



# The World Anti-Doping Code

# **INTERNATIONAL STANDARD FOR TESTING**

Version 3.8

August 2006

## PREAMBLE

World Anti-Doping Code *International Standard for Testing* is a mandatory *International Standard* (Level 2) developed as part of the World Anti-Doping Program.

The *International Standard for Testing* is extracted from the ISO International Standard for Doping Control (ISO ISDC) which was prepared by an expert group within the International Anti-Doping Arrangement (IADA) and WADA.

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 had the opportunity to review and provide comments on version 2.0. Version 3.0 was approved by the WADA Executive Committee on June 7th 2003. It is proposed that Version 4.0 be drafted, circulated to all stakeholders, and finalised for approval by the WADA Executive Committee in November 2006.

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 World Anti-Doping Code (*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.”*

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* conduct *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:**

**7.1 Initial review regarding Adverse Analytical Findings.** Upon receipt of an A Sample Adverse Analytical Finding, the ADO responsible for results management shall conduct a review to determine whether: (a) an applicable therapeutic use exemption has been granted, or (b) there is any apparent departure from the International Standard for Testing or laboratory analysis that undermines the validity of the Adverse Analytical Finding.

**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.

**7.4 Review of Other Anti-Doping Rule Violations.** The *Anti-Doping Organization* or other reviewing body established by such organization shall conduct any follow up investigation as may be required under applicable anti-doping policies and rules adopted pursuant to the Code or which the *Anti-Doping Organization* otherwise considers appropriate. The *Anti-Doping Organization* shall promptly give the *Athlete* or other Person subject to sanction notice in the manner set out in its rules, of the anti-doping rule which appears to have been violated, and the basis of the violation.

#### **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 (ADO):** 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 (NADO):*** 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 (NOC):*** 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***

**ADAMS:** Anti-Doping Administration and Management System, which has been developed to enable *Athletes* and *Anti-Doping Organizations* to enter and share data related to doping control. ADAMS is an online, web-based system, which allows restricted sharing of data only with those organizations with a right to access such data in accordance with the *Code*.

**Athlete Whereabouts Information:** Information provided by the *Athlete* or a representative nominated by the *Athlete* which details the *Athlete's* location on a daily basis in order to enable testing.

**Blood Collection Officer (BCO):** 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* from the provision of the *Sample* until the *Sample* has been received for analysis.

**Chaperone:** An official who is trained and authorized by the *ADO* to carry out specific duties including one or more of the following: 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 (DCO):** 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.

**Failure to Provide Athlete Whereabouts Information:** An *Anti-Doping Rule Violation* as described in Article 2.4 of the Code comprising failure by the *Athlete* to meet the requirement for the provision of current and accurate *Athlete Whereabouts Information*.

**International Federation (IF):** An international non-governmental organization administering one or more sports at world level.

**Missed Test:** An *Anti-Doping Rule Violation* as described in Article 2.4 of the Code comprising failure by the *Athlete* to be available for testing based on the *Athlete Whereabouts Information* provided, where the *ADO* has made reasonable attempts to locate the *Athlete*.

**Regional Anti-Doping Organization (RADO):** An Anti-Doping Organization established by a group of countries to coordinate, manage and deliver the mandate of doping-free sport within a specific region.

**Random Selection:** Selection of *Athletes* for testing which is not *Target Testing*. Random Selection may be:

- Completely random; where no pre-determined criteria are considered, and *Athletes* are chosen arbitrarily from a list or pool of *Athlete* names, or;
- Weighted; where *Athletes* are ranked using pre-determined criteria in order to increase or decrease the chances of selection.

**Sample Collection Equipment:** Containers or apparatus used to directly collect or hold the *Athlete's Sample* 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*.

**Suitable pH for Analysis:** pH within the range of 5.0 to 7.5.

**Suitable Specific Gravity for Analysis:** Specific gravity measured at 1.005 or higher with a refractometer, or 1.010 or higher with lab sticks.

**Suitable Volume of Urine for Analysis:** A minimum of 75mL for full or part menu analysis, or a greater volume if so specified by the relevant Sample Analysis Authority. A minimum of 100mL for EPO analysis, or a greater volume if so specified by the relevant Sample Analysis Authority.

## **PART TWO: STANDARDS FOR TESTING**

### **4.0 Planning**

#### **4.1 Objective**

The objective is to plan and implement an effective distribution of *Athlete* tests resulting in detection, deterrence and prevention of doping practices.

