

# Fighting Together Against Doping



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ETHIOPIAN NATIONAL ANTI-DOPING OFFICE

# ETHIOPIAN NATIONAL ANTI-DOPING OFFICE

## DOPING CONTROL AND TESTING PROCEDURES

October, 2017

Addis Ababa, Ethiopia

## **ACRONYMS**

ABP- Athlete Biological Passport

ASP- Athlete Support Personnel

ADAMS- Anti-Doping Administration Management System

BCO- Blood Collection Officer

ETH-NADO- Ethiopian National Anti-Doping Office

DCF- Doping Control Form

DCO- Doping Control Officer

DCS- Doping Control Station

ISTI- International standard for Testing and Investigation

SCP- Sample Collection Personnel

SRF- Supplementary Report Form

## **ACKNOWLEDGEMENTS**

ETH-NADO is grateful to the experts who have prepared this procedure.

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## **1. INTRODUCTION**

Ethiopian National Anti-Doping Office /ETH-NADO/ is fighting against doping. The key element to fight doping is Out of competition and In-competition testing. In order to accomplish all testing activities, i.e. Urine, Blood and Athlete Biological Passport, during In-Competition and Out of Competition it is crucial to have a detailed testing procedure document that guide and support sample collection personnel in every aspects. This document clearly indicates the sample collection procedures, responsibilities of each personnel involved in the sample collection secession, athlete selection, notification and chaperoning, witnessing sample provision, after-care procedure, filling the doping control forms, storage and transportation of the sample to the Lab and post-sample collection processing documentation.

Initial documents to prepare this testing procedures document is WADA's International standard for Testing and Investigation (ISTI) other sample collection and testing guidelines.

As this document is, the first version it can be amended through time based on the WADA's ISTI.

## **2. OBJECTIVE**

ETH-NADO Testing Procedure document will enable the Sample Collection Personnel (SCP)to collect all Urine and Blood samples both In-competition and Out of competition environment. SCP can conduct the sample collection processes in accordance with WADA's international standard for testing and investigation by keeping the integrity of the samples as well as the athletes. Moreover, SCP can perform all post-sample collection paper works without any limitation.

### 3. DEFINITION OF TERMS

**ADAMS:** Anti-Doping Administration & Management System

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

**Doping Control:** All steps and processes from test distribution planning through to ultimate disposition of any appeal including all steps and processes in between such as provision of whereabouts information, Sample collection and handling, laboratory analysis, therapeutic use exemptions, results management and hearings.

**In-Competition:** Unless provided otherwise in the rules of an International Federation or other relevant Anti-Doping Organization, “In-Competition” means the period commencing twelve hours before a Competition in which the Athlete is scheduled to participate through the end of such Competition and the Sample Collection process related to such Competition.

**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.

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

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

**Athlete Representative:** A person designated by the Athlete to assist with the verification of the Sample collection procedure, (not including the passing of the Sample). This person may be a member of the Athlete’s support personnel, such as a coach or team doctor, a family member, or other.

**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:** An official who has been trained and authorized 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

**Sample Collection Equipment (Kit):** Containers or apparatus used to directly collect or hold the Sample at any time during the Sample collection process.

**Sample Collection Personnel (SCP):** A collective term for qualified officials authorized 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 having provided his/her Samples(s).

## 4. RESPONSIBILITIES

### A) Athlete

Report for Doping Control as soon as possible, and within the specified period.

Provide appropriate and valid identification card (i.e. accreditation, passport, driving license, School ID, Woreda ID)

Be escorted from notification to sample provision.

Be responsible for any food or beverage consumed prior to sample provision. (That is the Athlete choose to consume food or fluids prior to providing a sample, he/she does so at his/her own risk, and should in any event avoid excessive rehydration, having in mind the requirement to produce a sample with a suitable Specific Gravity for Analysis).

Be familiar with the sample collection process.

Be responsible at all times for his/her own sample(s) from provision to final sealing.

Observe the procedure and ensure there are no irregularities.

Declare any medication use as specified on the DCF.

Provide a therapeutic use exemption (TUE) certificate, if applicable.

Make comments relating to the sample collection process on the DCF, if applicable

Sign on the DCF as requested by the DCO.

## **B) Athlete Representative**

(Presence optional, at Athlete's request)

Athlete representatives are individuals that can assist and support the athlete by accompanying to the DCS and during sample collection process under the supervision of the chaperon /or doping control officers. Athlete representative could be coach, physician, family, interpreter but not a minor.

Athlete representative will be informed that they have the responsibilities to:

Accompany the Athlete during notification.

Accompany the Athlete to the DCS.

Assist in the selection of equipment and the sealing process where asked to do so by the athlete.

Assist the Athlete in the completion of DCF where asked to do so by the Athlete.

Be familiar with the sample collection process.

Observe the sample collection process and ensure there are no irregularities.

Sign on the DCF as requested by the DCO.

### **C) Lead Doping Control Officer**

A Lead DCO is a trained and accredited individual and has a great role in organizing and administering Pre- Sample collection sessions and Post- Sample collection sessions in both Out of competition and In-competition testing.

Ensure the arrival of all SCP on time.

Organize and brief Sample Collection Personnel.

Ensure the security of the DCS (by communicating with the event organizers during In-competition testing and with ETH-NADO Testing and Investigation Directorate in Out of competition testing) Ensure the availability and adequacy of materials and equipments including all the relevant documentations for paper works.

Support the SCP, when necessary.

Handover the mission order from ETH-NADO Testing and Investigation Directorate.

Provide report about the overall activities.

Provide feedback about SCP.

Coach or instruct SCP and Athlete, Athlete representatives.

Ensure the transportation access to athletes (communicate with the major event organizers).

Co-ordinate collection of accompanying blood Sample if necessary.

Complete, or arrange completion of, and verify, the relevant paperwork.

Verify the Chain of Custody.

Organize courier services, if necessary.

#### **D) Doping Control Officer**

A Doping Control Officer is trained and accredited individual and very important personnel during the sample collection period and if necessary during notification and chaperoning of the athlete. Doping control officer can serve as a chaperon in the absence of a chaperon.

Ensure that Chaperones are trained in carrying out relevant activities.

Liaise with sport representatives, if relevant.

Organize equipment, including all relevant documentation.

Assess and organize the facilities.

Arrange or perform notification and escorting of Athletes.

Ensure that the Athlete's rights and responsibilities are explained.

Explain, or arrange explanation of, the process for urine Sample collection to Athletes and Athlete Representatives, as necessary.

Witness, or arrange the witnessing of, Sample provision.

During the results management process, the DCO's management of the sample collection session may be reviewed. Therefore, it is important that the procedures are completed correctly in order to avoid a result being overturned.

#### **E) Chaperone**

Chaperon is an official who is trained to carry out the following specific duties

Notify the Athlete in person as instructed by the Lead DCO or DCO.

Escort the Athlete from notification until arrival at the DCOS

Ensure that the Athlete is the first one notified that he/she has been selected for Sample collection

Act as the Witness for sample provision as instructed by the Lead DCO or DCO and complete the relevant section of the DCF as instructed by the DCO.

## **5. COLLECTION OF INTELLIGENCE AND INVESTIGATION BY (SAMPLE COLLECTION PERSONNEL) SCP**

ETH-NADO Testing and Investigation Directorate inform and remind regularly all the SCP to be aware of and document potential information that may be obtained whilst conducting a testes, such as the behavior or appearance of an athlete, comments made during the test, suspicious activity from the athlete or ASP, information on training activities, etc. Any such information should be clearly documented by the SCP and communicated back to ETH-NADO Testing and Result Management Directorate via a supplementary report form, an email, telephone call or in person. Something that may not of particular note or significance to them could become a much valued piece of information when added to any other intelligence already held by to ETH-NADO Testing and Result Management Directorate.

Anything that may be witnessed as part of doping control that could potentially be considered useful to ETH-NADO Testing and Result Management Directorate in achieving a best testing plan .This would primarily involve identifying suspicious behavior by Athletes and ASP, but may also include visual clues that the SCP may collect as part of their operations.

The ETH-NADO Testing and Result Management Directorate implements a means for SCP to record such information and report confidentially .Information collection may include the following but not limited to

1. Over-hydration during urine testing, particularly after having been requested not to do so by SCP.
2. Refusal to rest or remain still for the required period prior to a Blood Sample Collection.

3. Attempts to prevent the SCP clearly witnessing sample provision whilst in the toilet, which could include reluctance to appropriately remove clothing or the athlete positioning themselves in such a way as to obstruct the DCO's view.
4. Consumption of tablets and /or medication by the athlete at any point from completion of training or competition and the test start of the sample collection session.
5. The athlete intentionally delaying the start of the sample collection without valid reason
6. Unusual/ inappropriate medical equipment carried by an athlete's doctor or a team doctor.
7. Noticing discarded medical equipment in changing rooms (such as syringes)
8. Information on athletes who may have departed the venue upon being alerted to the presence of SCP
9. An athlete seeking to evade or distract a SCP from performing their duties
10. Not following instructions to clean hands prior to sample provision
11. Suspicious bruising inductive of possible injection/ transfusions
12. Disruptive ASP during the sample collection session
13. Report any irregularities during a testing session

Throughout the doping control process, the staff (such as cleaning staff, housekeeping, event services, etc.) may discover unidentified substances or doping paraphernalia as part of their regular course of business. If this occurs, the relevant functions have been instructed to contact the ETH-NADO Testing and Result Management Directorate at the venue in question. If this occurs, in any type of testing the SCP will:

- a. Immediately advise the ETH-NADO Testing and Result Management Directorate
- b. Go to the location of the unidentified substance or doping paraphernalia and meet with the relevant personnel who made the discovery.
- c. Take pictures of what was discovered.
- d. Request that the relevant function secure the unidentified substance or doping paraphernalia in a safe manner.

