

## **SAMPLE COLLECTION PERSONNEL (SCP) INSTRUCTIONS: DOPING CONTROL FORM**

These instructions will assist Doping Control Officers (DCOs) and Chaperones in completing the Doping Control Form (DCF) developed by the World Anti-Doping Agency (WADA) in co-ordination with stakeholders.

These instructions are to be used in conjunction with Version 9 (9-2018) of the Doping Control Form.

### **Overview**

This DCF has been produced to standardize documentation and simplify the doping control process for SCP and Athletes.

### **General Comments**

- All times should be written using the 24 hour clock e.g. seven thirty in the morning (7:30am) is 07:30, and seven thirty in the evening (7:30pm) is 19:30.
- Write clearly in block capitals and press hard to ensure all copies are legible.
- If the DCO/Chaperone has insufficient space on any part of the form, they may use a Supplementary Report Form (SRF).
- Any deviation from the standard procedure must be noted on a SRF or a DCO Report Form.
- The DCO/Chaperone should draw a clear line through any part of the DCF which is not applicable.

### **Top right section of the DCF**

- Testing Authority: The DCO/Chaperone will insert the name of the organization which authorized the test (e.g. the International Federation or the National Anti-Doping Organization).
- Sample Collection Authority: The DCO/Chaperone will insert the name of the organization which has certified them to conduct Sample collection.
- Results Management Authority: The DCO/Chaperone will insert the name of the organization under whose anti-doping rules possible violations would be managed (e.g. the International Federation or the National Anti-Doping Organization).

The information above can be obtained from the relevant ADAMS Mission Order (if ADAMS is utilized for Mission Order management purposes).

### **Section 1 - Athlete Notification**

- The Athlete should be asked to provide information related to their Family Name, Given Name, date of birth and nationality. They should assist the DCO/Chaperone with spelling, where necessary.
- It is the Athlete's responsibility to provide a piece of photo identification. The DCO/Chaperone will record the type of document used in the 'Type of Identification' box, e.g. driving license, passport, etc. In accordance with the International Standard for the Protection of Privacy and Personal Information, the document number is no longer recorded as it is not necessary to verify the Athlete's identity. If a piece of photo identification is not available, the DCO/Chaperone will write

'No Document' in the 'Type of Identification' box. The DCO will then document how the Athlete was identified in the 'Comments' box of the DCF and the DCO Report Form.

- The DCO/Chaperone should complete the information on the type of Sample required. If both urine and blood samples are required from the Athlete, both boxes should be checked.
- The DCO/Chaperone should record the date and the time of the notification, and should print their name and sign.
- The Athlete should be asked to read the statement and sign the notification.
- If the Athlete refuses to provide a sample, the Athlete should be asked to write the reason in the 'Comments' box, and sign the DCF in Section 4.
- The DCO/Chaperone will provide the Athlete the Athlete Notification copy of the DCF (orange copy).
- The DCO/Chaperone should ensure the Athlete is aware of their rights and responsibilities as detailed on the reverse of the Athlete Notification copy of the DCF.

## **Section 2 – Athlete Information**

- The DCO/Chaperone should record the time the Athlete arrived at the Doping Control Station.
- The Athlete should provide the address where they spend most of their time.
- The email is an active email account that the Athlete uses.
- If the Athlete does not have a coach and/or doctor, "None" should be recorded in these boxes. If the Athlete is not aware of the name of their coach and/or doctor, "Unknown" should be recorded in these boxes. If the Athlete declines to provide the name of their coach and/or doctor, "Declined" should be recorded in these boxes.

## **Section 3 - Information for Analysis**

- The DCO should complete all information required including whether the test was conducted In-Competition or Out-of-Competition, the date of the Sample Collection and the Athlete's gender.
- If applicable, the DCO should complete the Test Mission Code provided by the Sample Collection Authority.
- The 'Sport' and the 'Discipline' are the sport and the discipline of the Athlete. E.g. Aquatics/Open Water. For sports that are included in the Technical Document for Sport Specific Analysis (TDSSA), the relevant discipline should be used.
- If a partial sample is collected, the DCO should insert the details 'Partial Sample Number', 'volume' and 'time sealed'. Both the DCO and Athlete will initial the DCF after each partial Sample is sealed.
- If no partial sample is collected, a line should be drawn through the 'Partial Sample' section.
- If a urine Sample is collected, the DCO should check 'U' and complete the volume of the Sample, the time the Sample was sealed, the Sample code number and its specific gravity.
- The urine Sample witness will then print their name and sign.
- If a blood Sample is collected, the DCO should check 'B' and complete the time the Sample was sealed and the Sample code numbers. A line should be drawn through the volume of the Sample and the specific gravity.
- The Blood Collection Officer (BCO) will then print their name and sign.
- If no additional samples are collected, a line should be drawn through the empty sections.
- If one or more additional Samples (up to three) are collected, the DCO should use the same DCF.
- If more additional Samples are collected, the DCO should follow the Sample Collection Authority's instructions. Sample Collection Authorities could consider either instructing their DCOs to fill in an SRF with the required data to the laboratory or complete an additional DCF ensuring that Sections

3 and 4 are completed at a minimum. If a SRF is completed, the DCO must ensure that no information that may identify the Athlete is contained on the SRF.

- The DCO or the Athlete should complete the Declaration of Medication Use and Blood Transfusions section of the DCF. Blood Transfusions in the past three months should be recorded only when a blood sample is collected. If there is not enough space in this section, the DCO/Athlete should continue on a SRF and record the number of the SRF on the DCF. The DCO must ensure that no Athlete information is contained on this SRF.
- The Athlete should complete the consent for research section. The DCO should explain to the Athlete that a detailed explanation of the consent for research is stated on the overleaf of the DCF.

#### **Section 4 - Confirmation of Procedure for Urine and/or Blood testing**

- The DCO should ensure that the Athlete is provided an opportunity to complete the 'Comments' section. If there is insufficient space, the Athlete or the DCO should continue on a SRF and record the number of the SRF on the DCF. If the Athlete and the DCO have no comments, the DCO should write 'no comment'.
- The Athlete Representative should print their name and position, and sign. If no Athlete Representative was present throughout the Sample Collection Session, the DCO should draw a line through the section.
- The DCO should draw the Athlete's attention to the text on the reverse of the original copy, and ask them to read the information on Doping Control related data and the use of the ADAMS database.
- The DCO should check the accuracy of the DCF, print and sign their name, and complete the date and time of completion of the Sample Collection Session.
- The Athlete should check the accuracy of the DCF, read the final statement and sign the DCF.

#### **Paperwork**

- The DCO should provide the Athlete with the copy 1 (pink) of the DCF.
- The DCO should place the laboratory copies (copy 2 - yellow and copy 3 - blue) with the Samples according to the Chain of Custody instructions of the Sample Collection Authority e.g. a urine Sample and additional urine Samples (if applicable) will be accompanied by laboratory copy 2 (yellow) and all blood Samples will be accompanied by laboratory copy 3 (blue).
- If there is more than one laboratory (e.g. if blood Samples are to be sent to an alternative laboratory for analysis), the DCO should place copy 3 (blue) of the DCF with the blood Samples to go to the alternative laboratory.
- The DCO should return the original copy (white) and, if not used, the laboratory copy 3 (blue) to the Sample Collection Authority.