Contact phone numbers

e) Training times and venues

f) Training camps

g) Travel plans

h) Competition schedule

I) Disability if applicable, including the requirement for third party involvement in notification.

4.5 Requirements for test distribution planning

4.5.1 The *ADO* shall, as a minimum, evaluate the potential risk of doping and possible doping pattern for each sport and/or discipline based on:

a) Physical demands of the sport and possible performance enhancing effect that doping may elicit;

b) Available doping analysis statistics;

c) Available research on doping trends;

d) Training periods and *Competition* season.

4.5.2 The *ADO* shall develop and document a test distribution plan based on information determined in 4.5.1, the number of *Athletes* per sport/discipline in the *Registered Testing Pool* and the evaluation outcomes of previous test distribution planning cycles.

4.5.3 The *ADO* shall allocate the number of *Sample* collections by type of *Sample* collection for each sport/discipline, including *No Advance Notice*, *Out-of-Competition*, *In-Competition*, blood and urine *Sample* collection, as required to achieve effective deterrence.

4.5.4 The *ADO* shall establish a system whereby the test distribution plan is reviewed and, if necessary, updated on a regular basis in order to incorporate new information and take into account *Sample* collection from *Athletes* in the *Registered Testing Pool* by other *ADOs*.

4.5.5 The *ADO* shall establish a system for maintaining test distribution planning data. Such data shall be used to assist with determining whether modifications to the plan are necessary. This information shall include as a minimum:

For each test:

a) The sport/discipline;
b) The country represented by the *Athlete* (if applicable);
c) The type of *Sample* collection (*No Advance Notice, Out-of-Competition, In-Competition* or advance notice);
d) The date of *Sample* collection; and
e) The country in which the *Sample* collection occurred.

In addition, for each *Adverse Analytical Finding*:

a) Dates of *Sample* collection and analysis;
b) Class of substance/s found;
c) Actual substance/s detected;
d) *Sanctions of Anti-Doping Rules Violations*, if any.

4.5.6 The ADO shall ensure that the athlete support personnel shall not be involved in the test distribution planning for their athletes.

4.5.7 In planning and conducting tests at *International Event, and where the relevant IF does not have a doping control program that complies with this standard,* the *National Anti-Doping Organization* shall be the preferred *Sample* collection supplier.

4.6 Requirements for selection of *Athletes*

4.6.1 In accordance with the number of *Sample* collections allocated to each sport/discipline in the test distribution plan, the *ADO* shall select *Athletes* for *Sample* collection using *Target Testing*, Weighted and random selection methods.

4.6.2 As a minimum, the *ADO* shall consider *Target Testing Athletes* based on the following information:

a) Injury;

b) Withdrawal or absence from expected *Competition*;

c) Going into or coming out of retirement;

d) Behaviour indicating doping;

e) Sudden major improvements in performance;

f) Changes in *Athlete* whereabouts information that can indicate a potential increase in the risk of doping, including moving to a remote location;

g) *Athlete* sport performance history;

h) Details of past *Doping Controls*;

i) *Athlete* reinstatement after a period of *Ineligibility*; and

j) Reliable information from a third party.

4.6.3 An *ADO* may select *Athletes under their authority* for *Sample* collection who are not included in the *Registered Testing Pool* defined in 4.3.1 and 4.3.2.

4.6.4 Where the *ADO* authorises a Doping Control Officer (DCO) to select *Athletes* for *Sample* collection, the *ADO* shall provide selection criteria to the DCO in accordance with the test distribution plan.

4.6.5 Following the selection of an *Athlete* for *Sample* collection and prior to notification of the *Athlete*, the *ADO* and/or DCO shall ensure *Athlete* selection decisions are disclosed only to those who need to know in order to ensure the *Athlete* can be notified and tested on a *No Advance Notice* basis.

5.0 Notification of Athletes

5.1 Objective

To ensure that the selected *Athlete* is notified, the rights of the *Athlete* are maintained, there are no opportunities to manipulate the *Sample* to be provided and the notification is documented.

5.2 General

Notification of *Athletes* starts when the *ADO* initiates the notification of the selected *Athlete* and ends when the *Athlete* arrives at the Doping Control Station or when the *Athlete's* possible failure to comply is brought to the *ADO's* attention.

The main activities are:

a) Appointment of DCOs, Chaperones and other *Sample* Collection Personnel;

b) Locating the *Athlete* and confirming his/her identity;

c) Informing the *Athlete* that he/she has been selected to provide a *Sample* and of his/her rights and responsibilities;

d) For *No Advance Notice Sample* collection, continuously chaperoning the *Athlete* from the time of notification to the arrival at the designated Doping Control Station; and

e) Documenting the notification.

5.3 Requirements prior to notification of *Athletes*

5.3.1 *No Advance Notice* shall be the notification method for *Out-of-Competition Sample* collection whenever possible.

5.3.2 To conduct or assist with *Sample* Collection Sessions, the *ADO* shall appoint and authorise *Sample* Collection Personnel who have been trained for their assigned responsibilities, who do not have a conflict of interest in the outcome of the *Sample* collection, and who are not *Minors*.

5.3.3 *Sample* Collection Personnel shall have official identification that is provided and controlled by the *ADO*. The minimum identification requirement is an official card/document naming the *ADO* through which they have been authorised. For DCOs, additional identification requirements shall include their name, their photograph and the card's/document's expiry date. For Blood Collection Officials additional identification requirements include evidence of their professional training in the collection of blood *Samples*.