DCOs must ensure that any incidents that could compromise the sample collection session are documented and the ETH-NADO Testing and Result Management Directorate is informed immediately

## **6. PREPARATION FOR TESTING**

ETH-NADO Testing and Result Management Directorate, conducts In-competition and Out of competition testing. Prior to the sample collection session, all the relevant equipment's and facilities including the doping control documentation should be ready. The Lead DCO or DCO must ensure all the above mentioned and look around the physical environment of the DCS and suitability. All these issues must be secure one hour ahead during out of competition testing and one day before for In-competition testing. Lead DCO should communicate with the event organizers or responsible person for security issues.

### **6.1 Doping Control Equipment and Facilities**

The first stage before athlete notification and sample collection is to check all the relevance equipments are in the right place for the test. The equipments for Blood, ABP and Urine are listed below in a minimum standard.

#### **6.1 .1 Required Equipment and Supplies for Blood and ABP Sample Collection**

- a. Sterile needles.
- b. Butterfly needles.
- c. Disposable plastic syringes.

- d. Appropriate Vacutainer collection tubes to draw a predetermined volume of blood. These may include serum separator tubes or and/or EDTA (anti-coagulant) tubes, as required.
- e. Sterile disinfectant pads.
- f. Disposable gloves providing barrier protection.
- g. Tourniquets.
- h. A disposal container for bio-hazardous waste.
- i. A bio-hazard spill kit.
- j. Adhesive bandage and gauze.
- k. A refrigerator insulated cool box or isotherm bag.
- l. Secure courier transport bags and seals.
- m. Transport temperature data logger.
- n. Soap, hand wash or anti-bacterial gel/liquid.
- o. Paper towels or other absorbent material.
- p. Garbage bin/ bags.
- q. Individually sealed water or non-alcoholic beverages.
- r. Scissors, pens and other applicable stationary.
- s. All Doping Control Documentations.

### **6.1.2 Required Equipments and Supplies for Urine Sample Collection**

- A. Sterile needles.
- B. Butterfly needles.



- C. Disposable plastic syringes.
- D. Appropriate Vacutainer collection tubes to draw a predetermined volume of blood. These may include serum separator tubes or and/or EDTA (anti-coagulant) tubes, as required.
- E. Sterile disinfectant pads.
- F. Disposable gloves providing barrier protection.
- G. Tourniquets.
- H. A disposal container for bio-hazardous waste.
- I. A bio-hazard spill kit.
- J. Adhesive bandage and gauze.
- K. A refrigerator insulated cool box or isotherm bag.
- L. Secure courier transport bags and seals.
- M. Transport temperature data logger.
- N. Soap, hand wash or anti-bacterial gel/liquid.
- O. Paper towels or other absorbent material.
- P. Garbage bin/ bags.
- Q. Individually sealed water or non-alcoholic beverages.
- R. Scissors, pens and other applicable stationary.
- S. All Doping Control Documentations.

### **6.1.3 Required Equipments and Supplies for Urine Sample Collection**

- A. Sealed, sterile urine collection vessels.
- B. Partial Sample kits.
- C. Equipment for measuring specific gravity (refract meter or lab stick).
- D. Sealed, tamper-evident containers for A and B Samples.
- E. Sealed, tamper-evident transport containers (if applicable).
- F. Secure courier transport bags.
- G. Disposable gloves
- H. H Soap, hand wash or anti-bacterial gel/liquid.
- I. Paper towels or other absorbent material.

- J. Garbage bin or similar for disposal
- K. Individually sealed water or non-alcoholic beverages
- L. All Doping Control documentation

## 6.2 Doping Control Documentation

Doping control forms used by ETH-NADO Testing and Result Management Directorate are of two types, which are basic doping control forms and additional doping control forms or sheets. The basic documents are very crucial and designed based on WADA doping control forms, all the recordings on these forms are to be filled on ADAMS. While additional doping control sheets are designed and used by, ETH-NADO Testing and Result Management Directorate, to ease doping control paper works and record some basic information for ETH-NADO Testing and Result Management Directorate.

- A) Basic Doping Control Forms for Urine, Blood and ABP Sample Collection
  - a. Doping control form (applicable for **urine and blood** sample collection)
  - b. ABP supplementary report form
  - c. Chain of Custody Form
  - d. Supplementary Report Form
  - e. Doping Control Officer Report Form
- B) Supporting Doping Control Sheets
  - a. Athletes information, supplement and medical declaration sheet
  - b. Doping Control Station sign-in and sign-out sheet
  - c. Transportation Log
  - d. Athlete Selection Criteria Form
  - e. Equipment Sign-out Form

## 6.3 Faulty Kits

All the doping control sample collection kits are purchased based on WADA standard. Unlikely kits may not be perfect enough and those types of kits are called Faulty Kits and may have one of the following characteristics. Faulty kits are urine or blood collection kits that are broken or code number of the bottle and the box mismatch, kits that have leakage

after sealing the sample, unclear engraved code, kits that do not fit properly and kits that are opened before sample collection with unknown reasons.

A) Sample Containing Faulty Kit

1. If the bottle is not properly sealed or has leaked. Complete the sample collection process with the athlete, seal the sample in the faulty kit, and proceed to the next procedure. Then Collection of second sample using a new kit will continue in accordance with the sample collection procedures.
2. Record the faulty kit number and the nature of the issue on a SRF and ask the athlete to sign.
3. Take a photo of the faulty equipment but not the sample code and email it to ETH-NADO Testing, Investigation and Doping Control Directorate, if possible.
4. All sample containing kits should be sent to the lab, and all paperwork to ETH-NADO Testing, Investigation and Doping Control Directorate.

B) Empty Faulty Kit

1. Always select a new kit if the issue is discovered prior to any sample collection or pouring in to the kit.
2. Record the faulty kit number and the nature of the fault in a SRF and ask the athlete to sign.
3. Take a photo of the faulty equipment and email it to ETH-NADO Testing, Investigation and Doping Control Directorate, if possible.
4. Return the faulty equipment (with no sample) along with the paperwork to ETH-NADO Testing, Investigation and Doping Control Directorate.

C) Unusable Kit

1. If a kit is opened but not used (or becomes unusable at any point during the collection process), both the A and B bottles are to be emptied, sealed and disposed of.
2. SRF is to be completed to document the sample code number of the kit and reported to ETH-NADO Testing, Investigation and Doping Control Directorate.

## 6.4 Doping Control Station Preparation

A doping control station can be established for temporary use during In-competition testing that can be used from the beginning and end of the competition period. In any case, a DCS should secure the privacy of the athlete; requires sole use and a high standard of cleanliness for a facility to be used as a DCS. Ensure the health and safety of the athlete and SCP. For Blood and ABP sample collection, it must be tougher than the usual DCS used for urine sample collection.

Particularly for Blood and ABP SCS, if the facility does not meet these minimum requirements set out in this document, the lead DCO or DCO may decide not to proceed testing. The Lead DCO or DCO documents the reasons for such a decision. ETH-NADO Testing, Investigation and Doping Control Directorate can request that a sketch of the Blood Collection Facility be included in the Lead DCO or DCO's report.

### 6.4.1 Doping Control Station (DCS)

1. Solely reserved for doping control purposes, and can be locked when not being used
2. Accessible only to authorized SCP
3. Secure enough to store Sample Collection Equipments
4. Private enough to maintain athlete privacy and confidentiality
5. Ideally comprised of a waiting room, processing room, and an appropriate number of male and female toilet
6. Ensures that the health and safety of the athlete and SCP are not compromised
7. Large enough to accommodate the number of athletes, Athlete Representatives and SCP who will occupy the area
8. Proximal to competition venue, or appropriate transportation plan
9. Accessible for telephone call
10. Accessibility to persons with disability
11. There must be a security person outside of DCS
12. Information / entertainment equipment (e.g.TV, radio or magazines) for athlete use during sample collection session

13. Additional equipment may be requested to accommodate special testing needs (e.g. blood collection)

## **6.4.2 Equipments and Facilities inside the Doping Control Station**

### **6.4.2.1 Equipments and Facilities inside the Waiting Area:**

1. One registration table with two chairs
2. Adequate number of chairs for athletes and their representatives
3. Mat /Carpet/
4. Ice and coolers or a refrigerator
5. Individually sealed 500ml water

### **6.4.2.2 Equipments and Facilities in Each Processing Room:**

1. Processing tables – one table for every 2 athletes to be tested but with proper partition to keep athlete's integrity
2. Two chairs per athlete being tested, and one chair for each member of the Sample Collection Personnel, plus one extra chair.
3. Access to pipe and drape if necessary to ensure privacy and division of processing stations
4. Appropriate lighting and ventilation to conduct processing
5. A trash can with waste disposal plastic bag for each processing station.
6. Refrigerator with lock for safe-keeping of doping control samples
7. A minimum of three 500ml water shall be provided for each athlete. Water need to be in individually-sealed, tamper- evident bottles.