#### **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. *Athletes* not in a *Registered Testing Pool* shall also be included in test distribution planning.

The main activities are information gathering, monitoring and follow up; 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, including Olympic and World Championship medallists and the most highly ranked *Athletes*/teams in each discipline.
- For *National/Regional Anti-Doping Organizations*:
  - All *Athletes* included in the *Registered Testing Pool* of the IF.
  - *Athletes* who are part of national teams in Olympic and Paralympic sports and recognised national federations.
- For NOCs and NPCs:
  - NOCs and NPCs shall require *Athletes* who are not regular members of a National Federation to be available for *Sample* collection and provide accurate and up-to-date whereabouts information on a regular basis if required during the year before the Olympic and Paralympic Games as a

condition of participation in the Olympic and Paralympic Games. (Code Article 20.4.3).

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 Rule Violations*.

4.3.3 The ADO shall include *Athletes* under their authority in the *Registered Testing Pool* who are returning from a period of retirement.

4.3.4 The ADO shall include *Athletes* under their authority in the *Registered Testing Pool* whom it wishes to target for *Testing*.

4.3.5 The *Registered Testing Pool* shall be reviewed and updated as necessary with additions to or removals from the pool to reflect changes in *Athlete* ranking and other relevant factors as listed in 4.3.1 to 4.3.4.

4.3.6 For co-ordination purposes, the ADO shall make available to other relevant ADOs and WADA the criteria for the *Registered Testing Pool*, the current list of *Athletes* in the *Registered Testing Pool*, and updates as necessary.

4.3.7 Once an *Athlete* has been named to a *Registered Testing Pool*, the ADO shall communicate this fact immediately to the *Athlete*, and inform him/her of the resultant responsibilities with regard to TUEs and the provision of Athlete Whereabouts Information.

#### **4.4 Requirements for handling 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 Athlete 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*. As a minimum:
  - *Athletes* shall provide sufficient Athlete Whereabouts Information to cover their whereabouts for each day: The information shall be provided in a manner that ensures there are no gaps of more than 24 hours without Athlete Whereabouts Information.
  - *Athletes* shall provide a minimum of one regular location per day where they can be located, and shall also provide alternative locations throughout the day, each of which shall be accurate. The regular location may be identified by the *Athlete* as the most suitable for

*Testing* but does not prevent the *ADO* from visiting the other locations for *Testing*.

- *Athletes* are not required to provide information for each hour of each day however an athlete must provide an overview of their regular and temporary schedules to facilitate effective testing
  - Significant departure from the regular schedule, such as vacations and travel to competitions must be notified in detail, including temporary accommodation contact details.
  - The following Athlete Whereabouts Information shall be collected:
    - *Athlete* name
    - Sport/discipline
    - Mailing address
    - Home address and times *Athlete* is usually at home
    - Work location and times
    - Training times and venues
    - Training camps, with address
    - Travel plans
    - Competition schedule
    - Temporary residence, including address (e.g. hotel address)
    - Disability if applicable, including the requirement for third party involvement in notification.
- b) Ensuring that a process is available to *Athletes* whereby the *Athlete* can provide Athlete Whereabouts Information; conducting education in the process, and providing clear guidelines on the required timelines.
- c) Sharing Athlete Whereabouts Information with other relevant *ADOs* via a centralized database system (e.g ADAMS) in order to avoid duplication of efforts.
- d) Ensuring that Athlete Whereabouts Information is regularly updated to be current and accurate and taking appropriate action to ensure the information stays up to date and complete when *Athletes* fail to provide accurate and timely Athlete Whereabouts Information
- e) Taking appropriate action to implement investigation into a potential *Anti-Doping Rule Violation* for failure to provide sufficient Athlete Whereabouts Information.

4.4.2 Athletes shall be required to provide Athlete Whereabouts Information to only one authority. It is the responsibility of ADOs to co-ordinate Athlete Whereabouts Information provision.

4.4.2.1 ADOs shall utilize a secure, centralized database system (e.g. ADAMS), for the gathering, updating, monitoring and sharing of Athlete Whereabouts Information.

4.4.2.2 ADOs shall ensure that the information in the centralized database system is accessible to WADA and to other ADOs in accordance with the *Code* (Article 14.3).

4.4.2.3 The IF shall have primary responsibility for the gathering, updating, monitoring and sharing of Athlete Whereabouts Information for *Athletes* in the *International Registered Testing Pool* in accordance with the *Code* (Article 14.3).