5.3.4 The *ADO* shall establish criteria to validate the identity of an *Athlete* selected to provide a *Sample.* This ensures the selected *Athlete* is the *Athlete* who is notified.

5.3.5 The *ADO*, DCO or Chaperone, as applicable, shall establish the location of the selected *Athlete* and plan the approach and timing of notification, taking into consideration the specific circumstances of the sport/*Competition* and the situation in question.

5.3.6 For *Out-of-Competition Sample* collection, the *ADO* shall establish criteria to ensure that reasonable attempts are made to notify *Athletes* of their selection for *Sample* collection.

5.3.7 Reasonable attempts shall be defined by the *ADO* and at a minimum shall consider alternative times of day/evening and alternative locations over a specified period of time from the initial notification attempt.

5.3.8 The *ADO* shall establish a system for logging *Athlete* notification attempt/s and outcome/s.

5.3.9 The *Athlete* shall be the first one notified that he/she has been selected for *Sample* collection except where prior contact with a third party is required as specified in 5.3.10.

5.3.10 The *ADO*/DCO/Chaperone, as applicable, shall consider whether a third party is required to be notified prior to notification of the *Athlete* when the *Athlete* is a *Minor*, where required by an *Athlete's* disability as provided for in Annex B - Modifications for *Athletes* with disabilities, or in situations where an interpreter is required for the notification.

5.3.11 If the *Athlete* can not be contacted after having made reasonable attempts using the information supplied in 4.4.2 and logging the attempts in accordance with 5.3.8, the DCO or *ADO*, as applicable, shall institute Annex A – Investigating a possible failure to comply.

5.3.12 The *ADO* shall not re-schedule or change a *Sample* collection from *No Advance Notice* to advance notice except where an unexpected situation forces the need for an advanced notice *Sample* collection. Any such decision shall be recorded.

5.3.13 Notification for advance notice *Sample* collection shall be by any means that indicates the *Athlete* received the notice.

5.4 Requirements for notification of *Athletes*

5.4.1 When initial contact is made, the *ADO*, DCO or Chaperone, as applicable, shall ensure that the *Athlete* and/or a third party if required in accordance with 5.3.10, is informed:

a) That the *Athlete* is required to undergo a *Sample* collection;

b) Of the authority under which the *Sample* collection is to be conducted;

c) Of the type of *Sample* collection and any conditions that need to be adhered to prior to the *Sample* collection;

d) Of the *Athlete's* rights, including the right to:

   i. Have a representative and, if required, an interpreter;

   ii. Ask for additional information about the *Sample* collection process;

   iii. Request a delay in reporting to the Doping Control Station for valid reasons; and

   iv. Request modifications as provided for in Annex B – Modifications for *Athletes* with disabilities.

e) Of the *Athlete's* responsibilities, including the requirement to:

i. Remain within sight of the DCO/Chaperone at all times from the first moment of in-person notification by the DCO/Chaperone until the completion of the *Sample* collection procedure;

ii. Produce identification in accordance with 5.3.4; and

iii. Comply with *Sample* collection procedures and the possible consequences of failure to comply; and

iv. Report to the Doping Control Station, unless delayed for valid reasons, as soon as possible and within 60 minutes of notification for a *No Advance Notice Sample* collection and 24 hours of receipt of notification for an advance notice *Sample* collection.

f) Of the location of the Doping Control Station.

5.4.2 When in-person contact is made, the DCO/Chaperone shall:

a) From this time until the *Athlete* leaves the Doping Control Station at the end of his/her *Sample* Collection Session, keep the *Athlete* under observation at all times.

b) Identify themselves to the *Athlete* using their official *ADO* identification card/document;

c) Confirm the *Athlete's* identity as per the criteria established in 5.3.4. Any failure to confirm the identity of the *Athlete* shall be documented. In such cases, the DCO responsible for conducting the *Sample* Collection Session shall decide whether it is appropriate to report the situation in accordance with Annex A – Investigating a possible failure to comply.

5.4.3 The Chaperone/DCO shall then have the *Athlete* sign an appropriate form to acknowledge and accept the notification. If the *Athlete* refuses to sign that he/she has been notified or evades the notification, the Chaperone/DCO shall inform the *Athlete* of the consequences of failing to comply if possible, and the Chaperone (if not the DCO) shall immediately report all relevant facts to the DCO. When possible the DCO shall continue to collect a *Sample*. The DCO shall document the facts and report the circumstances to the *ADO*. The DCO and *ADO* shall follow the steps prescribed in Annex A – Investigating a possible failure to comply.

5.4.4 The DCO/Chaperone shall consider any reasonable request by the *Athlete* to delay reporting to the Doping Control Station within 60 mins of acknowledgement and acceptance of notification and approve or reject such requests as appropriate in accordance with 5.4.5 and 5.4.6. The DCO shall document the reasons for any such delay that may require further investigation by the *ADO*. The first urine *Sample* post notification shall be collected.

5.4.5 A DCO may accept a request from an *Athlete* to delay reporting to the Doping Control Station beyond 60 mins, and/or once the athlete arrives at the Doping Control Station and wishes to leave if the *Athlete*

can be continuously chaperoned during the delay and if the request relates to the following activities:

a) Participation in a victory ceremony;

b) Fulfilment of media commitments;

c) Competing in further *competitions*;

d) Performing a warm down;

e) Obtaining necessary medical treatment;

f) Locating a representative and/or interpreter.