## **6.5 Access Restriction**

The minimum requirements to be met to enable use of a facility as a DCS are privacy and Sole-use. If the facility does not offer the Athlete privacy, and/or is intended to be used for purposes other than Doping Control whilst Sample collection is being carried out, the lead DCO or DCO may decide not to proceed with Testing. The reasons for such a decision

must be documented. Access to and around the doping control station is only for authorized SCP

1. Security inside the DCS will be managed by the Lead DCO. When the DCS is not used, it should be locked at all times and the Lead DCO is responsible for In-Competition testing and ETH-NADO Testing and Result Management Directorate.
2. Any required access to the DCS when not in use must be cleared by the, Lead DCO or ETH-NADO Testing and Result Management Directorate.

### **6.5.1 Representatives Access in Major Events**

ETH-NADO Any required access to the DCS when not in use must be cleared by the, Lead DCO or ETH-NADO Testing and Result Management Directorate may collaborate and work with major event organizers regarding doping control process such as National Federations, International Federations, International Olympic Committee or WADA to conduct all types of testes. Those event organizers may have representatives to oversight the doping control process, they will have access if and only if the representatives can show a valid identification card with photo evidence and or can show official letter of representation with identification card.

1. In major events organized by the National Federations, representatives have the access to oversight the whole activity of the doping control process.
2. In major events organized by National and International Federations, representative of the National Federations and International Federations have access to oversight the doping control process.
3. In major events organized by event organizers such as International Olympic Committee, representatives of IOC and WADA independent program observer will have access to oversight the doping control process.

### **6.5.2 Transportation Access to Athletes**

Transportation services will be provided for all athletes and their representatives back to the Athletes' Village and satellite accommodation following doping control process will be arranged by the major event organizers. The lead DCO will:

1. Communicate with the transportation manager of the major event organizers on an ongoing basis to determine whether the regularly scheduled athlete shuttle system will still be operating at the time the athlete is anticipated to complete doping control.
2. If the athlete shuttle is not available, the athlete will be consulted to determine whether he/she has access to one of his/her team's dedicated vehicles.
3. In the event that an athlete has yet to provide a sample and it has been determined that the athlete can no longer stay at the venue where notification took place, the Lead DCO will inform the athlete that he/she and the chaperone will travel to the new location. The DCO will follow the athlete and chaperone in a different car. At no time should a DCO and a chaperone drive with an athlete in a private vehicle.
4. The chaperone can travel with an athlete in a public vehicle (e.g. taxi, event transportation), with the DCO following in a private vehicle.

## **7. TESTING**

Any Athlete required providing a sample at any time and at any place by any Anti-Doping Organization with testing authority over him or her Subject to the jurisdictional limitations for Event Testing. Based on the risk assessment ETH-NADO Any required access to the DCS when not in use must be cleared by the, Lead DCO or ETH-NADO Testing and Result Management Directorate have In-Competition and Out-of-Competition testing plan to test individual athlete

### **7.1. Testing Authority**

ETH-NADO any required access to the DCS when not in use must be cleared by the, Lead DCO or ETH-NADO Testing and Result Management Directorate shall have In-competition and Out of competition testing authority over all Athletes who are nationals, residents, or members of sport organizations of Ethiopia.

### **7.2. Test Type**

ETH-NADO Testing and Result Management Directorate conduct In-Competition or Out-of-Competition testes either Urine or Blood

### 7.2.1. Out of Competition Testing

Athletes shall be selected for Out of competition testing by the ETH-NADO Testing and Result Management Directorate and/or by National Federations through a process that substantially complies with the ISTI in force at the time of selection.

All testes are **No Advance Notice** testing. Out of competition test can be conducted in different locations. ETH-NADO Testing and Result Management Directorate prepare the detailed address of the test location and handover it with the mission order to the Lead DCO or DCO.

### 7.2.2 Testing Locations:

ETH-NADO Testing and Result Management Directorate have the autonomy to select testing locations for Out of competition testing to collect samples. It can be Urine, Blood or both. All the facilities and equipments meet WADA's ISTI. Testing locations might be

1. Athlete's home,
2. Training locations, including the gym, track, pool or field.
3. Athletes' Village
4. Satellite accommodation locations such as a hotel room
5. Sample collection station arranged by ETH –NADO Testing and Result Management Directorate

### 7.2.3 Athlete Whereabouts Information

ETH-NADO Testing and Result Management Directorate collect all the whereabouts information that it needs to conduct testing identified in its TDP effectively and efficiently. It must not collect more whereabouts information than it needs for that purpose.

ETH-NADO Testing and Result Management Directorate shall identify RTP for those Athletes who are required to comply with the whereabouts requirements of the International Standard for Testing, and shall publish the criteria for Athletes to be included.



Where ADAMS is used to collect whereabouts information in the RTP, the names will automatically be available to WADA and other relevant Anti-Doping Organizations. Information to be determined includes their travel schedules, specific rooming list allocations and training schedules and other regular activities, in addition to identifying a specific 60 minute window where the athlete must be available for testing.

If the DCO is attempting to locate the Athlete for an Out of competition test, during a specific 60-minute time slot as designated in the Athlete's Whereabouts Filing, the DCO shall follow the procedures set out in the International Standard for Testing. Under no circumstances shall the DCO/Chaperone make a telephone call to the Athlete to locate them.

#### **7.2.4 Unsuccessful Attempt Report**

In the event that a DCO or chaperone is unable to locate an athlete using the whereabouts information provided, the DCO will have to file an Unsuccessful Attempt Report and provide it to ETH-NADO Testing and Result Management Directorate.

#### **7.2.5 In-Competition Testing**

##### **A)Pre-Event Preparation**

1. ETH-NADO Testing and Result Management Directorate will notify the Lead DCO of his/her respective doping control testing plan. Mission orders will provide event-specific instructions and contact information. One day before the start of the test.
2. There will be early morning team meeting organized and handled by Lead DCO. All SCP who participate in that specific doping control will meet, at the doping control station. The purpose of these meetings will be to go over the operational plans (assign specific task for respective individuals, event schedule, communications, etc.) for the day. The meetings may be the only time during the day that all functional logistics will be discussed.

### 7.2.6 Testing Information and Selection

1. The Lead DCO will receive specific instructions on the number and types of tests to be carried out at his/her respective venue from ETH-NADO Testing, Investigation and Doping Control Directorate which all the information is stated on the **Mission Order**.
2. In conjunction with the Major events organizers' member, and the International Federations technical delegate, the lead DCO will confirm the testing activity for the day and carry out the athlete selections. Athlete selections will be done in accordance with the information provided by the ETH-NADO Testing and Result Management Directorate.
3. Athlete selection process is confidential, it must be completed in the privacy of the DCS and witnessed only by the DCO, the technical delegate and, when applicable, a team representative. An athlete can be selected for testing in several ways, including:
  - a. Targeted Athletes by ETH-NADO Testing and Result Management Directorate, and/or International Federations responsible for the event
  - b. Finishing position
  - c. Structured or random selection (e.g. Jersey number or lane number).

### 7.2.7 The Mission Order

Mission orders will be sent from the ETH-NADO Testing, Investigation and Doping Control Directorate daily to the Lead DCO or DCO's in the absence of Lead DCO.

The mission order will contain details of the day's testing plan, including:

1. Date, time and testing location
2. Details of the types and number of tests to be conducted.
3. The sample collection authority (usually ETH-NADO).
4. The testing authority (usually ETH-NADO).
5. The results management authority (usually ETH-NADO).
6. Names of other members of the testing team

7. The status instructions field, including:
  - a. Modifications to the doping control station for minors and/ or persons with disabilities
  - b. Athlete selection criteria.

## **8. ATHLETE NOTIFICATION AND CHAPERONING**

Notification is the beginning of the doping control process. The DCO or Chaperon will handle the notification process from beginning to end. If necessary there can be third party to interpret or assist the athletes (i.e. for minors or persons with disability and athlete who need an interpreter).

### **8.1 Athlete Notification Process**

#### **A) Prior to meeting the athlete**

The DCO/Chaperone shall establish the location of the selected Athlete, and plan the approach and timing of notification, taking into account any specific circumstances such as the competition/training schedule, and such that the notification will be carried out as No Advance Notice notification.

Athlete identification is basic to ensuring that the correct athlete has been notified. During the

In-competition testing, athletes will be identified based on their jersey numbers, lane number, and finishing position. Identification will then be confirmed by the athlete's accreditation or any photo identification such as a passport /Woreda ID, driving license/. An Athlete's inability to provide photo ID shall not invalidate a test. In such cases consult Lead DCO or ETH-NADO Testing and Result Management Directorate for further instruction and record it on the SRF.

