PREAMBLE


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

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

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

The official text of the *International Standard for Testing* shall be maintained by WADA and shall be published in English and French. In the event of any conflict between the English and French versions, the English version shall prevail.
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PART ONE: INTRODUCTION, CODE PROVISIONS AND DEFINITIONS

1.0 Introduction and scope

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Code Article 3 Proof of Doping:**

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

**Code Article 5 Testing:**

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

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

5.1.2 Make No Advance Notice Testing a priority.

5.1.3 Conduct Target Testing.

5.2 Standards for Testing. Anti-Doping Organizations conducting Testing shall conduct such Testing in conformity with the International Standard for Testing.
**Code Article 7 Results Management:**

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

**Code Article 10 Sanctions on Individuals:**

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

**Code Article 14 Confidentiality and Reporting:**

**14.3 Athlete Whereabouts Information.** Athletes who have been identified by their International Federation or National Anti-Doping Organization for inclusion in an Out-of-Competition Testing pool shall provide accurate, current location information. The International Federations and National Anti-Doping Organizations shall coordinate the identification of Athletes and the collecting of current location information and shall submit it to WADA. WADA shall make this information accessible to other Anti-Doping Organizations having authority to test the Athlete as provided in Article 15. This information shall be maintained in strict confidence at all times; shall be used exclusively for purposes of planning, coordinating or conducting Testing; and shall be destroyed after it is no longer relevant for these purposes.

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

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

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

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

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

3.0 Terms and definitions

3.1 Defined terms from the Code

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

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

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

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

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

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

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

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

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

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

**International Event:** An Event where the International Olympic Committee, the International Paralympic Committee, an International Federation, a Major Event Organization, or another international sport organization is the ruling body for the Event or appoints the technical officials for the Event.
**International-Level Athlete:** Athletes designated by one or more International Federations as being within the Registered Testing Pool for an International Federation.

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

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

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

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

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

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

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

**Provisional Suspension:** See Consequences above.

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

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

**Signatories:** Those entities signing the Code and agreeing to comply with the Code, including the International Olympic Committee, International Federations, International Paralympic Committee, National
Olympic Committees, National Paralympic Committees, Major Event Organizations, National Anti-Doping Organizations, and WADA.

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

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

**WADA**: The World Anti-Doping Agency.

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

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

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

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

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

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

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

**Sample Collection Equipment**: Containers or apparatus used to directly collect or hold the Athlete’s Specimen at any time during the Sample collection process. Sample Collection Equipment shall, as a minimum, consist of:
- For urine Sample collection:
  - Collection vessels for collecting the urine Sample as it leaves the Athlete’s body;
  - Sealable and tamper-evident bottles and lids for securing the urine Sample;
• For blood Sample collection:
  - Needles for collecting the blood Sample;
  - Blood tubes with sealable and tamper-evident devices for holding the blood Sample.

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

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

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

4.0 Planning

4.1 Objective

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

4.2 General

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

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

4.3 Requirements for establishing the Registered Testing Pool

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

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

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

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

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

4.3.3 The Registered Testing Pool shall be reviewed and updated regularly to reflect changes in Athletes’ competing levels to ensure additions to or removals from the pool as required.
4.4 Requirements for collecting Athlete whereabouts information for the purposes of Out of Competition Testing

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

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

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

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

a) Name
b) Sport/discipline,
c) Home address
d) Contact phone numbers
e) Training times and venues
f) Training camps
g) Travel plans
h) Competition schedule
I) Disability if applicable, including the requirement for third party involvement in notification.

4.5 Requirements for test distribution planning

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

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

b) Available doping analysis statistics;

c) Available research on doping trends;

d) Training periods and Competition season.

4.5.2 The ADO shall develop and document a test distribution plan based on information determined in 4.5.1, the number of Athletes per sport/discipline in the Registered Testing Pool and the evaluation outcomes of previous test distribution planning cycles.
4.5.3 The ADO shall allocate the number of Sample collections by type of Sample collection for each sport/discipline, including No Advance Notice, Out-of-Competition, In-Competition, blood and urine Sample collection, as required to achieve effective deterrence.