The DCO shall document the reasons for delay in reporting to the Doping Control Station and/or reasons for leaving the Doping Control Station once arriving that may require further investigation by the *ADO*.

5.4.6 A DCO/Chaperone shall reject a request for delay from an *Athlete* if it will not be possible for the *Athlete* to be continuously chaperoned.

5.4.7 When an *Athlete* notified of an advance notice *Sample* collection does not report to the Doping Control Station at the designated time, the DCO shall use his/her judgement whether to attempt to contact the *Athlete*. At a minimum, the DCO shall wait 30 minutes after the appointed time before departing. If the *Athlete* still has not reported by the time the DCO departs, the DCO shall follow the requirements of Annex A – Investigating a possible failure to comply.

5.4.8 If the *Athlete* reports to the Doping Control Station after the minimum waiting time and prior to the DCO's departure, the DCO shall decide as to whether to process a possible failure to comply. If at all possible the DCO shall proceed with collecting a *Sample*, and shall document the details of the delay in the *Athlete* reporting to the Doping Control Station.

5.4.9 If, while keeping the *Athlete* under observation, *Sample* Collection Personnel observe any matter with potential to compromise the test, the circumstances shall be reported to and documented by the DCO. If deemed appropriate by the DCO, the DCO shall follow the requirements of Annex A – Investigating a possible failure to comply.

6.0 Preparing for the Sample Collection Session

6.1 Objective

To prepare for the *Sample* Collection Session in a manner that ensures that the session can be conducted efficiently and effectively.

6.2 General

Preparing for the *Sample* Collection Session starts with the establishment of a system for obtaining relevant information for effective conduct of the session and ends when it is confirmed that the *Sample* Collection Equipment conforms to the specified criteria.

The main activities are:

a) Establishing a system for collecting details regarding the *Sample* Collection Session;

b) Establishing criteria for who may be authorised to be present during a *Sample* Collection Session;

c) Ensuring that the Doping Control Station meets the minimum criteria prescribed in 6.3.2;

d) Ensuring that *Sample* Collection Equipment used by the *ADO* meets the minimum criteria prescribed in 6.3.4.

6.3 Requirements for preparing for the *Sample* Collection Session

6.3.1 The *ADO* shall establish a system for obtaining all the information necessary to ensure that the *Sample* Collection Session can be conducted effectively, including special requirements to meet the needs of *Athletes* with disabilities as provided in Annex B – Modifications for *Athletes* with disabilities.

6.3.2 The DCO shall use a Doping Control Station which, at a minimum, ensures the *Athlete's* privacy and is used solely as a Doping Control Station for the duration of the *Sample* Collection Session. The DCO shall record any significant deviations from these criteria.

6.3.3 The *ADO* shall establish criteria for who may be authorised to be present during the *Sample* Collection Session in addition to the *Sample* Collection Personnel. At a minimum the criteria shall include:

a) An *Athlete's* entitlement to be accompanied by a representative and/or interpreter during the *Sample* Collection Session except when the *Athlete* is passing a urine *Sample.*

b) A *Minor Athlete's* entitlement, and the witnessing DCO/Chaperone's entitlement to have a representative observe the Chaperone when the *Minor Athlete* is passing a urine *Sample*, but without the representative directly observing the passing of the *Sample* unless requested to do so by the *Minor Athlete*.

c) An *Athlete* with a disability's entitlement to be accompanied by a representative as provided for in Annex B - Modifications for *Athletes* with disabilities.

d) A *WADA* Independent Observer where applicable under the *Independent Observer Program*. The *WADA* Independent Observer shall not directly observe the passing of a urine *Sample*.

6.3.4 The DCO shall only use *Sample* Collection Equipment systems that are authorised by the *ADO,* which at a minimum, shall meet the following criteria. They shall:

a) Have a unique numbering system incorporated into all bottles, containers, tubes or any other item used to seal the *Athlete's Sample*;

b) Have a sealing system that is tamper evident;

c) Ensure the identity of the *Athlete* is not evident from the equipment itself;

d) Ensure that all equipment is clean and sealed prior to use by the *Athlete.*

7.0 Conducting the Sample Collection Session

7.1 Objective

To conduct the *Sample* Collection Session in a manner that ensures the integrity, security and identity of the *Sample* and respects the privacy of the *Athlete.*

7.2 General

The *Sample* Collection Session starts with defining overall responsibility for the conduct of the *Sample* Collection Session and ends once the *Sample* collection documentation is complete.

The main activities are:

a) Preparing for collecting the *Sample*;

b) Collecting the *Sample;* and

c) Documenting the *Sample* collection.

7.3 Requirements prior to *Sample* collection

7.3.1 The *ADO* shall be responsible for the overall conduct of the *Sample* Collection Session with specific responsibilities delegated to the DCO.

7.3.2 The DCO shall ensure that the *Athlete* is informed of his/her rights and responsibilities as specified in 5.4.1.

7.3.3 The DCO shall provide the *Athlete* with the opportunity to hydrate.

7.3.4 The *Athlete* shall only leave the Doping Control Station under continuous observation by the DCO/Chaperone and with the approval of the DCO. The DCO shall consider any reasonable request by the *Athlete* to leave the Doping Control Station, as specified in 5.4.5 and 5.4.6, until the *Athlete* is able to provide a *Sample*.