#### **B) Identifying the Athlete**

Once the athlete is identified, the chaperon or DCO will process to the next step of the notification process by notifying the athlete as he/she has been selected to conduct doping control test

1. The DCO/Chaperone shall identify him/herself and show to the Athlete the official authorization documentation.
2. Confirm the athlete's identity by looking the Athlete is carrying photo ID, this may be checked at this stage or at a minimum, verbally confirm the Athlete's identity .
3. Inform the athlete that he/she has been selected for doping control by precisely saying the following

“You have been selected for doping control and you are required to comply with sample collection. Please be advised that failure to comply or refusal to provide a sample may result in an anti-doping rule violation.”

1. Ensure the athlete understands that refusing or failing to comply with the process may result in a Anti- Doping rule violation.
2. The athlete must sign on the notification form ( doping control form notification session)

In the following instances there may be an exception to the notification process:

- a) IF the Athlete is a Minor, person with disability and/or where an interpreter is needed and the DCO/Chaperone consider it a requirement to notify a third party prior to the notification of the Athlete.

Remark:

- a. In some sports, such as swimming and athletics, athletes will be required to compete multiple times in a single day. The DCO should ensure that an athlete who has been selected for testing is not notified until after he/she has finished competing for the day.
- b. Where the DCO/Chaperone requires assistance in locating, identifying and/or notifying the Athlete(s) selected for Testing. He/she can ask for assistance from

third parties such as sport representative, event officials, etc. However in any cases it is still the DCO/Chaperone who should conduct the notification of the Athlete.

## **8.2 Notification Form**

The Athlete Notification Form is the official record of the notification process. It records details of the athlete's information and acknowledgement of his/her rights and responsibilities.

1. Prior to notification, specific fields on the form will be completed by the DCO using information from the mission order. These fields will include the athlete's name (if known), selection, date of notification, mission type, sport and discipline, mission order number, testing authority, notification type and the type of sample(s) to be collected.
2. The DCO/Chaperone should show the Athlete the notification form (in the absence of the notification form it is possible to use the DCF notification section), and shall then notify the Athlete

### **Notify the following to the Athlete**

1. That the Athlete is required to undergo a Sample collection
2. The testing authority under which Sample collection is to be conducted
3. The type of Sample Collection (i.e. urine, blood or both) and any conditions that need to be adhered to prior to Sample collection, including the requirement of the Athlete to provide his/ her Sample in direct observation of a DCO/Chaperone.
4. The Athlete's rights and responsibilities
5. The location of the DCS.
6. That the Sample provided by the Athlete to the Sample Collection Personnel should be the first urine passed by the Athlete subsequent to notification, i.e. he/she should not pass urine in the shower or otherwise prior to providing a Sample to the Sample Collection Personnel.
7. Record the time of notification

8. If the athlete does not bring a representative, the DCO must assign an appropriate proxy at the DCS. A minor who declines a representative to be present during the sample collection session, does not invalidate a test, but it should be clearly documented by the DCO.

Remark:

- a. Any errors made on the Athlete Notification Form during the time of notification can be corrected by striking through the error and replacing it with the correct information. The athlete and chaperone must both initial beside the revision and sign. A new form must be completed upon arrival at the doping control station, and the original form must be voided and sent back to the ETH-NADO Testing and Result Management Directorate together with the doping control documentations and paper works.
- b. If a selected Athlete is not located based on available information, the DCO may attempt to locate the Athlete by other means, but ensure that No Advance Notice notification is used as a notification method. The DCO should notify the ETH-NADO Testing and Result Management Directorate or respective ADO for further instructions if the Athlete is not located.

### **8.3 Finalizing the Notification**

1. Indicate the notification.
2. DCO/Chaperone shall read and sign on the appropriate boxes on the notification form.
3. The Athlete shall read or check the spelling of his/her name and sign the Athlete notification form or DCF as directed by the DCO/Chaperone.
4. DCO/Chaperone should confirm the completion of the notification process by providing Athlete's copy of the official notification form to the Athlete.

### **8.4 Failure to Comply**

If the Athlete refuses to sign that he/she has been notified, or evades notification, the DCO/Chaperone shall make all reasonable attempts to persuade the Athlete to comply,

including informing the Athlete again of the consequences of refusing or failing to comply. If the Athlete continues to refuse, the DCO/Chaperone must report all the relevant facts to the Lead DCO immediately. If the Athlete still refuses to be notified, the DCO shall document the facts, including the reasons for refusal given by the Athlete. The DCO should endeavor to obtain witness signatures to confirm the Athlete's refusal, and shall contact the ETH-NADO Testing and Result Management Directorate for further instructions as soon as possible.

If an athlete fails to comply with sample collection procedures, the Lead DCO will fill in the DCO report form.

### **8.5 Delaying To Arrive At the Doping Control Station**

An Athlete may ask for permission to delay reporting to the DCS following acknowledgment and acceptance of notification; and/or to leave the DCS temporarily after arrival. Such permission shall only be granted if the Athlete can be continuously chaperoned and kept under direct observation during the delay and if the request relates to the following activities:

For In-Competition Testing:

1. Participation in a victory ceremony
2. Fulfillment of media commitments
3. Competing in further Competitions
4. Performing a cooling down
5. Obtaining necessary medical treatment
6. Locating a representative and/or interpreter
7. Obtaining photo identification card (such as passport , driving license, etc)

For Out-of-Competition Testing:

1. Locating an Athlete representative.
2. Completing a training session
3. Receiving necessary medical treatment

4. Obtaining photo identification card (such as passport , driving license, etc.)

Remark: Any failure of the Athlete to remain under constant observation shall also be recorded.

The DCO shall document any reasons for delay in reporting to the DCS and/or reasons for leaving the DCS that may require further investigation by the ETH-NADO Testing and Result Management Directorate.

If the chaperone cannot contact the Lead DCO, he/she must report the reason for the delay upon arrival at the DCS, and all reasons are to be documented in a SRF.

### **8.6 Chaperoning the Athlete to the DCS**

1. The DCO/Chaperone shall ensure that the Athlete is escorted from the place of notification to the DCS under constant supervision. The DCO/Chaperone shall escort the Athlete at all times until the Sample collection procedures have been completed, or shall ensure that another DCO/Chaperone has taken over escorting the Athlete.
2. The DCO/Chaperone should discourage the Athlete from taking a bath or shower, and should ensure he/she does not urinate prior to reporting at the DCS.
3. The DCO/Chaperone cannot prevent the Athlete eating or drinking products of their choice, but should recommend that the Athlete chooses from a selection of individually sealed water.
4. The DCO/Chaperone should not handle food or drink items for the Athlete.
5. The Chaperone shall inform the DCO as soon as practical without leaving the Athlete unattended, and ensuring discretion, of any irregularities in notification and/or suspicious Athlete behavior during the observation period. Irregularities shall be documented by the DCO if relevant.

### **8.7 Arrival at the Doping Control Station**

1. The Athlete arrives at the DCS with a DCO/Chaperone and, if requested, an Athlete representative and/or interpreter. At this time, the Athlete should



present photo ID to the DCO. An Athlete's inability to provide photo ID shall not invalidate a test.

2. An entry and exit form should be maintained to record the, date, names of the persons entering at the DCS, their position, and the times of arrival and departure.
3. The Athlete shall be provided with the opportunity to hydrate.
4. Remain in close proximity to the athlete whenever possible, and always keep the athlete in full sight
5. If the Athlete is providing a blood sample at the same session, the DCO may request that the Athlete provide the blood sample first.
6. Irrespective of the testing type, once the Athlete has arrived at the DCS he/she must be under observation at all times until sample collection is completed.
7. The Athlete may request to leave the DCS for a time, for a valid reasons explained above. The Athlete must be escorted continuously at such times, and the purpose of leaving, agreed time of return, and actual time of return shall be documented by the DCO. If a Chaperone is not available, the DCO shall ask the Athlete to remain in the DCS. If an Athlete insists on leaving the DCS, the circumstances shall be documented by the DCO.
8. Before sample collection, the athlete shall be asked whether they require an explanation of the collection procedure. If the Athlete requests an explanation of the procedure, the DCO should explain the sample collection procedure to the Athlete.
9. As a minimum, the DCO shall ensure the Athlete is informed of the requirements of the SCS and his/her rights and responsibilities
10. During notification, the chaperone will inform the athlete that he/she has a minimum of three sealed water bottles from which to choose.
11. Athlete should not consume any unsecured food or beverages. If he/she choose to do so, it will be at their own risk. Recorded it on SRF and ask the Athlete to sign on the SRF.

12. Ultimately, any beverage consumption choices and amounts are at the athlete's discretion. However, if an athlete is perceived to be drinking a large quantity of water or they appear to be trying to dilute his/her urine, it should be noted in a SRF, especially if the athlete provides a sample that is extremely diluted.

## **8.8 Notification of Injured Athletes**

1. Upon notification of doping control, the athlete may claim, or it may be apparent to the chaperone, that he/she is ill or injured and needs treatment prior to undergoing doping control. It is important for SCP and the medical services team to understand if the athlete is genuinely ill or injured or may be attempting to avoid doping control. In some situations, an athlete may require immediate and urgent off-site medical attention (for example, severe trauma). Other situations may be attended to on-site (such as a sprained ankle). Upon recognizing that an athlete may require medical attention, the chaperone must immediately inform the Lead DCO of the situation.
2. The Lead DCO will inform medical services and will work with them to determine whether the athlete can proceed with doping control. Medical services will be available at each venue to determine the urgency and plan of care required for the athlete's illness or injury.
3. If medical services determine that the athlete can proceed with doping control, the Lead DCO will instruct the chaperone to continue with notification and chaperoning duties, accordingly. If the athlete must obtain on-site medical treatment, a delay in reporting to the DCS may be warranted as long as the athlete is continuously chaperoned. Such a delay must be granted by the Lead DCO.
4. If medical services determine that proceeding with doping control would jeopardize appropriate athlete care, the Chaperone will not proceed with doping control and will advise the Lead DCO. The Lead DCO will record this information in the daily report and will immediately inform the ETH-NADO Testing and Result Management Directorate.