4.4.2.4 Where a NADO/RADO exists, the NADO and the IF may agree that the NADO/RADO shall assume this responsibility for *Athletes* under its jurisdiction in the *International Registered Testing Pool* and share this information with other ADOs in accordance with the *Code* (Article 14.3).

4.4.2.5 The NADO/RADO shall be responsible for the gathering, maintenance, updating and sharing of Athlete Whereabouts Information for national level *Athletes* in the national *Registered Testing Pool*, and for those *Athletes* in the international *Registered Testing Pool* under the NADO/RADO's jurisdiction where no functioning IF Athlete Whereabouts Information system is in place.

4.4.2.6 Where no NADO/RADO exists, the NOC shall assume the responsibility of the NADO/RADO, in accordance with the definition of NADO contained in the *Code*, and shall be responsible for the gathering, updating, monitoring and sharing of Athlete Whereabouts Information.

4.4.2.7 The NOC and NPC shall require *Athletes* who are not regular members of a national federation to provide accurate and up-to-date whereabouts information on a regular basis if required during the year before the Olympic and Paralympic Games as a condition of participation in the Olympic and Paralympic Games. (*Code* Article 20.4.3).

4.4.2.8 The national federation may assume the responsibility for the gathering, updating, monitoring and sharing of Athlete Whereabouts Information if so agreed with the IF and/or NADO/RADO. This may be particularly applicable to team sports.



4.4.3 The ultimate responsibility for the provision of Athlete Whereabouts Information rests with the *Athlete*. The *Athlete* may choose to officially delegate the provision of information to a third party, such as a coach, a national federation, or other such *Athlete* representative, however the *Athlete* is ultimately responsible for the accuracy of the information.

4.4.4 Athlete Whereabouts Information shall be provided at least quarterly, and updated as necessary throughout the quarter.

4.4.5 The *ADO* is responsible for monitoring the quality of Athlete Whereabouts Information and for immediate follow up in cases where information is not accurate or current. (see Annex A – investigating a possible failure to comply).

4.4.6 The *ADO* is responsible for contacting the *Athlete*, in writing where possible, to inform them that they have failed to provide Athlete Whereabouts Information or failed to provide sufficiently accurate or current Athlete Whereabouts Information in accordance with the *Code*; informing them of the implications, and asking them to provide accurate and current Athlete Whereabouts Information immediately.

4.4.7 The *ADO* is responsible for subsequent follow up and for implementing investigation into a potential *Anti-Doping Rule Violation* if Athlete Whereabouts Information is not provided, and/or is not sufficiently accurate or current after the required number of warnings over the required fixed period as determined in the *ADO* regulations.

4.4.8 Where relevant, the *ADO* shall also consider sanctions for national federations which fail to provide Athlete Whereabouts Information when so agreed as provided in 4.4.2.8.

4.4.9 Once it has been determined that a Failure to Provide Athlete Whereabouts Information has occurred, the *ADO* shall make this information available to other relevant *ADOs* via a secure central database system (e.g. *ADAMS*).

4.4.10 The *ADO* is responsible for subsequent follow up and for implementing investigation into a potential *Anti-Doping Rule Violation* involving a combination of Failure to Provide Athlete Whereabouts Information, and Missed Tests.

4.4.11 The *ADO* shall consider failures to provide Athlete Whereabouts Information and/or Missed Tests determined by other *ADOs*, and, in coordination with the relevant *ADO*, shall implement investigation into a potential *Anti-Doping Rule Violation* based on a combination of offences encountered by different *ADOs*.

4.4.12 The *IF* shall have primary responsibility for the investigation into a potential *Anti-Doping Rule Violation* based on a combination of offences

encountered by different ADOs for *Athletes* in the *International Registered Testing Pool*.

4.4.13 Where a NADO/RADO exists, the NADO and the IF may agree that the NADO shall assume this responsibility for *Athletes* under its jurisdiction in the *International Registered Testing Pool*.

4.4.14 The NADO/RADO shall be responsible for investigation into a potential *Anti-Doping Rule Violation* based on a combination of offences encountered by different ADOs for national level *Athletes* in the national *Registered Testing Pool*.

4.4.15 The ADO shall recognize, respect and mutually recognize the final adjudication of another ADO which is a signatory of the Code where such adjudications are consistent with the Code, with regard to a determination of an Anti-Doping Rule Violation for failure to provide Athlete Whereabouts Information and/or Missed Tests.