7.3.5 If the DCO gives approval for the *Athlete* to leave the Doping Control Station, the DCO shall agree with the *Athlete* on:

a) The purpose of the *Athlete* leaving the Doping Control Station; and

b) The time of return (or return upon completion of an agreed activity).

The DCO shall document this information and the actual time of the *Athlete's* departure and return.

7.4 Requirements for *Sample* collection

7.4.1 The DCO shall collect the *Sample* from the *Athlete* according to the following protocol/s for the specific type of *Sample* collection:

a) Annex C: Collection of urine *Samples*

b) Annex D: Collection of blood *Samples*

7.4.2 Any behaviour by the *Athlete* and/or persons associated with the *Athlete* or anomalies with potential to compromise the *Sample* collection shall be recorded. If appropriate, the *ADO* and/or DCO, as applicable, shall institute Annex A – Investigating a possible failure to comply.

7.4.3 If there are doubts as to the origin or authenticity of the *Sample*, the *Athlete* shall be asked to provide an additional *Sample*. If the *Athlete* refuses to provide an additional *Sample* the DCO shall institute Annex A – Investigating a possible failure to comply.

7.4.4 The DCO shall provide the *Athlete* with the opportunity to document any concerns he/she may have about how the session was conducted.

7.4.5 In conducting the *Sample* Collection Session the following information shall be recorded as a minimum:

a) Date, time and type of notification (*No Advance Notice*, advance notice*, In-Competition or Out-of-Competition*);

b) Date and time of *Sample* provision;

c) The name of the *Athlete*;

d) The date of birth of the *Athlete;*

e) The gender of the *Athlete*;

f) The *Athlete's* home address and telephone number;

g) The *Athlete's* sport and discipline;

h) The *Sample* code number;

i) The name and signature of the Chaperone who witnessed the urine *Sample* provision;

j) The name and signature of the Blood Collection Official who collected the blood *Sample*, where applicable;

k) Required laboratory information on the *Sample;*

l) Medications and supplements taken and recent blood transfusion details if applicable, within the timeframe specified by the lab as declared by the *Athlete;*

m) Any irregularities in procedures;

n) *Athlete* comments or concerns regarding the conduct of the session, if provided;

o) The name and signature of the *Athlete*;

p) The name and signature of the *Athlete's* representative, if required; and

q) The name and signature of the DCO.

7.4.6 The *Athlete* and DCO shall sign appropriate documentation to indicate their satisfaction that the documentation accurately reflects the details of the *Athlete's Sample* Collection Session, including any concerns recorded by the *Athlete.* The *Athlete's* representative shall sign on behalf of the *Athlete* if the *Athlete* is a *Minor.* Other persons present who had a formal role during the *Athlete's Sample* Collection Session may sign the documentation as a witness of the proceedings.

7.4.7 The DCO shall provide the *Athlete* with a copy of the records of the Sample Collection Session that have been signed by the *Athlete*.

8.0 Security/Post test administration

8.1 Objective

To ensure that all *Samples* collected at the Doping Control Station and *Sample* collection documentation are securely stored prior to their departure from the Doping Control Station.

8.2 General

Post test administration begins when the *Athlete* has left the Doping Control Station after providing his/her *Sample/s*, and ends with preparation of all of the collected *Samples* and documentation for transport.

8.3 Requirements for Security/post test administration

8.3.1 The *ADO* shall define criteria ensuring that any sealed *Sample* will be stored in a manner that protects its integrity, identity and security prior to transport from the Doping Control Station. The DCO shall ensure that any sealed *Sample* is stored in accordance with these criteria.

8.3.2 Without exception, all *Samples* collected shall be sent for analysis to a *WADA* accredited laboratory or as otherwise approved by *WADA*.

8.3.3 The *ADO*/DCO shall develop a system to ensure that the documentation for each sealed *Sample* is completed and securely handled.

8.3.4 The *ADO* shall develop a system to ensure that, where required, instructions for the type of analysis to be conducted are provided to the *WADA* accredited laboratory or as otherwise approved by *WADA*.

9.0 Transport of Samples and documentation

9.1 Objective

a) To ensure that *Samples* and related documentation arrive at the *WADA* accredited laboratory or as otherwise approved by *WADA* in proper condition to do the necessary analysis, and

b) To ensure the *Sample* Collection Session documentation is sent by the DCO to the *ADO* in a secure and timely manner.

9.2 General

Transport starts when the sealed *Samples* and documentation leave the Doping Control Station and ends with the confirmed receipt of the *Samples* and *Sample* collection documentation at their intended destinations.

The main activities are arranging for the secure transport of *Samples* and related documentation to the *WADA* accredited laboratory or as otherwise approved by *WADA*, and arranging for the secure transport of *Sample* collection documentation to the *ADO*.

9.3 Requirements for transport of *Samples* and documentation

9.3.1 The *ADO* shall authorise a transport system that ensures *Samples* and documentation will be transported in a manner that protects their integrity, identity and security.

9.3.2 The *ADO* shall develop a system for recording the Chain of Custody of the *Samples* and *Sample* collection documentation which includes confirming that both the *Samples* and *Sample* collection documentation have arrived at their intended destinations.

9.3.3 Sealed *Samples* shall always be transported to the *WADA* accredited laboratory or as otherwise approved by *WADA*, using the *ADO's* authorised transport method as soon as practicable after the completion of the *Sample* Collection Session.

9.3.4 Documentation identifying the *Athlete* shall not be included with the *Samples* or documentation sent to the *WADA* accredited laboratory or as otherwise approved by *WADA*.