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

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

For each test:

a) The sport/discipline;

b) The country represented by the Athlete (if applicable);

c) The type of Sample collection (No Advance Notice, Out-of-Competition, In-Competition or advance notice);

d) The date of Sample collection; and

e) The country in which the Sample collection occurred.

In addition, for each Adverse Analytical Finding:

a) Dates of Sample collection and analysis;

b) Class of substance/s found;

c) Actual substance/s detected;

d) Sanctions of Anti-Doping Rules Violations, if any.

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

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

4.6 Requirements for selection of Athletes

4.6.1 In accordance with the number of Sample collections allocated to each sport/discipline in the test distribution plan, the ADO shall select Athletes for Sample collection using Target Testing, Weighted and random selection methods.
4.6.2 As a minimum, the ADO shall consider Target Testing Athletes based on the following information:

a) Injury;
b) Withdrawal or absence from expected Competition;
c) Going into or coming out of retirement;
d) Behaviour indicating doping;
e) Sudden major improvements in performance;
f) Changes in Athlete whereabouts information that can indicate a potential increase in the risk of doping, including moving to a remote location;
g) Athlete sport performance history;
h) Details of past Doping Controls;
i) Athlete reinstatement after a period of Ineligibility; and
j) Reliable information from a third party.

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

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

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

5.0 Notification of Athletes

5.1 Objective

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

5.2 General

Notification of Athletes starts when the ADO initiates the notification of the selected Athlete and ends when the Athlete arrives at the Doping Control Station or when the Athlete’s possible failure to comply is brought to the ADO’s attention.
The main activities are:

a) Appointment of DCOs, Chaperones and other Sample Collection Personnel;
b) Locating the Athlete and confirming his/her identity;
c) Informing the Athlete that he/she has been selected to provide a Sample and of his/her rights and responsibilities;
d) For No Advance Notice Sample collection, continuously chaperoning the Athlete from the time of notification to the arrival at the designated Doping Control Station; and
e) Documenting the notification.

5.3 Requirements prior to notification of Athletes

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

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

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

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

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

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

5.3.7 Reasonable attempts shall be defined by the ADO and at a minimum shall consider alternative times of day/evening and alternative locations over a specified period of time from the initial notification attempt.
5.3.8 The ADO shall establish a system for logging Athlete notification attempt/s and outcome/s.

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

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

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

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

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

5.4 Requirements for notification of Athletes

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

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

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

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

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

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

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

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

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

e) Of the Athlete’s responsibilities, including the requirement to:
i. Remain within sight of the DCO/Chaperone at all times from the first moment of in-person notification by the DCO/Chaperone until the completion of the Sample collection procedure;

ii. Produce identification in accordance with 5.3.4; and

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

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

f) Of the location of the Doping Control Station.

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

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

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

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

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

5.4.4 The DCO/Chaperone shall consider any reasonable request by the Athlete to delay reporting to the Doping Control Station beyond 60 mins, and/or once the athlete arrives at the Doping Control Station and wishes to leave if the Athlete
can be continuously chaperoned during the delay and if the request relates to the following activities:

a) Participation in a victory ceremony;
b) Fulfilment of media commitments;
c) Competing in further competitions;
d) Performing a warm down;
e) Obtaining necessary medical treatment;
f) Locating a representative and/or interpreter.

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

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

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

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

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

6.0 Preparing for the Sample Collection Session

6.1 Objective

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

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

The main activities are:

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

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

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

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

6.3 Requirements for preparing for the Sample Collection Session

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

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

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

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

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

c) An Athlete with a disability’s entitlement to be accompanied by a representative as provided for in Annex B - Modifications for Athletes with disabilities.
d) A WADA Independent Observer where applicable under the Independent Observer Program. The WADA Independent Observer shall not directly observe the passing of a urine Sample.