## **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) The physical demands of the sport and/or discipline and possible performance enhancing effect that doping may elicit;
- b) Available doping analysis statistics;
- c) Available research on doping trends;
- d) The history of doping in the sport and/or discipline;
- e) Training periods and *Competition* season;
- f) Information received on possible doping practices.

4.5.2 The ADO shall develop and document a test distribution plan based on information determined in 4.5.1 and; the number of *Athletes* involved in the sport/discipline; the competition calendar; the anti-doping activities of other ADOs with responsibility for *Testing*; and the evaluation outcomes of previous test distribution planning cycles.

4.5.3 The ADO shall allocate the number of *Sample* collections for each sport/discipline/nation, as relevant, including *Out-of-Competition* and *In-Competition Testing*.

4.5.4 NADO/RADOs shall ensure that *Out-of-Competition Testing* is made a priority, and that a majority of annual *Testing* is conducted *Out-of-Competition*. The determination of the distribution of *Out-of-Competition Testing* shall take into account the risks of doping in the *Out-of-Competition* period for each sport and/or discipline under evaluation.

4.5.5 IFs shall evaluate the relative merits of *Out-of-Competition* and *In-Competition Testing* in their sport and disciplines. In sports and/or disciplines with a high risk of doping in the *Out-of-Competition* period, *Out-of-Competition Testing* shall be made a priority, and a majority of *Testing* shall be conducted *Out-of-Competition*. For those sports and/or disciplines where there is a low risk of doping in the *Out-of-Competition* period, some *Out-of-Competition Testing* shall still take place.

4.5.6 When defining the *In-Competition Testing* period, the *ADO* shall not limit *Testing* opportunities for other *ADOS*, or shall ensure that it is conducting testing during this defined *In-Competition Testing* period.

4.5.7 In planning and conducting *Testing* at *International Events*, and where the relevant IF does not have a doping control program that complies with this Standard, the *NADO/RADO* shall be the preferred Sample collection authority.

4.5.8 *ADOs* shall coordinate *Testing* activities to avoid duplication. Clear agreement on roles and responsibilities for *Event Testing* shall be agreed in advance in accordance with the *Code* (Article 15.1)

4.5.9 The *ADO* shall allocate the type of test for each sport/discipline/nation, as relevant, including urine and blood *Sample* collection where appropriate.

4.5.10 The *ADO* shall ensure that the timing of *Testing* is planned to ensure optimum deterrence and detection of doping practices.

4.5.11 All *Testing* shall be *No Advance Notice* other than by exception.

4.5.11.1 A For *In-Competition Testing*, placeholder selection may be known in advance. However, random *Athlete*/placeholder selection shall not be revealed to the *Athlete* until notification.

4.5.11.2 All *Out-of-Competition Testing* shall be *No Advance Notice*.

4.5.12 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 by other *ADOS*

4.5.13 The test distribution plan shall be documented by the *ADO*. Such data shall be used to assist with determining whether modifications to the plan are necessary.

4.5.14 The *ADO* shall ensure that *Athlete* support personnel or any other person with a conflict of interest shall not be involved in the test distribution planning for their *Athletes*.

4.5.15 ADOs shall, without any unnecessary delay, share information on tests conducted with other relevant ADOs via a centralized database system (e.g. ADAMS)

## **4.6 Requirements for selection of *Athletes***

4.6.1 In accordance with the number and type of *Samples* allocated to each sport/discipline/nation in the test distribution plan, the ADO shall select *Athletes* for *Sample* collection using *Target Testing* and Random Selection methods.

4.6.2 ADOs shall ensure that the significant majority of *Testing* is *Target Testing*, based on the intelligent assessment of the risks of doping and the most effective use of resources to ensure optimum detection and deterrence. 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) Repeated failure to provide Athlete Whereabouts Information;
- g) Athlete Whereabouts Information that can indicate a potential increase in the risk of doping, including moving to a remote location;
- h) *Athlete* sport performance history;
- i) *Athlete* age, eg approaching retirement, move from junior to senior level;
- j) *Athlete* test history;
- k) *Athlete* reinstatement after a period of *Ineligibility*;
- l) Financial incentives for improved performance, such as prize money or sponsorship opportunities;
- m) *Athlete* association with a third party such as coach or doctor with a history of involvement in doping, and;
- n) Reliable information from a third party.

4.6.3 *Testing* which is not *Target Testing* shall be determined by Random Selection which shall be conducted using a documented system for such selection. Random Selection which is weighted shall be conducted according to clear criteria and may take into account factors listed in 4.6.2 which apply to teams, disciplines, or nations, in order to ensure that a greater percentage of 'at risk' *Athletes* are selected.