5. In a case where it is obvious to the Lead DCO that the athlete is attempting to avoid providing a sample, the chaperone/DCO will advise the athlete of the consequences of a failure to comply and continue the sample collection process. The Lead DCO must be immediately informed, and it is a must to complete a Supplementary Report.
6. Should an injured athlete be selected for doping control and require assistance in being transported to the DCS, medical services will assist in arranging for the appropriate manner of transportation for the athlete within the venue. The Lead DCO will contact medical services to advise them of the situation and arrange for transportation. Medical services will assess the situation and assist in coordinating the appropriate method of transportation (crutches, wheelchair, etc.) for the athlete to report to doping control. The athlete will be continuously chaperoned throughout the entire process.

## **9. BLOOD SAMPLE COLLECTION PROCEDURE**

Prior to the start of the sample collection all the necessary documentation and sample collection kits should be at the right place for sample collection process. BCO must ensure that the availability and adequacy of all Blood sample collection kit.

### **9.1. Athlete Notification**

Notification procedure stated in notification section will be applicable

### **9.2 Arrival at the DCS**

Upon arrival at the DCS, the athlete, athlete representative and interpreter, if applicable, will sign into the sign-in and sign-out sheet or his representative.

All the procedures stated under section athlete chaperoning will applicable.

The BCO must ensure that the athlete rested or sited for 10 min before providing the sample.

### 9.3 Selection of Sample Collection Equipment

Selection of sample collection equipment follows this sequence of actions:

1. Instruct the athlete to select a blood collection kit from a minimum of three kits. The athlete must select one kit for each type of Vacationer being used.
  2. Instruct the athlete to inspect the kit to ensure the equipment is not damaged and does not appear to have been tampered with.
  3. Instruct the athlete to verify that the sample code number on the bottles, bottle caps and the bar code stickers all match.
  4. Instruct the athlete to place the bottles upright in the holder while leaving the caps on the table.
  5. Instruct the athlete to select a packaged needle as well as a package of Vacutainers based on the type of blood to be collected:
    - A) Purple EDTA tubes and stoppers (Whole Blood)
    - B) yellow SST II tubes (Serum)
1. Instruct the athlete to open the sealed plastic bags containing the Vacutainers.
  2. If applicable, when using the purple EDTA tubes, instruct the athlete to insert the foam stopper (included in the Vacutainer package) into the A and B bottles that will receive the purple EDTA tubes.
  3. Place one of the pre-printed labels lengthwise on each of the Vacutainers. The label should be placed with the bar code starting at the top of the tube, near the cap.
  4. When collecting both types of Blood samples, ensure that the labels are placed on the correct Vacutainers.

### 9.4 Provision of the Sample

After the required rest period and the selection of sample collection kit, the BCO will explain the Blood collection procedure. At least three Blood sample collection kits will be provided for individual athlete from which to select and the BCO directs the Athlete to choose the appropriate Blood sample collection kits.

1. The Athlete and BCO check that the selected equipment is clean and all seals are intact and have not been tampered with.
2. If either the Athlete or BCO is not satisfied with a selected kit, the Athlete may select another. If the Athlete is not satisfied with any kits and no others are available, the DCO records this. If the BCO does not agree with the Athlete's opinion that all of the available kits are unsatisfactory, the BCO instructs the Athlete to proceed with the SCS . Should the Athlete not wish to proceed with the SCS, the BCO advises the Athlete of the possible Consequences of Failure to Comply.
3. If the BCO agrees that none of the equipment is satisfactory, he/she ends the Sample Collection Session, and records the reasons for termination.
4. Once the sample collection kit has been selected, the BCO labels the collection tubes with a unique sample code number if not pre- labeled.
5. If the kit includes pre-printed bar code labels, the Athlete removes these labels and verifies with the BCO that the code numbers match.
6. If the Athlete or BCO finds that the numbers do not match, the BCO instructs the Athlete to choose another kit, and DCO documents the occurrence on SRF.
7. The Athlete places one label longitudinally on each of the Vacutainer tubes. The label is to be placed towards the top of the tube(s), near the cap. The Athlete may authorize the DCO/BCO, or the Athlete Representative to place the labels on the tubes.
8. The DCO records the numbers, and the Athlete and the DCO check the documentation to ensure that the DCO accurately recorded the information.
9. The Athlete gives the BCO the Blood sample collection Kit, including the Vacutainer(s). The BCO assembles the equipment in sight of the Athlete.

## 9.5. Insufficient Volume of Blood

In the event of an insufficient volume of Blood in one or both Vacutainers, the BCO will:

1. Remove the needle from the athlete's arm and repeat the entire venipuncture process, starting with the athlete's selection of equipment; the athlete can use the same bottles but needs to select new Vacutainers and a new needle.
2. Place the Vacutainer containing a full volume of Blood into the corresponding bottle.
3. Instruct the athlete to remove and destroy the sample code label from a Vacutainer that is unused or contains an insufficient volume of Blood. This tube must be disposed of in the sharps container.
4. Proceed with aftercare once the required volume of Blood is collected and the venipuncture process is complete.
5. The above procedure can be repeated up to a maximum of three attempts in total. Should all three attempts fail to produce a sufficient amount of Blood, the BCO will inform the DCO, who will terminate the Blood collection and record the reasons for terminating in a SRF.

## 9.5 Aftercare Procedure

1. After withdrawing the needle from the Athlete's arm, the BCO places a pad over the puncture site and instructs the Athlete to press firmly on the pad. The BCO may also choose to apply pressure to the wound.
2. If necessary, pressure shall be applied for 2 to 3 minutes prior to the sample sealing procedure. The BCO assesses the wound and indicates to the Athlete and the DCO when the Athlete is ready to proceed.
3. The BCO advises the Athlete not to undertake any strenuous exercise using the arm for at least 30 minutes to minimize potential bruising.
4. The BCO is to be prepared to conduct first aid if necessary.

## 9.6 Sealing Blood Samples

1. The Athlete seals his/her sample into the sample collection kit as directed by the BCO. The Athlete may request the BCO or the Athlete Representative to complete this process on his/her behalf.
2. In full view of the Athlete, the BCO checks that the sealing is satisfactory.
3. The BCO ensures the Blood Samples are stored upright in a secure, preferably cool, location(i.e. transport bag, fridge 4°C) until ready to proceed to transport of samples to the Lab.

## 9.7 Completing the Doping Control Form

1. The DCO instructs the BCO to sign on the DCF to confirm that he/she collected a Blood sample from the Athlete in accordance with ISTI mandatory procedures.
2. The DCO requests the Athlete to declare any medication and supplement within the previous 7 days and /or any blood transfusions over the last three months and to provide information on all medications and/or supplements taken within the time period specified on the DCF, including those which may affect the blood's ability to clot.
3. The DCO checks all information on the form with the Athlete and the Athlete's representative (if applicable) to confirm that it accurately reflects the details of the Sample Collection Session, and fills in any incomplete areas in view of the Athlete.
4. The Athlete and the Athlete representative, if present, are given the opportunity to complete the comments section of the form if he/she has any concerns or comments regarding how the SCS was conducted. If there is insufficient space on the form, a SRF will be provided.
5. The athlete or if present, the Athlete's representative signs on the DCF
6. The DCO then sign on the DCF

7. The DCO provides the Athlete with a full copy of the DCF, the SRF, if used, and any other documentation signed by the Athlete.
8. Unless also required to provide a urine Sample, the Athlete can leave the DCS
9. If an Athlete is also required to provide a urine sample, and the DCF records both Blood and Urine collection, the paperwork will not be fully completed until after collection of both Urine and Blood samples.
10. A comprehensive list of the information to be recorded on the form at a minimum is provided.

### **9.7 ABP Supplementary Report Form**

1. If the Sample is to be used in connection with the ABP Program, the DCO uses the DCF specific to the ABP i.e. ABP Supplementary Report Form. If unavailable, the DCO uses a regular DCF, but he/she shall collect and record the following additional information on a ABP SRF to be signed by the Athlete and the DCO:
  - a) Confirmation that the Athlete did not participate in training or Competition in the last 2 hours before the Sample was collected
  - b) If the Athlete trained, competed or resided at an altitude greater than 1,500 meters in the previous 2 weeks. If so, or if in doubt, the name and location of the place(s) where the Athlete has been, the duration of his/her stay and the estimated altitude (if known).
  - c) If the Athlete used any form of altitude simulation (such as a hypoxy tent, mask, etc.) in the previous 2 weeks. If so, as much information as possible on the type of device and the manner in which it was used (frequency, duration, intensity, etc.);
  - d) If the Athlete received any blood transfusion(s) during the previous 3 months. If there was any blood loss due to accident, pathology or donation in the previous 3 months. In either case, if so, the estimated volume. If the Sample was collected immediately following at least three consecutive days of an intensive endurance Competition, such as a stage race in cycling



- e) Record any extreme environmental conditions the Athlete was exposed to during the last two hours prior to blood collection, including any sessions in any artificial heat environment, such as a sauna.

