



**WORLD
ANTI-DOPING
AGENCY**

World Anti-Doping Program

GUIDELINES FOR URINE SAMPLE COLLECTION

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1. Objective

This guideline expands upon the International Standard for Testing and details the recommended process for the collection of urine for doping control purposes, both In-Competition and Out-of-Competition. The guideline includes on-site preparation, sample collection and post-test administration.

With the exception of those mandatory areas which are part of the World Anti-Doping Program, the processes outlined in this document are not mandatory, but are aimed at assisting *Anti-Doping Organizations* in the development of systems and protocols for urine sample collection. The method of sample collection may vary from these recommendations in some circumstances; however, minimum standards should apply to ensure that the integrity of the sample is maintained.

2. Scope

This Guideline begins with the arrival of *Sample Collection Personnel* at the *Doping Control Station*, and ends with the dispatch of the urine sample to the laboratory.

3. Responsibility

3.1. *Doping Control Officer (DCO)*

(One lead/senior DCO shall take responsibility for sample collection services)

- Organize and brief *Sample Collection Personnel*.
- 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.
- 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.

3.2. *Chaperone*

- Notify the *Athlete* in person as instructed by the DCO.
- Escort the *Athlete* from notification until arrival at the *Doping Control Station*.
- If appropriately trained and authorized (see Appendix 1), act as the Witness for sample provision as instructed by the DCO and complete the relevant section of the doping control documentation as instructed by the DCO.

- NOTE: Some *Anti-Doping Organizations* prefer that Chaperones do not witness sample provision but conduct *Athlete* notification only. These Guidelines allow for both these scenarios.

3.3. *Athlete*

- Request the presence of an Athlete Representative, if desired.
- Report for doping control as soon as possible, and within the specified time frame.
- Be escorted from notification to sample provision.
- Be responsible for any food or beverage consumed prior to sample provision.
- 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 medications as specified on the doping control documentation.
- Provide a TUE certificate if applicable.
- Make comments relating to the sample collection process on the doping control documentation, if applicable.
- Sign documentation as requested by the DCO.

3.4. Athlete Representative (*presence optional, at Athlete's request*)

- Accompany the *Athlete* during notification.
- Accompany the *Athlete* to the *Doping Control Station*.
- 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 paperwork 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 documentation as requested by the DCO.

4. Definitions

"Anti-Doping Organization" means a Signatory (of the World Anti-Doping Code) that is responsible for adopting rules, for initiating, implementing or enforcing any part of the doping control process. This includes, for example, the International Olympic Committee, the International Paralympic Committee, or other major event organizations that conduct testing at their events, WADA, International Federations, and National Anti-Doping Organizations.

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

'Athlete Representative' means 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' means an official who is trained and authorized by the ADO to carry out specific duties including notification of the *Athlete* selected for sample collection, escorting and observing the *Athlete* until arrival at the *Doping Control Station*, and/or witnessing and verifying the provision of the sample where training qualifies him/her to do so.

'Doping Control Officer' means 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' means the location where the *urine sample collection session* will be conducted.

'In-Competition' means for purposes of differentiating between *In Competition* and *Out of Competition* Testing, unless provided otherwise in the rules of an ADO, an *In-Competition* test is a test where an *Athlete* is selected for testing in connection with a specific competition.

'Minor' means a natural person who has not reached the age of maturity as established by the applicable laws of his or her country of residence.

'Out of Competition' means any doping control which is not *In-Competition*.

'No-Advance-Notice' means a doping control which takes place with no advance warning to the *Athlete*, and where the *Athlete* is continuously Chaperoned from the moment of notification through sample provision.

'TUE' means a Therapeutic Use Exemption (see International Standard for Therapeutic Use Exemptions).

'Sample Collection Personnel' is a collective term for qualified officials authorized by the ADO who may carry out or assist with duties during the sample collection session.

'Urine Sample Collection Session' means the sequential activities that directly involve the *Athlete* from notification until the *Athlete* leaves the *Doping Control Station* having provided his/her samples(s).