4.6.4 ADOs shall consider the selection of *Athletes* under their authority for *Sample* collection who are not included in the *Registered Testing Pool* defined in 4.3.

4.6.5 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.

4.6.6 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**

The objective is to ensure that reasonable attempts, as outlined in Article 5.4.1 are made to locate the *Athlete*, 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, or notification attempt.

### **5.3 Requirements prior to notification of Athletes**

5.3.1 Other than by exception, *No Advance Notice* shall be the notification method for *Sample* collection

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 Officers 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. The method of identification of the *Athlete* shall be documented on the doping control documentation.

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*/training session/etc and the situation in question

5.3.6 The *ADO* shall establish a system for the detailed recording of *Athlete* notification attempt/s and outcome/s.

5.3.7 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 5.3.8.

5.3.8 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.

5.3.9 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 advance notice *Sample* collection. Any such decision shall be recorded.

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

## 5.4 Failure to locate an *Athlete* for notification

(see Annex A – investigating a possible Failure to Comply).

5.4.1 For *Out-of-Competition Sample* collection, the *ADO* shall establish protocols to ensure that reasonable attempts are made to locate *Athletes* for *Sample* collection. Reasonable attempts shall be defined by the *ADO* and at a minimum shall include:

a) Ensuring that the DCO visits the location(s) specified for the *Athlete* for the day at the times specified by the *Athlete*. However, a failed visit to a single location may still constitute a missed test).

b) Ensuring that the DCO waits at least one hour at each location

c) Considering, when appropriate, alternative times of day and alternative locations over a specified period of time from the initial notification attempt. However, a single failed visit to a single location may still constitute a missed test).

5.4.2 The DCO shall document the details of the attempt, including contact made with third parties, and exact arrival and departure times at each location.

5.4.3 For test attempts based on Athlete Whereabouts Information provided by the *Athlete* or nominated representative, where the steps in 5.4.1 are followed, the *ADO* shall notify the *Athlete* of a potential Missed Test.

5.4.4 In those cases where *Testing* is not based on Athlete Whereabouts Information received from the *Athlete* or nominated representative, a Missed Test shall not be recorded. The *ADO* shall maintain a record of the attempt, and may attempt to test the *Athlete* again.

5.4.5 If the *Athlete* is deemed to have a potential Missed Test, the *ADO* is responsible for contacting the *Athlete* or for making reasonable attempts to contact the *Athlete* in writing to inform him/her that he/she has failed to be available for testing in accordance with the *Code*. The *ADO* shall offer the *Athlete* with the opportunity to provide an explanation of his/her non-availability for testing.

5.4.6 The *ADO* is responsible for subsequent follow up and for implementing investigation into a potential *Anti-Doping Rule Violation* if sufficient justification for the Missed Test is not provided, and after the required number of warnings over the required fixed period as determined in the *ADO* regulations.

5.4.7 Once it has been determined that a potential Missed Test has occurred, the *ADO* shall make this information available to other relevant *ADOs* via a secure centralized database system (e.g. ADAMS)

5.4.8 The ADO is responsible for subsequent follow up and for implementing investigation into a potential *Anti-Doping Rule Violation* involving a combination of Missed Tests and Failure to Provide Athlete Whereabouts Information after the required number of warnings over the required fixed period as determined in the ADO regulations.

5.4.9 The ADO shall consider Missed Tests and/or Failure to Provide Athlete Whereabouts Information determined by other ADOs, and, in coordination with the relevant ADO, shall implement investigation into a potential *Anti-Doping Rule Violation* based on a combination of offences encountered by different ADOs.

## **5.5 Requirements for notification of Athletes**

5.5.1 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
  - v. Report immediately for an *Out-of-Competition* test, unless there are valid reasons for a delay. Report to the Doping Control Station as soon as possible, and within 60 minutes of notification, for an *In-Competition* test. In those exceptional circumstances where advance notice testing is unavoidable, report within 2 hours of receipt of notification for an advance notice *Sample* collection unless there is a justifiable delay. The



reasons for such a delay must be documented and verified by the *Athlete* and the DCO at the time of *Testing*.

- f) Of the location of the Doping Control Station.