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

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

b) Have a sealing system that is tamper evident;

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

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

7.0 Conducting the Sample Collection Session

7.1 Objective

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

7.2 General

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

The main activities are:

a) Preparing for collecting the Sample;

b) Collecting the Sample; and

c) Documenting the Sample collection.

7.3 Requirements prior to Sample collection

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

7.3.2 The DCO shall ensure that the Athlete is informed of his/her rights and responsibilities as specified in 5.4.1.
7.3.3 The DCO shall provide the Athlete with the opportunity to hydrate.

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

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

a) The purpose of the Athlete leaving the Doping Control Station; and
b) The time of return (or return upon completion of an agreed activity).

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

7.4 Requirements for Sample collection

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

a) Annex C: Collection of urine Samples
b) Annex D: Collection of blood Samples

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

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

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

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

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

b) Date and time of Sample provision;

c) The name of the Athlete;

d) The date of birth of the Athlete;
e) The gender of the Athlete;
f) The Athlete's home address and telephone number;
g) The Athlete’s sport and discipline;
h) The Sample code number;
i) The name and signature of the Chaperone who witnessed the urine Sample provision;
j) The name and signature of the Blood Collection Official who collected the blood Sample, where applicable;
k) Required laboratory information on the Sample;
l) Medications and supplements taken and recent blood transfusion details if applicable, within the timeframe specified by the lab as declared by the Athlete;
m) Any irregularities in procedures;
n) Athlete comments or concerns regarding the conduct of the session, if provided;
o) The name and signature of the Athlete;
p) The name and signature of the Athlete’s representative, if required; and
q) The name and signature of the DCO.

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

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

8.0 Security/Post test administration

8.1 Objective

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

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

8.3 Requirements for Security/post test administration

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

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

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

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

9.0 Transport of Samples and documentation

9.1 Objective

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

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

9.2 General

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

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

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

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

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

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

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

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

Annex A - Investigating a possible failure to comply

A.1 Objective

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

A.2 Scope

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

A.3 Responsibility

A.3.1 The ADO is responsible for ensuring that:

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

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

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

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

A.4 Requirements

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

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

a) Of the possible consequences;

b) That a possible failure to comply will be investigated by the ADO and appropriate follow-up action will be taken.
A.4.3 The necessary information about the possible failure to comply shall be obtained from all relevant sources as soon as possible and recorded.

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

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

B.1 Objective

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

B.2 Scope

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

B.3 Responsibility

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

B.4 Requirements

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

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

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

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

B.4.5 For Athletes with an intellectual disability, the ADO or DCO shall determine whether the Athlete must have a representative at the Sample Collection Session and the nature of the assistance that the representative must provide. Additional assistance can be provided by the representative or Sample Collection Personnel during the Sample Collection Session where authorised by the Athlete and agreed to by the DCO.
B.4.6 The DCO can decide that alternative Sample Collection Equipment or facilities will be used when required to enable the Athlete to provide the Sample as long as the Sample’s identity, security and integrity will not be affected.

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

B.4.8 The DCO will record modifications made to the standard Sample collection procedures for 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 is of a quality and quantity that meets laboratory guidelines;

c) The Sample is clearly and accurately identified; and

d) The Sample is securely sealed.

C.2 Scope

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

C.3 Responsibility

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

C.4 Requirements

C.4.1 The DCO shall ensure that the Athlete is informed of the requirements of the Sample collection, including any modifications as provided for in Annex B – Modifications for 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 witness the Sample leaving the Athlete’s body and record the witnessing in writing.

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

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

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

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

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

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

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

C.4.15 The DCO shall use the relevant laboratory’s guidelines for pH and specific gravity to test the residual urine in the collection vessel to determine if the Sample is likely to meet the laboratory guidelines. If it is
not, then the DCO shall follow Annex F - Urine Samples - Samples that do not meet laboratory pH and specific gravity guidelines.