'Weighted Selection' means a ranking method of selecting *Athletes* using criteria where the ranking is based on the potential risk of doping and possible doping patterns.

'Witness' means the member of *Sample Collection Personnel* who observes the passing of the sample by the *Athlete* in accordance with the procedures for observation.

5. Protocol for the Urine Sample Collection Session

The protocol for the *urine sample collection session* is divided into the following steps:

5.1. Brief personnel on roles and responsibilities

- 5.1.1. The Lead DCO shall brief the *Sample Collection Personnel* on their roles and responsibilities prior to or upon arrival at the *Doping Control Station*. This will include *Athlete* notification, escorting, urine sample collection, and related blood sample collection if applicable.
- 5.1.2. In the case of a team which includes Chaperones with no experience, the DCO shall train the Chaperones on-site. Such training shall include the requirements for notification, escorting and witnessing sample provision, as well as confidentiality obligations (see Appendix 1 for Chaperone Training Guidelines).
- 5.1.3. The DCO shall provide required documentation such as proof of authority to conduct sample collection, to the *Sample Collection Personnel* if applicable.

5.2 Assess the facilities

- 5.2.1 The minimum requirements to be met to enable use of a facility as a *Doping Control Station* 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 may decide not to proceed with testing. The reasons for such a decision must be documented.
- 5.2.2 For *In-Competition* testing, where possible, the *Doping Control Station* should meet the following criteria:
 - Be solely reserved for doping control purposes
 - Maintain *athlete* privacy and confidentiality
 - Be accessible only to authorized personnel
 - Be secure enough to store sample collection equipment
 - Be comprised of a waiting area with chairs and a separate administration area with a table and chairs for completion of paperwork. There should be adjoining toilet facilities for sample provision, which should ideally consist of cubicles large enough for the Witness and the *Athlete*.
 - Include facilities to allow the *Athlete* to wash his/her hands.
 - Be large enough to accommodate the number of *Athletes*, Athlete Representatives and *Sample Collection Personnel* who will occupy the area
 - Be suitably located in relation to the field of play or other location where *Athletes* will be notified.

5.2.3 For *Out-of-Competition* testing, the facilities used should, where possible, provide a suitable environment for waiting and administration, and afford the *Athlete* privacy.

NOTE: Although the term '*Doping Control Station*' is also used for *Out-of-Competition* testing, this facility might be an *athlete's* home or a hotel room, rather than an officially designated facility for doping control.

5.2.4 The *Doping Control Station* at an event should also contain a selection of sealed, non-alcoholic, caffeine-free drinks for *Athletes*.

5.2.5 Access to the *Doping Control Station* is restricted to the *Athlete*, the Athlete Representative, an interpreter if required, and *Sample Collection Personnel*, unless otherwise agreed by the Lead DCO. Additional personnel requesting access may include an IF representative, an ADO observer, an auditor or a WADA Independent Observer. These personnel shall have adequate authorization available for the Lead DCO to review upon arrival at the *Doping Control Station*.

5.2.6 The Lead DCO may wish to assign a member of the sample collection team to monitor access to the *Doping Control Station*, and ensure that only authorized persons are admitted.

5.2.7 Members of the media must not be allowed to enter the *Doping Control Station* at any time.

5.3 *Prepare the necessary equipment*

5.3.1 The DCO shall ensure equipment supplies are adequate for the sample collection session. The type of equipment may vary but, as a guideline, will include:

- Sealed, sterile urine collection vessels.
- Partial sample kits.
- Equipment for measuring pH (if required), and specific gravity.
- Sealed, tamper-evident containers for A and B samples.
- Sealed, tamper-evident transport containers (if applicable).
- Secure transport bags.
- Disposable gloves (optional).
- Soap or hand wash
- Paper towels
- Garbage bin or similar for disposal
- Individually sealed, non-caffeinated and non-alcoholic beverages
- All doping control documentation, including doping control forms, *Athlete* notification forms, supplementary report forms, chain of custody forms, etc.