9.3.5 The DCO shall send all relevant *Sample* Collection Session documentation to the *ADO* using the *ADO's* authorised transport method as soon as practicable after the completion of the *Sample* Collection Session.

9.3.6 Chain of Custody shall be checked by the *ADO* if receipt of either the *Samples* with accompanying documentation or *Sample* collection documentation is not confirmed at their intended destination or a *Sample*'s integrity or identity may have been compromised during transport. In this instance, the *ADO* shall consider whether the *Sample* should be voided.

PART THREE: ANNEXES

Annex A - Investigating a possible failure to comply

A.1 Objective

To ensure that any matters occurring before, during or after a *Sample* Collection Session that may lead to a determination of a failure to comply are assessed, acted upon and documented.

A.2 Scope

Investigating a possible failure to comply begins when the *ADO* or a DCO becomes aware of a matter with the potential to compromise an *Athlete*'s test and ends when the *ADO* takes appropriate follow-up action based on the outcomes of its investigation into the possible failure to comply.

A.3 Responsibility

A.3.1 The *ADO* is responsible for ensuring that:

a) Any matters with the potential to compromise an Athlete's test are assessed to determine if a possible failure to comply has occurred;

b) All relevant information, including information from the immediate surroundings when applicable, is obtained as soon as possible or when practicable to ensure that all knowledge of the matter can be reported and be presented as possible evidence; and

c) Appropriate documentation is completed to report any possible failure to comply.

A.3.2 *Sample* Collection Personnel are responsible for reporting to the DCO any matter with the potential to compromise a test, and the DCO is responsible for reporting such matters to the *ADO*.

A.4 Requirements

A.4.1 Any matters with the potential to compromise the test shall be reported as soon as practicable.

A.4.2 If the matter has potential to compromise the test, the *Athlete* shall be notified if possible:

a) Of the possible consequences;

b) That a possible failure to comply will be investigated by the *ADO* and appropriate follow-up action will be taken.

A.4.3 The necessary information about the possible failure to comply shall be obtained from all relevant sources as soon as possible and recorded.

A.4.4 If possible, the *Athlete*'s *Sample* Collection Session shall be completed.

A.4.5 The *ADO* shall establish a system for ensuring that the outcomes of its investigation into the possible failure to comply are considered for results management action and, if applicable, for further planning and *Testing*.

Annex B - Modifications for *Athletes* with disabilities

B.1 Objective

To ensure that the special needs of *Athletes* with disabilities are provided as much as possible in relation to the provision of a *Sample*.

B.2 Scope

The scope of determining whether modifications need to be considered starts with identification of situations where *Sample* collection involves *Athletes* with disabilities and ends with the necessary modifications to *Sample* collection procedures and equipment as possible for these *Athletes*.

B.3 Responsibility

The *ADO* has responsibility for ensuring, when possible, that the DCO has any information and *Sample* Collection Equipment necessary to conduct a *Sample* Collection Session with an *Athlete* with a disability. The DCO has responsibility for the *Sample* collection.

B.4 Requirements

B.4.1 All aspects of notification and *Sample* collection for *Athletes* with disabilities shall be carried out in accordance with the standard notification and *Sample* collection procedures unless modifications are necessary due to the *Athlete*'s disability.

B.4.2 In planning or arranging *Sample* collection, the *ADO* and DCO shall consider whether there will be any *Sample* collection for *Athletes* with disabilities that may require modifications to the standard procedures for notification or *Sample* collection, including *Sample* Collection Equipment and facilities.

B.4.3 The DCO shall have the authority to make modifications as the situation requires when possible and as long as such modifications will not compromise the identity, security or integrity of the *Sample*.

B.4.4 For *Athletes* with a physical disability or a sensorial disability, the *Athlete* can be assisted by the *Athlete*'s representative or *Sample* Collection Personnel during the *Sample* Collection Session where authorised by the *Athlete* and agreed to by the DCO.

B.4.5 For *Athletes* with an intellectual disability, the *ADO* or DCO shall determine whether the *Athlete* must have a representative at the *Sample* Collection Session and the nature of the assistance that the representative must provide. Additional assistance can be provided by the representative or *Sample* Collection Personnel during the *Sample* Collection Session where authorised by the *Athlete* and agreed to by the DCO.

B.4.6 The DCO can decide that alternative *Sample* Collection Equipment or facilities will be used when required to enable the *Athlete* to provide the *Sample* as long as the *Sample*'s identity, security and integrity will not be affected.

B.4.7 *Athletes* who are using urine collection or drainage systems are required to eliminate existing urine from such systems before providing a urine *Sample* for analysis.

B.4.8 The DCO will record modifications made to the standard *Sample* collection procedures for *Athlete*s with disabilities, including any applicable modifications specified in the above actions.

Annex C - Collection of urine *Samples*

C.1 Objective

To collect an *Athlete*'s urine *Sample* in a manner that ensures:

a) Consistency with relevant principles of internationally recognised standard precautions in healthcare settings so that the health and safety of the *Athlete* and *Sample* Collection Personnel are not compromised;

b) The *Sample* is of a quality and quantity that meets laboratory guidelines;

c) The *Sample* is clearly and accurately identified; and

d) The *Sample* is securely sealed.

C.2 Scope

The collection of a urine *Sample* begins with ensuring the *Athlete* is informed of the *Sample* collection requirements and ends with discarding any residual urine remaining at the end of the *Athlete's Sample* Collection Session.