5.5.2 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. Confirmation of the *Athlete's* identity by any other method, or failure to confirm the identity of the *Athlete* shall be documented and reported to the *ADO*.
- d) In cases where the *Athlete's* identity can not be confirmed as per the criteria established in 5.3.4, the *ADO* shall decide whether it is appropriate to follow-up in accordance with Annex A – Investigating a possible failure to comply.

5.5.3 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 in a detailed report and report the circumstances to the *ADO*. The *ADO* shall follow the steps prescribed in Annex A – Investigating a possible failure to comply.

5.5.4 The DCO/Chaperone shall consider any reasonable third party requirement or any request by the *Athlete* to delay reporting to the Doping Control Station following acknowledgement and acceptance of notification and accept or reject such requests as appropriate in accordance with 5.5.5. The DCO shall document the reasons for any such delay that may require further investigation by the *ADO*.

5.5.5 A DCO may accept a request from an *Athlete* to delay reporting to the Doping Control Station, and/or to leave the Doping Control Station temporarily after arrival if the *Athlete* can be continuously chaperoned during the delay and if the request relates to the following activities:

*For In-Competition Testing:*

- 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;
- g) Any other exceptional circumstances which can be justified, and which shall be documented.

For *Out-of-Competition Testing*:

- a) Locating a representative;
- b) Completing a training session;
- c) Receiving treatment for injury;
- d) Any other exceptional circumstances which can be justified, and which shall be documented.

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

5.5.7 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.

5.5.8 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 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 report the incident in detail to the *ADO*, which shall follow the requirements of Annex A – Investigating a possible failure to comply.

5.5.9 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.

5.5.10 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 witnessing DCO/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 ADO shall only use Sample Collection Equipment systems 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 in detail by the *DCO*. If appropriate, the *ADO* 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 document in detail the circumstances around the refusal, and the *ADO* 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 name of the *Athlete's* coach and doctor
- i) The *Sample* code number;
- j) The name and signature of the witnessing DCO/Chaperone;
- k) The name and signature of the Blood Collection Officer who collected the blood *Sample*, where applicable;
- l) Required laboratory information on the *Sample*;
- m) Medications and supplements taken and recent blood transfusion details if applicable, within the timeframe specified by the lab as declared by the *Athlete*;
- n) Any irregularities in procedures;
- o) *Athlete* comments or concerns regarding the conduct of the session, if provided;
- p) *Athlete* consent or otherwise for the processing of test data in ADAMS;
- q) *Athlete* consent or otherwise for the use of the *Sample(s)* for research purposes;
- r) The name and signature of the *Athlete's* representative, if required; and
- s) The name and signature of the *Athlete*;
- t) The name and signature of the DCO.

7.4.6 At the conclusion of the testing session 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 and the athlete shall both sign the documentation 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 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 and storage 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.

9.3.7 *Samples* shall be stored by the laboratory in accordance with the *International Standard for Laboratories*.

9.3.8 Documentation related to a Sample Collection Session shall be stored by the ADO for a minimum of 8 years.



9.3.9 Documentation related to an *Anti-Doping Rule Violation* shall be stored until no longer relevant

## **10.0 Ownership of *Samples***

10.1. The testing authority which initiates testing on the Athlete owns the *Samples* collected from the *Athlete*.

10.2. The testing authority may transfer ownership of the *Samples* to the result management authority.

10.3. When all procedures are completed or if, following the mandatory storage time, no requests for longer storage have been expressed by the testing authority, the *Samples* can either be discarded or, if *Athlete* consent has been granted, transferred to research after removing any identification code. In the latter case, anonymous research samples become the property of the laboratory.

## **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, documented and acted upon.

#### **A.2 Scope**

Investigating a possible Failure to Comply begins when the *ADO* or a DCO becomes aware of a potential Failure to Comply and ends when the *ADO* takes appropriate follow-up action based on the outcomes of its investigation.

#### **A.3 Responsibility**

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

- a) *Athletes* and support personnel are fully aware of their responsibilities under the *Code*.
- b) An investigation of the potential Failure to Comply is instigated based on all relevant information and documentation.
- c) The Athlete or other party is informed of the potential Failure to Comply in writing and has the opportunity to respond.
- d) The evaluation process is documented.
- e) The final determination is made available to other *ADOs* in accordance with the *Code*.

A. 3.2 The DCO is responsible for:

- a) Informing the Athlete or other party of the consequences of a potential Failure to Comply
- a) Completing the Athlete's sample collection session where possible.
- b) Providing a detailed written report of any potential Failure to Comply.