## **9.8 Urine/Blood DCF**

1. If the urine sample has already been collected, the DCO, the Athlete Representative, if present, and the Athlete sign on the DCF
2. If the Urine sample has not yet been collected, the Athlete provides a urine sample. The DCO, the Athlete representative, if present, and the Athlete then sign the DCF.
3. The DCO gives the Athlete a full copy of the form.
4. The Athlete can now leave the Blood collection station

## **9.9 Storage and Shipping Blood Samples**

### Storing Blood samples

1. Once the athlete has left the processing room (or, for SST II tubes, after the 15-minute wait period has elapsed), the DCO will store the samples in a fridge, cooler or transport box that is solely dedicated to sample storage, until they are ready for transport.
2. Blood samples should ideally be stored at 4°C, but storage temperature can vary between 2 to 12°C. Blood samples should never be frozen.

## **9.10 Completing the Chain of Custody**

1. The DCO will use a separate Chain of Custody for each type of sample collected. Separate forms must be completed for each mission order, date and location of testing.
2. Indicate the mission and the type of analysis.
3. Indicate that a temperature monitoring device is enclosed, and record the device's number for the blood sample.
4. Enter the date of collection, mission order number, location (city and province) and Lead DCO, station manager's name and signature.

5. In the sample information section, enter the sample code numbers found on the kits for each sample collected during the doping control session.

### **9.11 Preparing Blood Samples to be transported to the Lab.**

1. The DCO will place the Lab paperwork into an envelope, insert the envelope into a plastic bag to protect it from moisture and place it in the cooler.
2. Blood samples will be transported in cooler boxes. Cooler boxes will be sealed using uniquely numbered transport seals.(if applicable)
3. In the event that it is necessary for Lead DCO, to re-open a cooler box, it must be resealed with a new security seal.
4. The Lead DCO will document all security seal numbers on the Chain of Custody Form and on the Transportation Log and transport to the lab

## **10. Urine Sample Collection**

Urine sample collection procedures are consistent with the WADA's 2015 International Standard for Testing and Investigations(ISTI). They ensure that the health and safety of athletes and SCP are not compromised, while at the same time maintaining the integrity of the sample.

### **10.1 Preparation for Urine Sample Collection**

All the necessary documentation and sample collection kits should be at the right place for sample collection process. DCO must ensure that the availability and adequacy of all urine sample collection kits.

### **10.2 Athlete Notification**

Notification procedure stated in notification section will be applicable

### **10.3 Arrival at the Doping Control Station**

All the procedures stated under section athlete chaperoning will applicable.

The DCO must ensure that the athlete rehydrates or needs rehydration fluid before providing the sample.

1. Upon arrival at the DCS, the athlete, athlete representative and interpreter, if applicable, will be signed into the sign-in and sign-out sheet or his representative.
2. The Lead DCO will collect the Athlete Notification Form from the chaperone. The date and time of arrival will be recorded, and any reasons for delay in reporting will be noted, if applicable. The DCO will print his/her name and sign the Athlete Notification Form.
3. The DCO will inform the athlete of the location of sealed water and assign athletes to processing rooms based on their priority number.
4. When an athlete and chaperone arrive at the DCS or the processing room, the DCO will:
  - a. Check and confirm the athlete's identification to ensure his/her identity.
  - b. Complete the Athlete Information section of the DCF with the athlete, including: Athlete's name, date of birth, identification number, and country represented, mission order, doctor's name, coach's name, location of testing, sport, discipline, reporting time, gender and the type of testing (in-competition or out-of-competition).

Note: The reporting time on the DCF must match the reporting time on the Athlete Notification Form.
  - c. Fill out the sample collection authority, testing authority, results management authority in the appropriate box on the DCF.
  - d. Ask the athlete whether they have been tested before and explain the sample collection procedures.
  - e. Review the athlete's rights and responsibilities with the athlete.
  - f. Complete a SRF if additional space is needed to list medications and supplements or comments on the doping control process. Include the SRF number on the DCF.
  - g. An athlete who is accompanied by a representative can request for privacy when asked to declare medications and supplements.
  - h. Instruct the Athlete to give his/her research consent for doping control purpose

## 10.4 Providing a Sample

Selection of collection vessel, the DCO will:

1. Instruct the athlete to select a sample collection vessel, inspect it and ensure it is intact and not cracked. The athlete should be given a choice of a minimum of three sample collection vessels from which to choose from.
2. Inform the athlete (without touching the equipment) that they must provide a minimum of 90 ml of urine.
3. Prior to proceeding to the toilet, the DCO will advise the athlete that he/she will be required to:
  - a. The athlete will be accompanied by same sex to the toilet
  - b. Wash his/her hands with water only and rinse them thoroughly, or wear gloves during the procedure.
  - c. Disrobe from mid-torso to mid-thigh.
  - d. DCO or chaperone must have a clear and unobstructed view of the passing of the sample.
  - e. Retain sole control of the collection vessel and any sample provided until the sample is sealed, unless assistance is required or requested by the athlete.

## 10.5 Witnessing the Passing of the Sample

When an athlete is ready to provide a sample, a DCO/Chaperone of the same sex as the athlete will ensure the following:

1. Athletes wash his/her hands with water only and rinse them thoroughly, or wear gloves during the procedure.
2. Ask the athlete to open the plastic wrap and remove the collection vessel, but leave the lid inside the plastic.
3. If any issues arise with the collection vessel originally selected, instruct the athlete to return to the sample processing room and proceed to select and inspect another collection vessel.

4. Instruct the athlete to disrobe from mid-torso to mid-thigh.
5. View the passing of the sample, ensuring a clear and unobstructed view.
6. Instruct the athlete to provide a minimum of 90 ml of urine.
7. Once the minimum volume is reached, the athlete should continue voiding into the collection vessel until it is full.
8. Any further urine should be voided into the toilet. Athletes should be encouraged to fully empty their bladders.
9. Instruct the athlete to remove the lid from the plastic and ensure it is placed securely onto the collection vessel.
10. Ensure the athlete retains sole control of the collection vessel and any sample provided until the sample is sealed, unless assistance is necessitated by person with disability.
11. Additional assistance may be provided in exceptional circumstances to any athlete by the athlete's representative or SCP during the SCS, where authorized by the athlete and agreed to by the DCO.
12. If assistance is provided by the DCO, the DCO must record this in a SRF.
13. Return with the athlete to the sample processing room while maintaining full view of the athlete and his/her sample.
14. Report any suspicious behavior exhibited by the athlete to the DCO.
15. Ensure that only the athlete being processed is in possession of an open, unsealed sample.
16. Complete a SRF if a representative was present in the toilet area during the sample provision process (applicable for an athlete who is a minor or persons with disability), and have the representative sign the form. Include the SRF number on the DCF

### **10.6 Splitting the Sample**

Once the athlete and the DCO return from the toilet area with the athlete's sample, the DCO will:

1. Record the volume of urine sample in the collection vessel on the DCF

2. Record the name of the DCO/Chaperone who witnessed the passing of the sample and have him/her sign on the DCF attesting that they had a clear and unobstructed view of the passing of the sample.
3. Instruct the athlete to select a sample collection kit from a minimum of three kits.
4. In the event the athlete is not satisfied with the kit provided they will be issued with some more to choose from
5. Instruct the athlete to open the kit and inspect it to ensure the equipment does not appear to have been tampered with.
6. Instruct the athlete to remove the two glass bottles and the two plastic security bags from the box and take the plastic shrink wrap off the bottles.
7. Instruct the athlete to place both caps on the table, number-side down, and discard the red rings from the neck of the bottles.
8. Instruct the athlete to verify that all of the sample code numbers on both glass bottles, both caps and the box all match.
9. Verify and record the sample code number and ask the athlete to verify that the number has been recorded correctly.
10. If any of the numbers do not match, ask the athlete to select and inspect a new kit and record the issue in a SRF. Include the SRF number on the DCF
11. Instruct the athlete first to pour the urine into the B bottle to the 30 ml transparent line and then to put to the side.
12. Instruct the athlete to pour the remaining urine into the A bottle, to at least the 60 ml transparent line, and to a maximum height of the bottle's shoulder. When complete, instruct the athlete to put to the side.
13. Instruct the athlete to pour any remaining urine into the B bottle, to the maximum height of the bottle's shoulder.
14. Instruct the athlete not to finish all urine sample in the collection vessel( a very small amount of residual urine sample is required to measure the specific gravity of the sample)
15. Inform the athlete to remain a small amount of residual urine the sample collection vessel after the athlete has split the sample to measure the specific gravity if the

sample. That any remaining urine in the collection vessel will be discarded in the wash room by the athlete in view of the DCO or chaperone upon completion of the testing session.