C.3 Responsibility

The DCO has the responsibility for ensuring that each *Sample* is properly collected, identified and sealed. The DCO/Chaperone has the responsibility for directly witnessing the passing of the urine *Sample*.

C.4 Requirements

C.4.1 The DCO shall ensure that the *Athlete* is informed of the requirements of the *Sample* collection, including any modifications as provided for in Annex B – Modifications for *Athlete*s with disabilities.

C.4.2 The DCO shall ensure that the *Athlete* is offered a choice of appropriate equipment for collecting the *Sample*. If the nature of an *Athlete*'s disability requires that he/she must use additional or other equipment as provided for in Annex B – Modifications for *Athlete*s with disabilities, the DCO shall inspect that equipment to ensure that it will not affect the identity or integrity of the *Sample*.

C.4.3 The DCO shall instruct the *Athlete* to select a collection vessel.

C.4.4 When the *Athlete* selects a collection vessel and for selection of all other *Sample* Collection Equipment that directly holds the urine *Sample*, the DCO will instruct the *Athlete* to check that all seals on the selected equipment are intact and the equipment has not been tampered with. If the *Athlete* is not satisfied with the selected equipment, he/she may select another. If the *Athlete* is not satisfied with any of the equipment available for the selection, this shall be recorded by the DCO.

If the DCO does not agree with the *Athlete*'s opinion that all of the equipment available for the selection is unsatisfactory, the DCO shall instruct the *Athlete* to proceed with the *Sample* Collection Session. If the DCO agrees with the reasons put forward by the *Athlete* that all of the equipment available for the selection is unsatisfactory, the DCO shall terminate the collection of the *Athlete*'s urine *Sample* and this shall be recorded by the DCO.

C.4.5 The *Athlete* shall retain control of the collection vessel and any *Sample* provided until the *Sample* is sealed, unless assistance is required by an *Athlete*'s disability as provided for in Annex B – Modifications for *Athlete*s with disabilities.

C.4.6 The DCO/Chaperone who witnesses the passing of the *Sample* shall be of the same gender as the *Athlete* providing the *Sample*.

C.4.7 The DCO/Chaperone and *Athlete* shall proceed to an area of privacy to collect a *Sample*.

C.4.8 The DCO/Chaperone shall witness the *Sample* leaving the *Athlete*'s body and record the witnessing in writing.

C.4.9 The DCO shall use the relevant laboratory's specifications to verify, in full view of the *Athlete*, that the volume of the urine *Sample* satisfies the laboratory's requirements for analysis.

C.4.10 Where the volume of urine is insufficient, the DCO shall conduct a partial *Sample* collection procedure as prescribed in Annex E – Urine *Samples* – insufficient volume.

C.4.11 The DCO shall instruct the *Athlete* to select a *Sample* collection kit containing A and B bottles in accordance with C.4.4.

C.4.12 Once a *Sample* collection kit has been selected, the DCO and the *Athlete* shall check that all code numbers match and that this code number is recorded accurately by the DCO.

If the *Athlete* or DCO finds that the numbers are not the same, the DCO shall instruct the *Athlete* to choose another kit in accordance with C.4.4. The DCO shall record the matter.

C.4.13 The *Athlete* shall pour the relevant laboratory's prescribed minimum volume of urine into the B bottle, and then fill the A bottle as much as possible. The *Athlete* shall then fill the B bottle as much as possible with the remaining urine. The *Athlete* shall ensure that a small amount of urine is left in the collection vessel.

C.4.14 The *Athlete* shall seal the bottles as directed by the DCO. The DCO shall check, in full view of the *Athlete*, that the bottles have been properly sealed.

C.4.15 The DCO shall use the relevant laboratory's guidelines for pH and specific gravity to test the residual urine in the collection vessel to determine if the *Sample* is likely to meet the laboratory guidelines. If it is

not, then the DCO shall follow Annex F - Urine *Samples* - *Samples* that do not meet laboratory pH and specific gravity guidelines.

C.4.16 The DCO shall ensure any residual urine that will not be sent for analysis is discarded in full view of the *Athlete*.

Annex D - Collection of blood Samples

D.1 Objective

To collect an *Athlete*'s blood *Sample* in a manner that ensures:

a) The health and safety of the *Athlete* and *Sample* Collection Personnel are not compromised;

b) The *Sample* is of a quality and quantity that meets the relevant analytical guidelines;

c) The *Sample* is clearly and accurately identified; and

d) The *Sample* is securely sealed.

D.2 Scope

The collection of a blood *Sample* begins with ensuring the *Athlete* is informed of the *Sample* collection requirements and ends with properly storing the *Sample* prior to dispatch for analysis at the *WADA* accredited laboratory or as otherwise approved by *WADA*.

D.3 Responsibility

D.3.1 The DCO has the responsibility for ensuring that:

a) Each *Sample* is properly collected, identified and sealed; and

b) All *Samples* have been properly stored and dispatched in accordance with the relevant analytical guidelines.

D.3.2 The Blood Collection Official has the responsibility for collecting the blood *Sample*, answering related questions during the provision of the *Sample*, and proper disposal of used blood sampling equipment not required for completing the *Sample* Collection Session.

D.4 Requirements

D.4.1 Procedures involving blood shall be consistent with relevant principles of internationally recognised standard precautions in health care settings.