A.3.3 Sample Collection Personnel are responsible for:

- a) Informing the Athlete or other party of the consequences of a potential Failure to Comply

b) Reporting to the DCO any potential Failure to Comply.

#### **A.4 Requirements**

A.4.1 Any potential Failure to Comply shall be reported by the DCO and/or followed up by the *ADO* as soon as practicable.

A.4.2 If the *ADO* determines that, in accordance with its regulations, there has been a potential Failure to Comply the *Athlete* or other party shall be promptly notified in writing:

- a) Of the possible consequences;
- b) That a potential Failure to Comply will be investigated by the *ADO* and appropriate follow-up action will be taken.

A.4.3 Any additional necessary information about the potential Failure to Comply shall be obtained from all relevant sources, including the *Athlete* or other party as soon as possible and recorded.

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

## **Annex B - Modifications for *Athletes* with disabilities**

### **B.1 Objective**

To ensure that the special needs of *Athletes* with disabilities are considered, where possible, in relation to the provision of a *Sample*, without compromising the integrity of the Sample Collection Session.

### **B.2 Scope**

Determining whether modifications are necessary starts with identification of situations where *Sample* collection involves *Athletes* with disabilities and ends with modifications to *Sample* collection procedures and equipment where necessary and where possible.

### **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 *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 *Athletes* 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* meets the Suitable pH for Analysis, the Suitable Specific Gravity for Analysis and the Suitable Volume of Urine for Analysis. Failure of a sample to meet these requirements in no way invalidates the suitability of the sample for doping control and for analysis. The determination of a *Sample's* suitability for analysis is the decision of the relevant laboratory, in consultation with the *ADO*.
- c) The *Sample* has not been manipulated, substituted, contaminated or otherwise tampered with in any way.
- d) The *Sample* is clearly and accurately identified; and
- e) 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 *Athletes* 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 *Athletes* 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 *Athletes* 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 ensure an unobstructed view of the *Sample* leaving the *Athlete's* body and record the witnessing in writing.

C.4.9 The DCO shall verify, in full view of the *Athlete*, that the Suitable Volume of Urine for Analysis has been provided.

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 minimum Suitable Volume of Urine for Analysis into the B bottle (to a minimum of 30mL for full or part menu analysis and 40mL for EPO analysis), and then pour the remainder of the urine into the A bottle (to a minimum of 45mL for full or part menu analysis and 60mL for EPO analysis). If more than the minimum Suitable Volume of Urine for Analysis has been provided, the DCO shall ensure that the *Athlete* fills the A bottle to capacity as per the recommendation of the equipment manufacture. Should there still be urine remaining, the DCO shall ensure that the *Athlete* fills the B bottle to capacity as per the recommendation of the equipment manufacture. The *Athlete* shall ensure that a small amount of urine is left in the collection vessel.

C.4.14 Urine should only be discarded when both the A and B bottles have been filled to capacity in accordance with C.4.13. The Suitable Volume of Urine for Analysis shall be viewed as an absolute minimum.

C.4.15 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.4.16 The DCO shall test the residual urine in the collection vessel to determine if the *Sample* is likely to meet the Suitable pH for Analysis and Suitable Specific Gravity for Analysis. If the requirements are not met, then the DCO shall follow Annex F - Urine Samples that do not meet requirements for Suitable pH for Analysis or Suitable Specific Gravity for Analysis

C.4.17 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* has not been manipulated, substituted, contaminated or otherwise tampered with in any way
- d) The *Sample* is clearly and accurately identified; and
- e) 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 Officer 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 an A sample tube and a B sample tube.

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 *Athletes* with disabilities.

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

D.4.6 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.4.7 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.4.8 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.4.6. The DCO shall record the matter.

D.4.9 The Blood Collection Officer 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 Officer 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.4.10 The amount of blood removed shall be adequate to satisfy the relevant analytical requirements for the *Sample* analysis to be performed.

D.4.11 If the amount of blood that can be removed from the *Athlete* at the first attempt is insufficient, the Blood Collection Officer shall repeat the procedure. Maximum attempts shall be three. Should all attempts fail, then the Blood Collection Officer 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.4.12 The Blood Collection Officer shall apply a dressing to the puncture site/s.

D.4.13 The Blood Collection Officer shall dispose of used blood sampling equipment not required for completing the Sample Collection Session in accordance with the required standards for handling blood.

D.4.14 If the *Sample* requires further processing, such as centrifugation or on-site separation of serum, the *Athlete* shall remain to observe the *Sample* until final sealing in secure, tamper evident kit.