### **10.7 Sealing the Sample**

Once a sample is ready to be sealed, the DCO will:

1. Instruct the athlete to place the lids on the bottles and turn the caps clockwise until they are tight and the clicking noise stops. Athletes should not over-tighten the caps as the bottles can break.
2. Ask the athlete to ensure the bottles are sealed properly by verifying the caps, turning counter-clockwise and inverting the bottles to ensure they are not leaking.
3. Repeat these same steps to ensure the bottles are sealed properly by verifying the caps, turning the caps counter-clockwise and inverting the bottles to ensure they are not leaking.

Athlete, will:

1. Verify that there is a desiccant pad at the bottom of each plastic transport bag.
2. Insert the A and B bottles into the bags, squeeze any extra air out of the bag and then seal it by peeling off the plastic strip and pressing the edges together.
3. Place the bottles (in their bags) back into the kit and close the box. If the athlete insists on completing this step, allow him/her to do so.

### **10.8 Measuring Specific Gravity**

The DCO will measure the specific gravity of the urine by using refractometer or Lab stick to confirm that sample is in range for the specific analysis or not.

The DCO will never extract urine from the collection vessel prior to splitting and sealing of the urine into the A and B bottles as this will invalidate a sample.

- a. Extract the residual urine from the collection vessel with a pipette and place it onto the prism of the digital refractometer or dip the lab stick in the residual

urine and wait for 30 seconds and then press the start button on the digital refractometer. If the reading of the refractometer is 1.005 and above it is valid for analysis, and record the reading on the DCF

- b. Immerse the lab stick inside the collection vessel, put out the lab stick and wait for 45 seconds then cross check the color change of the lab stick with the reading on the cover of the lab stick bottle minimum specific gravity required will be 1.010. If the specific gravity is below 1.010, an additional sample must be collected.

### 10.9 Additional Samples

If the sample's reading does not meet the minimum requirements of specific gravity, 1.005 using refractometer and 1.010 using lab stick the athlete will be required to provide another sample and this sample is known as an additional sample.

DCOs may determine the need for additional sample for other reasons such as:

1. The Athlete did not maintain custody of his/her unsecured sample;
2. The Athlete's unsecured sample was not in clear view of the DCO or Chaperone;
3. The sample contains a foreign object that could compromise the integrity of the sample;
4. The DCO or Chaperone observed unusual behavior by the Athlete while witnessing the passing of the sample;
5. The DCO or Chaperone has doubts as to the origin or authenticity of the Athlete's sample;
6. The DCO or Chaperone did not have an unobstructed view of the passing of the Athlete's sample; or
7. The DCO or Athlete suspects that the partial sample kit has been tampered with.

Remark: The DCO must process all unsuitable or non-conforming samples and should not discard or combine with urine that has not been compromised. All samples are processed according to the Urine Sample Processing procedure. The DCO will document the reason(s) a sample was determined to be potentially unsuitable or non-conforming on a



SRF. The Athlete will remain under continuous observation of the DCO or Chaperone while waiting to provide an additional sample

### **10.10 Completing the Doping Control Form**

Once the specific gravity has been recorded on the DCF, the DCO will:

1. Continue recording all necessary information on the DCF.
2. Complete and sign the chaperon/DCO section pertaining to the sample.
3. Draw a line through any blank boxes on the DCF.
4. Ask the athlete to declare the use of any medications and supplements taken in the last seven days,
5. Instruct the athlete to record any comments regarding the doping control procedures. If the athlete has no comments, he/she should write “N/A” or “no comment” and cross out the remainder of the box.
6. Instruct the athlete representative, if present, to write and sign his/her name in the boxes beside the signature of the athlete representative. If no representative is present, draw a line through those blank boxes.
7. Record the date and time the session was completed on the form
8. Ask the athlete to sign the DCF, which indicates satisfaction with both the accuracy of the information on the form and the procedures used for the collection of the sample.
9. Review the back of the DCF with the athlete and the representative, if present.
10. Provide the athlete with the athlete copies of both the DCF
11. Explain to the athlete where the various copies of the paperwork will be sent.
12. Accompany the athlete to the washroom to discard any residual urine, if necessary.

### **10.11 Correcting Errors on the DCF**

1. If an error is made in any area on the DCF that appears on the laboratory copy, the form must be marked “void” and a new DCF must be completed.
2. If there is another type of error recorded on the form, it is still best to void the form and start again with a new one whenever possible. The voided form is to be

included with the documentation that is sent to the ETH-NADO Testing, Investigation and Doping Control Directorate and the DCO shall provide the voided athlete copy of the DCF

3. When an error is corrected on the DCF and it is not voided, both the DCO and the athlete's initial must be printed on the change made. Never initial in a place that will appear on the laboratory's copy of the form as this could reveal the identity of the athlete to lab personnel.
4. Once the athlete has left the DCS, the DCO must never edit the DCF for that test.

### **10.12 Partial Sample**

When an athlete and the witness return with insufficient volume i.e. urine volume less than 90ml, the DCO will record the volume of urine provided in the Partial Sample section of the DCF

1. A partial sample kit must be used to store the insufficient urine, and specific procedures must be followed to ensure the integrity of the sample.
2. It consists of a uniquely numbered, sealable plastic bag and a temporary white plastic cap.

#### **10.12.1 Sealing the Partial kit**

The DCO will:

1. Ask the athlete to select a partial sample kit from a selection of at least three kits. The athlete should indicate satisfaction that the equipment shows no signs of tampering or damage.
2. Ask the athlete to open the partial sample kit, remove the white plastic stopper and the plastic security bag, and confirm everything is intact and shows no signs of tampering or damage.
3. Verify the partial sample kit number printed on the security bag with the athlete and
  - a. record the number on the DCF the Partial sample section.

4. The athlete should open the kit, remove and open the A bottle and pour in the entire insufficient sample. The red ring should remain on the A bottle.
5. The athlete should seal the A bottle by inserting the white plastic stopper from the partial sample kit into the mouth of the bottle, then place the A bottle cap over the white stopper ensuring he/she does not turn the bottle.
6. Have the athlete put everything, including the A bottle, back into the box and close the box.
7. Once the box is closed, ask the athlete to place the box into the partial kit bag, peel off the white backing tape and seal the plastic bag.
8. The DCO will record the time of the sealing of the partial sample.
9. The DCO and the athlete to initial the DCF acknowledging that the recorded details are correct.
10. The athlete representative, if present, with permission from the athlete, may assist with the procedures outlined above, if required. This will be documented by the DCO in a Supplementary Report.
11. While waiting for the athlete to provide additional urine, the DCO will ensure the sealed partial sample is appropriately secured in the doping control station.
12. If the athlete chooses to retain control of his/her sample, he/she must remain with the partial sample within the doping control station and under continuous observation by the chaperone and/or DCO.
13. When the athlete is ready to provide additional urine, the DCO will continue the usual procedures.

### **10.12.2 Combining the Samples**

Once an additional sample has been provided, the DCO will:

1. Verify with the athlete that his/her partial sample kit is sealed and intact, and that it bears the correct partial sample kit number.
2. If there is evidence of tampering or the partial kit number does not correspond with what is recorded on the Doping Control Form, ensure the original sample is disposed of and all of the equipment is sealed and thrown out.

3. Record the details of the incident and the number of the kit in a Supplementary Report.
4. If there are no issues with the partial sample, ask the athlete to open the sealed partial sample kit and remove the A bottle.
5. Instruct the athlete to select a new collection vessel and to begin combining the samples into this new collection vessel.
6. Instruct the athlete to pour the first partial sample into the new collection vessel, followed by the subsequent sample, stopping when all of the urine is used or until the maximum volume of 175 ml is reached.
7. If the volume of the combined samples is at least 90 ml, the sample can be processed as per the standard urine sample collection procedures.
8. If the combined volume of urine is still less than the minimum required, repeat the partial sample procedures until the combined volume reaches the minimum of 90 ml, using a new partial sample kit and collection vessel each time.
9. If the athlete provides more than two partial samples, the DCO is to use a second Doping Control Form to record the additional partial sample kit numbers, and transcribe the athlete information in the top section of the first form to the second form.
10. Use the first Doping Control Form as the primary form.
11. Sign both copies of the Doping Control Form (the DCO and the athlete).
12. Give the athlete the appropriate copy of every Doping Control Form that was used

### **10.13 Voicing Concerns**

1. The DCO must ensure that all concerns are documented and reported to the ETH-NADO Testing, Investigation and Doping Control Directorate as soon as possible. Athletes cannot use their concerns to justify refusing to participate in a sample collection session.
2. If an athlete, support personnel, doping control personnel or others have concerns about the doping control session, the DCO can:
  - a. Provide them with a SRF to document their concerns or comments.
  - b. Include these forms with the other documentation from the session.

- c. Encourage them to email the form to the ETH-NADO Testing ,investigation and doping control Directorate
- d. Encourage the athlete or support personnel to contact the ETH-NADO Testing, investigation and doping control Directorate regarding his/her concerns.
- e. Assure them that all of their comments will remain confidential and will be followed up with.