D.4.2 Blood *Sample* Collection Equipment shall consist of, either an A sample tube, or an A sample tube and a B sample tube. If the sample collection consists solely of blood then a B sample shall be collected and used as a confirmation if required.

D.4.3 The DCO shall ensure that the *Athlete* is informed of the requirements of the *Sample* collection, including any modifications as provided for in Annex B – Modifications for *Athlete*s with disabilities.

D.4.4 The DCO/Chaperone and *Athlete* shall proceed to the area where the *Sample* will be provided.

D.4.5 The DCO shall ensure the *Athlete* is offered comfortable conditions including being in a relaxed position for at least 10 minutes prior to providing a *Sample*.

D.4.6 The DCO shall instruct the *Athlete* to select the *Sample* collection kit/s required for collecting the *Sample* and to check that the selected equipment has not been tampered with and the seals are intact. If the *Athlete* is not satisfied with a selected kit, he/she may select another. If the *Athlete* is not satisfied with any kits and no others are available, this shall be recorded by the DCO.

If the DCO does not agree with the *Athlete*'s opinion that all of the available kits are unsatisfactory, the DCO shall instruct the *Athlete* to proceed with the *Sample* Collection Session.

If the DCO agrees with the reasons put forward by the *Athlete* that all available kits are unsatisfactory, the DCO shall terminate the collection of the *Athlete*'s blood *Sample* and this shall be recorded by the DCO.

D.4.7 When a *Sample* collection kit has been selected, the DCO and the *Athlete* shall check that all code numbers match and that this code number is recorded accurately by the DCO.

If the *Athlete* or DCO finds that the numbers are not the same, the DCO shall instruct the *Athlete* to choose another kit in accordance with D.4.5. The DCO shall record the matter.

D.4.8 The Blood Collection Official shall clean the skin with a sterile disinfectant wipe or swab in a location unlikely to adversely affect the *Athlete* or his/her performance and, if required, apply a tourniquet. The Blood Collection Official shall take the blood *Sample* from a superficial vein into the final collection container. The tourniquet, if applied, shall be immediately removed after the venipuncture has been made.

D.4.9 The amount of blood removed shall be adequate to satisfy the relevant analytical requirements for the *Sample* analysis to be performed.

D.4.10 If the amount of blood that can be removed from the *Athlete* at the first attempt is insufficient, the Blood Collection Official shall repeat the procedure. Maximum attempts shall be three. Should all attempts fail, then the Blood Collection Official shall inform the DCO. The DCO shall terminate the collection of the blood *Sample* and record this and the reasons for terminating the collection.

D.4.11 The Blood Collection Official shall apply a dressing to the puncture site/s.

D.4.12 The Blood Collection Official shall dispose of used blood sampling equipment not required for completing the *Sample* Collection Session.

D.4.13 The *Athlete* shall seal his/her *Sample* into the *Sample* collection kit as directed by the DCO. In full view of the *Athlete*, the DCO shall check that the sealing is satisfactory.

D.4.14 The sealed *Sample* shall be kept at a cool, but not freezing, temperature prior to analysis at the Doping Control Station or dispatch for analysis at the *WADA* accredited laboratory or as otherwise approved by *WADA*.

Annex E - Urine *Samples* - Insufficient volume

E.1 Objective

To ensure that where an insufficient volume of urine is provided, appropriate procedures are followed.

E.2 Scope

The procedure begins with informing the *Athlete* that the *Sample* is of insufficient volume and ends with the provision of a *Sample* of sufficient volume.

E.3 Responsibility

The DCO has the responsibility for declaring the *Sample* volume insufficient and for collecting the additional *Sample*/s to obtain a combined *Sample* of sufficient volume.

E.4 Requirements

E.4.1 If the *Sample* collected is of insufficient volume, the DCO shall inform the *Athlete* that a further *Sample* shall be collected to meet the relevant laboratory's volume requirements.

E.4.2 The DCO shall instruct the *Athlete* to select partial *Sample* Collection Equipment in accordance with C.4.4.

E.4.3 The DCO shall then instruct the *Athlete* to open the relevant equipment, pour the insufficient *Sample* into the container and seal it as directed by the DCO. The DCO shall check, in full view of the *Athlete*, that the container has been properly sealed.

E.4.4 The DCO and the *Athlete* shall check that the equipment code number, and the volume and identity of the insufficient *Sample* are recorded accurately by the DCO. Either the *Athlete* or the DCO shall retain control of the sealed partial *Sample*.

E.4.5 While waiting to provide an additional *Sample*, the *Athlete* shall remain under continuous observation and be given the opportunity to hydrate.

E.4.6 When the *Athlete* is able to provide an additional *Sample*, the procedures for collection of the *Sample* shall be repeated as prescribed in Annex C – Collection of urine *Samples* until a sufficient volume of urine will be provided by combining the initial and additional *Sample*/s.

E.4.7 When the DCO is satisfied that a sufficient volume of urine has been provided, the DCO and *Athlete* shall check the integrity of the seal/s on the partial *Sample* container/s containing the previously provided insufficient *Sample*/s. Any irregularity with the integrity of the seal/s will

be recorded by the DCO and investigated according to Annex A – Investigating a possible failure to comply.

E.4.8 The DCO shall then direct the *Athlete* to break the seal/s and combine the *Samples*, ensuring that additional *Samples* are added sequentially to the first *Sample* collected until the required volume is met.

E.4.9 The DCO and *Athlete* shall then continue with C.4.11.