D.4.15 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.4.16 The sealed *Sample* shall be stored in a manner that protects its integrity, identity and security prior to transport from the Doping Control Station to the *WADA* accredited laboratory or as otherwise approved by *WADA*.

## **Annex E - Urine *Samples* - Insufficient volume**

### **E.1 Objective**

To ensure that where a Suitable Volume of Urine for Analysis is not provided, appropriate procedures are followed.

### **E.2 Scope**

The procedure begins with informing the *Athlete* that the *Sample* is not of Suitable Volume of Urine for Analysis 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 Suitable Volume of Urine for Analysis 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 the requirements for Suitable Volume of Urine for Analysis have been met, 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, as a minimum, the requirement for Suitable Volume of Urine for Analysis is met.

E.4.9 The DCO shall check the residual urine to ensure that it meets the requirements for Suitable pH for Analysis and the Suitable Specific Gravity for Analysis.

E.4.10 Urine should only be discarded when both the A and B bottles have been filled to capacity in accordance with C.4.13. The Suitable Volume of Urine for Analysis shall be viewed as an absolute minimum.

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

## **Annex F - Urine Samples that do not meet requirements for Suitable pH for Analysis or Suitable Specific Gravity for Analysis**

### **F.1 Objective**

To ensure that when the urine *Sample* does not meet the requirements for Suitable pH for Analysis or Suitable Specific Gravity for Analysis, 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 pH and specific gravity requirements, or appropriate follow-up action by the *ADO* if required.

### **F.3 Responsibility**

The *ADO* is responsible for establishing procedures to ensure that a suitable sample is collected, and that criteria for postponing a Sample Collection Session in exceptional circumstances are in place. If the additional *Sample/s* collected do not meet this *International Standard's* requirements for analysis, and the DCO determines that for logistical reasons it is impossible to continue with the Sample Collection Session in accordance with the criteria set by the ADO, 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 *Samples* until a suitable sample is obtained or until it is determined that a new Sample Collection Session must be scheduled.

### **F.4 Requirements**

F.4.1 The DCO shall determine that the requirements for Suitable pH for Analysis or Suitable Specific Gravity for Analysis have not been met.

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 additional *Samples*, the *Athlete* shall remain under continuous observation.

F.4.4 The *Athlete* shall be encouraged not to hydrate excessively, since this may delay the production of a suitable *Sample*.

F.4.5 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*.

F.4.6 The DCO shall continue to collect additional *Samples* until the requirements for Suitable pH for Analysis or Suitable Specific Gravity for Analysis are met, or until the DCO determines that for there are exceptional circumstances which mean that for logistical reasons it is impossible to continue with the Sample Collection session.

F.4.7 The DCO shall record that the *Samples* collected belong to a single *Athlete* and the order in which the *Samples* were provided.

F.4.8 The DCO shall then continue with C.4.16.

F.4.9 If it is determined that none of the *Athlete's Samples* meet the requirements for Suitable pH for Analysis or Suitable Specific Gravity for Analysis and the DCO determines that for logistical reasons it is impossible to continue with the Sample Collection session, the *ADO* is responsible for scheduling a new Sample Collection Session for the *Athlete*.

F.4.10 If the subsequent Target Testing Sample Collection Session also results in *Samples* that do not meet the requirements for Suitable pH for Analysis or Suitable Specific Gravity for Analysis, the *ADO* shall investigate a possible *Anti-Doping Rule Violation*.

F.4.11 The DCO shall send to the laboratory for analysis all samples which were collected, irrespective of whether or not they meet the requirements for Suitable pH for Analysis or Suitable Specific Gravity for Analysis. Failure of a sample to meet these requirements in no way invalidates the suitability of the sample for doping control and for analysis. The determination of a *Sample's* suitability for analysis is the decision of the relevant laboratory in conjunction with the *ADO*.

F.4.12 The relevant laboratory shall, in conjunction with the *ADO*, determine which samples shall be analyzed in accordance with the ISL.

## **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 start with the development of the necessary competencies for Sample Collection Personnel and end 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 Officer. 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 Officers 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) 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 trained to carry out their duties.

G.4.3.1 The training program for Blood Collection Officers as a minimum shall include studies of all relevant requirements of the *Testing*



process and familiarization of relevant standard precautions in healthcare settings.

G.4.3.2 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) 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.4.3.3 The training program for Chaperones shall include:

- a) Studies of all relevant requirements of the testing process.

G 4.4 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.