## **11. Modifications for Athletes who are Minors and /or Persons with Disabilities**

### **11.1 Requirements**

1. All aspects of notification and Sample collection for Athletes who are Minors shall be carried out in accordance with the standard notification and Sample collection procedures unless modifications are necessary due to the Athlete being a Minor.
2. In planning or arranging Sample collection, the Sample Collection Authority and DCO shall consider whether there will be any Sample collection for Athletes who are Minors that may require modifications to the standard procedures for notification or Sample collection.
3. The DCO and the Sample Collection Authority 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.
4. Athletes who are Minors should be notified in the presence of an adult, and may choose to be accompanied by a representative throughout the entire Sample Collection Session. The representative shall not witness the passing of a urine Sample unless requested to do so by the Minor. The objective is to ensure that the DCO is observing the Sample provision correctly. Even if the Minor declines a representative, the Sample Collection Authority, DCO or Chaperone, as applicable, shall consider whether another third party ought to be present during notification of and/or collection of the Sample from the Athlete.

5. The DCO shall determine who (in addition to the Sample Collection Personnel) may be present during the collection of a Sample from an Athlete who is a Minor, namely a representative of the Minor to observe the Sample Collection Session (including observing the DCO when the Minor is passing the urine Sample, but not directly observing the passing of the urine Sample unless requested to do so by the Minor) and the DCO's/Chaperone's representative, to observe the DCO/Chaperone when a Minor is passing a urine Sample, but without the representative directly observing the passing of the Sample unless requested by the Minor to do so.
6. Should an Athlete who is a Minor decline to have a representative present during the Sample Collection Session, this should be clearly documented by the DCO. This does not invalidate the test, but must be recorded. If a Minor declines the presence of a representative, the representative of the DCO/Chaperone must be present.
7. The preferred venue for all Out-of-Competition Testing of a Minor is a location where the presence of an adult is most likely, e.g., a training venue.
8. The Sample Collection Authority shall consider the appropriate course of action when no adult is present at the Testing of an Athlete who is a Minor and shall accommodate the Athlete in locating a representative in order to proceed with Testing.
9. An athlete who is accompanied by a representative can request privacy when asked to declare medications and supplements.

## **12. Post- Sample Collection Activities**

### **12.1 Administration**

After the last athlete leaves the doping control station, the Lead DCO will prepare the collected samples and documentation for transport. This process will ensure that all samples are stored and transported in a manner that protects their integrity, identity and security.

## **12.2 Session Documentation**

### **Doping Control Officer Report**

This is the official documentation of the doping control session and must be completed by every DCO who participates in a mission, regardless of his/her role.

## **12.3 Supplementary Report Form**

1. The Supplementary Report is used to record comments and additional information about a doping control session, and can be completed by anyone involved in the sample collection process.
2. A Supplementary Report can also be used to report suspicious behavior, information provided by the athlete on doping behavior or activities, or any other information that could be potentially useful to ETH-NADO to plan targeted testing or pursue non-analytical anti-doping rule violations, such as possession, administration and the trafficking of prohibited substances and/or methods.
3. Everyone who completes a Supplementary Report must include his or her full name and signature, sport, role during the session (e.g. athlete, DCO, representative) and date.
4. The DCO must add the mission order number to the form and the corresponding Doping Control Form number in the DCF No. box, as applicable.
5. The DCO will complete the body of the Supplementary Report, ensuring that the information is factual, relevant, concise and objective.
6. The designated copy of the Supplementary Report will be given to the individual who completes the report, and the other copy will be sent to the ETH-NADO along with the rest of the mission documentation.
7. If the DCO or chaperone authors the Supplementary Report, he/she will send the appropriate copy to the ETH-NADO along with the rest of the mission documentation.

## **12.4 Security, Storage, Post-Test Administration and Shipping**

### **Storage of samples and documentation**

Samples must be stored in a secure space during the testing session. Documentation must be stored securely during the testing session.

### **12.5 Sample Collection Personnel Debrief**

The Lead DCO must ensure that a debrief takes place with all sample collection personnel at the end of the sample collection session. Ideally, and when appropriate, this should occur in a team setting.

### **12.6 Completing Reports**

The Lead DCO will be responsible for ensuring that any additional reports are completed including:

1. Supplementary Report
2. Doping control station sign-in sheet

When completing reports, personnel must ensure that:

1. All writing is clear, legible and transfers through to all copies.
2. Full names are used.
3. All boxes are completed with either text or a straight line to prevent anyone else writing in the box after the completion of the sample collection session.

### **12.7 Securing the Urine Transport Bag and Blood Cooler**

1. ETH-NADO has authorized a transport system that ensures samples and documents will be shipped in a manner that protects their integrity, identity and security. Samples must be transported to the lab using approved transport bag or blood cooler. Only authorized personnel will have access to sealed samples, documentation, transport bags and blood coolers.
2. The DCO will seal the urine samples inside a transport bag, and blood samples in a blood cooler, prior to leaving the doping control station, including during travel between testing sites on a single day.



3. In the event that the transport bag or cooler is required to be opened, the transport bag will be resealed with a new seal.
4. The kit and the laboratory copy of the Doping Control Form must be included in the bag. Each transport bag must be accompanied by its own Chain of Custody.
5. Documents containing an athlete's personal information are not to be included in a transport bag or blood cooler that is being shipped to the lab.

### **12.8 Chain of Custody**

The Chain of Custody will be used to document the secure transport of the samples until they are handed over to the courier.

The DCO will use a separate Chain of Custody for each:

- a) type of sample (urine or blood)
- b) mission order number
- c) location (city and province)
- d) day of testing
- e) transport bag of samples being couriered to the lab

The DCO will refer to the information on the mission order to determine which organization will receive results from the laboratory, the mission type and the type of analysis required.

The laboratory copy of the Chain of Custody should be sealed in the bag and shipped to the lab, and the remaining copies should be included with the other documents that are sent to Director Compliance and testing.

### **12.9 Completing the Chain of Custody**

1. The Chain of Custody is to be completed by the Lead DCO in order to document the chain of custody of the sample(s), from the end of the sample collection session to the time the DCO provides the samples to the courier or laboratory.

2. The Lead DCO will never delegate their post-sample collection responsibilities to anyone else. Samples must never be left with anyone other than a DCO.
3. The Lead DCO will keep the Chain of Custody and Transportation Log updated and accurate while the samples are in his/her custody.

### **12.10 Completing the Transportation Log**

The Transportation Log is to be completed by the Lead DCO responsible for the transportation of samples, upon completion of a day's testing mission. The Transportation Log will serve as a chain of custody for a shipment of transport bags and/or coolers, and will record their movements as they leave one doping control station and are transferred to another, until their delivery to the courier.

To complete Section 1 of the Transportation Log, the Lead DCO will:

- a) In the designated box, enter the name of the venue where the testing session originally took place.
- b) In the designated box, enter the date and time the transport bags and coolers are being transported (i.e., the date and time they are leaving the venue).
- c) In the designated boxes, enter the security seal number for each bag and cooler being transported.
- d) Print and sign the Transported By boxes.
- e) Attach the Transportation Log to the outside of the transport bag and cooler in the event that venue security asks to verify the contents.
- f) Transport bags and coolers may be transported directly to the courier for shipment.
- g) In some instances, alternate arrangements for sample delivery may be communicated to DCO. For instance, in the case of remote doping control station locations, DCO may be asked to deliver samples to a location other than the Courier.
- h) In the case where a shipment of bags and coolers is delivered to another location, the lead DCO will complete Section 2 of the Transportation Log and:
  1. Write the name of the venue receiving the shipment of bag(s) and cooler(s).

2. Write the date and time that the shipment was received at the secondary venue.
3. Enter the security seal number in the designated boxes for each additional bag and cooler being transported.
4. The DCO receiving the shipment will then print and sign in the designated Received By box.
5. The Transportation Log will be completed by the representative of the courier when the shipment is given to the courier to be taken to the laboratory.
6. In the event that venue security asks to open the transport bag(s) or cooler(s) to examine its contents, the DCO must first present them with the Transportation Log and Chain of Custody to provide an inventory of its contents. If venue security still requests that the transport bag(s) or cooler(s) be opened, the Director Compliance and Testing should be contacted.

#### **12.11 Returning paperwork to the ETH-NADO Testing, Investigation and doping control Directorate**

The following should be included in the DCO's paperwork:

1. Athlete notification form (at least one per athlete tested).
2. Doping Control Form (at least one per athlete tested).
3. Athlete Biological Passport Form (if applicable).
4. Supplementary Report (if applicable).
5. Chain of Custody (appropriate copy - one per courier transport bag/sport/date).
6. Doping Control Officer Report(s).
7. Athlete Refusal Form (if applicable).
8. Unsuccessful Attempt Report (UAR) (if applicable).
9. Any other documentation related to the mission

#### **12.12 Entry of Documentation into ADAMS**

Following the conclusion of the testing session, the Lead DCO will forward the documentation to Director Compliance Testing for entering the data from the Doping Control Forms into the Anti-Doping Administration and Management System (ADAMS)

### **13. Reference**

- WADA ISTI Jan.2017, WADA guidelines urine sample collection Version 5.1 Aug, 2010
- WADA guidelines for blood sample collection Version 5.0 Sep.2016
- ABP Operating Guidelines version 6.0 Jan2017,
- WADA's Guidelines for Implementing an Effective Testing Program version1.0 Oct.2014
- Anti-Doping Agency of Kenya (ADAK) doping control technical procedure version 1.0