Annex F - Urine Samples - Samples that do not meet laboratory pH or specific gravity guidelines

F.1 Objective

To ensure that when the urine *Sample* does not meet the contracted laboratory pH or specific gravity guidelines, appropriate procedures are followed.

F.2 Scope

The procedure begins with the DCO informing the *Athlete* that a further *Sample* is required and ends with the collection of a *Sample* that meets laboratory pH and specific gravity guidelines or appropriate follow-up action by the *ADO* if required.

F.3 Responsibility

The *ADO* is responsible for establishing criteria for the number of additional *Samples* to be collected at the *Athlete*'s *Sample* Collection Session. If the additional *Sample/*s collected do not meet the relevant laboratory's guidelines for analysis, the *ADO* is responsible for scheduling a new *Sample* Collection Session for the *Athlete* and, if required, taking subsequent appropriate action.

The DCO is responsible for collecting additional *Sample/s* in accordance with the *ADO*'s criteria.

F.4 Requirements

F.4.1 The *ADO* shall establish criteria for the number of additional *Samples* to be collected by the DCO when the DCO determines that an *Athlete*'s *Sample* is unlikely to meet the relevant laboratory's pH or specific gravity guidelines.

F.4.2 The DCO shall inform the *Athlete* that he/she is required to provide a further *Sample*.

F.4.3 While waiting to provide an additional *Sample*, the *Athlete* shall remain under continuous observation.

F.4.4 When the *Athlete* is able to provide an additional *Sample*, the DCO shall repeat the procedures for collection of the *Sample* as prescribed in Annex C – Collection of urine *Sample* and in accordance with the *ADO*'s criteria for the number of additional *Samples* to be collected as established in F.4.1.

F.4.5 The DCO shall record that the *Sample*s collected belong to a single *Athlete* and the order in which the *Sample*s were provided.

F.4.6 The DCO shall then continue with C.4.16.

F.4.7 If it is determined by the relevant laboratory that all of the *Athlete's Sample*s do not meet the laboratory's pH and specific gravity requirements for analysis and this is not related to natural causes, the *ADO* shall schedule another *Sample* Collection Session for the *Athlete* as *Target Testing* as soon as possible.

F.4.8 If the *Target Testing Sample* Collection Session also results in *Sample*s that do not meet the laboratory's pH and/or specific gravity requirements for analysis, the *ADO* shall investigate a possible anti-doping rule violation.

Annex G - Sample Collection Personnel Requirements

G.1 Objective

To ensure that Sample Collection Personnel have no conflict of interest and have adequate qualifications and experience to conduct *Sample* collection sessions.

G.2 Scope

Sample Collection Personnel requirements starts with the development of the necessary competencies for Sample Collection Personnel and ends with the provision of identifiable accreditation.

G.3 Responsibility

The *ADO* has the responsibility for all activities defined in this Annex G.

G.4 Requirements - Qualifications and Training

G.4.1 The *ADO* shall determine the necessary competence and qualification requirements for the positions of Doping Control Officer, Chaperone and Blood Collection Official. The *ADO* shall develop duty statements for all Sample Collection Personnel that outline their respective responsibilities. As a minimum:

a) Sample Collection Personnel shall be of adult age.
b) Blood Collection Officials shall have adequate qualifications and practical skills required to perform blood collection from a vein.

G.4.2 The *ADO* shall ensure that Sample Collection Personnel that have an interest in the outcome of the collection or testing of a *Sample* from any *Athlete* who might provide a *Sample* at a session are not appointed to that *Sample* collection session. Sample Collection Personnel are deemed to have an interest in the collection of a *Sample* if they are:

a) Involved in the planning of the sport for which testing is being conducted; or
b) Related to, or involved in the personal affairs of any *Athlete* who might provide a *Sample* at that session.

G.4.3 The *ADO* shall establish a system that ensures that Sample Collection Personnel are adequately qualified and trained to carry out their duties.

G.4.4 The training program for Chaperones and Blood Collection Officiers as a minimum shall include studies of all relevant requirements of the testing process and familiarization of relevant standard precautions in healthcare settings.

G.4.5 The training program for Doping Control Officers as a minimum shall include:

a) Comprehensive theoretical training in different types of testing activities relevant to the Doping Control Officer position;
b) One observation of all doping control activities related to requirements in this standard, preferably on site;
c) The satisfactory performance of one complete *Sample* collection on site under observation by a qualified Doping Control Officer or similar. The requirement related to actual passing of *Sample* shall not be included in the on site observations.

G.4.6 The *ADO* shall maintain records of education, training, skills and experience.

G.5 Requirements - Accreditation, re-accreditation and delegation

G.5.1 The *ADO* shall establish a system for accrediting and re-accrediting Sample Collection Personnel.

G.5.2 The *ADO* shall ensure that *Sample* Collection Personnel have completed the training program and are familiar with the requirements in this testing standard before granting accreditation.

G.5.3 Accreditation shall only be valid for a maximum of two years. *Sample* Collection Personnel shall be required to repeat a full training program if they have not participated in *Sample* collection activities within the year prior to re-accreditation.

G.5.4 Only Sample Collection Personnel that have an accreditation recognised by the ADO shall be authorised by the ADO to conduct *Sample* collection activities on behalf of the ADO.

G.5.5 Doping Control Officers may personally perform any activities involved in the *Sample* Collection Session, with the exception of blood collection unless particularly qualified, or they may direct a Chaperone to perform specified activities that fall within the scope of the Chaperone's authorised duties.

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