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

D.1 Objective

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

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

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

c) The Sample is clearly and accurately identified; and

d) The Sample is securely sealed.

D.2 Scope

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

D.3 Responsibility

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

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

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

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

D.4 Requirements

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

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

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

D.4.4 The DCO/Chaperone and Athlete shall proceed to the area where the Sample will be provided.
D.4.5 The DCO shall ensure the Athlete is offered comfortable conditions including being in a relaxed position for at least 10 minutes prior to providing a Sample.

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

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

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

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

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

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

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

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

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

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

D.4.13 The Athlete shall seal his/her Sample into the Sample collection kit as directed by the DCO. In full view of the Athlete, the DCO shall check that the sealing is satisfactory.
**D.4.14** The sealed *Sample* shall be kept at a cool, but not freezing, temperature prior to analysis at the Doping Control Station or dispatch for analysis at the WADA accredited laboratory or as otherwise approved by WADA.
Annex E - Urine *Samples* - Insufficient volume

E.1 Objective

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

E.2 Scope

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

E.3 Responsibility

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

E.4 Requirements

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

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

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

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

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

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

E.4.7 When the DCO is satisfied that a sufficient volume of urine has been provided, the DCO and *Athlete* shall check the integrity of the seal/s on the partial *Sample* container/s containing the previously provided insufficient *Sample/s*. Any irregularity with the integrity of the seal/s will
be recorded by the DCO and investigated according to Annex A – Investigating a possible failure to comply.

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

E.4.9 The DCO and Athlete shall then continue with C.4.11.
Annex F - Urine Samples - Samples that do not meet laboratory pH or specific gravity guidelines

F.1 Objective

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

F.2 Scope

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

F.3 Responsibility

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

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

F.4 Requirements

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

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

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

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

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

F.4.6 The DCO shall then continue with C.4.16.
F.4.7  If it is determined by the relevant laboratory that all of the Athlete’s Samples do not meet the laboratory’s pH and specific gravity requirements for analysis and this is not related to natural causes, the ADO shall schedule another Sample Collection Session for the Athlete as Target Testing as soon as possible.

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

G.1 Objective
To ensure that Sample Collection Personnel have no conflict of interest and have adequate qualifications and experience to conduct Sample collection sessions.

G.2 Scope
Sample Collection Personnel requirements start with the development of the necessary competencies for Sample Collection Personnel and ends with the provision of identifiable accreditation.

G.3 Responsibility
The ADO has the responsibility for all activities defined in this Annex G.

G.4 Requirements - Qualifications and Training
G.4.1 The ADO shall determine the necessary competence and qualification requirements for the positions of Doping Control Officer, Chaperone and Blood Collection Official. The ADO shall develop duty statements for all Sample Collection Personnel that outline their respective responsibilities. As a minimum:
   a) Sample Collection Personnel shall be of adult age.
   b) Blood Collection Officials shall have adequate qualifications and practical skills required to perform blood collection from a vein.

G.4.2 The ADO shall ensure that Sample Collection Personnel that have an interest in the outcome of the collection or testing of a Sample from any Athlete who might provide a Sample at a session are not appointed to that Sample collection session. Sample Collection Personnel are deemed to have an interest in the collection of a Sample if they are:
   a) Involved in the planning of the sport for which testing is being conducted; or
   b) Related to, or involved in the personal affairs of any Athlete who might provide a Sample at that session.

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

G.4.4 The training program for Chaperones and Blood Collection Officials as a minimum shall include studies of all relevant requirements of the testing process and familiarization of relevant standard precautions in healthcare settings.
G.4.5 The training program for Doping Control Officers as a minimum shall include:

a) Comprehensive theoretical training in different types of testing activities relevant to the Doping Control Officer position;

b) One observation of all doping control activities related to requirements in this standard, preferably on site;

c) The satisfactory performance of one complete Sample collection on site under observation by a qualified Doping Control Officer or similar. The requirement related to actual passing of Sample shall not be included in the on site observations.

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

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

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

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

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

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

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