5.3.2 Any sample collection equipment systems used shall meet the following minimum criteria:

- Have a unique numbering system incorporated into all containers in which the *Athlete's* sample is sealed.
- Have a sealing system that is tamper-evident.
- Ensure the identity of the *Athlete* is not evident from the equipment itself.
- Ensure that all equipment is clean and sealed prior to use.

5.4 *Athlete Selection*

5.4.1 The DCO will select *athletes* according to the selection policy indicated by the ADO. This may include one or all of the following: target testing (named *athletes* or categories), *weighted* selection and random selection.

5.4.2 In the case of random selection, the ADO/DCO may choose to use one of the following selection criteria. The criteria chosen shall be appropriate for the sport, e.g:

- Finishing position
- Vest/jersey number
- Entry number
- Lane number
- Any other fair and transparent criteria for selection

5.4.3 Once the criteria has been determined, the actual selection method may be one of the following:

- Numbered cards placed face-down on a table
- Random draw of numbers (or names) from a closed container such as a cloth bag
- Use of an electronic random number generator
- Any other fair and transparent method of selection

In order to provide transparency and accountability, random selection made in the field may be witnessed by a coach or sporting official, or can be shown to the selected athlete if requested. For example a signature on the back of numbered cards.

5.4.4 Following the selection of the *Athlete*, the Lead DCO shall ensure that selection decisions are disclosed on a need-to-know basis only to ensure that testing is *No-Advance Notice*.

5.5 *Athlete notification*

5.5.1 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.

- 5.5.2 The DCO/Chaperone shall identify him/herself and shall show the *Athlete* the official card/document naming the ADO which has granted the authority to test. Additional identification proving affiliation to the authorized sample collection authority shall also be provided, if this authority is not the ADO which authorized the test. DCO identification documents shall include name, photograph, and the documents' expiry date. Chaperone identification documents shall ideally also include name, photograph, and the documents' expiry date, and as a minimum shall comprise a dated document naming them as an authorized member of the sample collection team, which they shall show to the athlete in conjunction with a piece of photo ID.
- 5.5.3 The DCO/Chaperone shall, at a minimum, verbally confirm the *Athlete's* identity. If the *Athlete* is carrying photo ID, this may be checked at this stage. An *Athlete's* inability to provide photo ID shall not invalidate a test. Formal identification can be established by starting number, accreditation, third party witness, if the *Athlete* is known to the DCO/Chaperone, or other viable method. If the *Athlete's* identity is unknown and can not be established in any manner, the DCO must contact the ADO for further instructions.
- 5.5.4 The DCO/Chaperone shall show the *Athlete* the notification form (which may be part of the doping control form), and notify the *Athlete* of his/her selection for testing, the authority under which sample collection is to be conducted, and the requirement to provide a urine (and blood, if applicable) sample, and shall inform the *Athlete* of the following rights and responsibilities:
- a) For all types of testing
 - The right to have a representative and, if required, an interpreter present.
 - The right to ask for additional information about the sample collection process
 - The possible consequence of an anti-doping rule violation for failing to submit to sample collection.
 - The requirement to remain in sight of the designated DCO/Chaperone until completion of the sample collection procedure.
 - The requirement to bring satisfactory identification to the *Doping Control Station* if this has not already been provided.
 - b) For the purpose of *In-Competition* Testing
 - The requirement to report to the *Doping Control Station* as soon as possible and not later than 60 minutes from notification.
 - The DCO shall consider reasonable requests to delay the reporting time, if a Chaperone is available, to enable the *Athlete* to complete one or more of the following:
 - locate a representative and/or interpreter
 - warm down
 - attend a medal ceremony
 - participate in further events

- fulfill media commitments
- receive treatment for injury
- any other reason accepted by the DCO

- The DCO shall document reasons for any delay that may require further investigation by the ADO.

c) For the purpose of *Out of Competition* Testing

- The requirement to report to the doping control station and commence sample provision as soon as possible. The DCO shall consider requests to delay reporting, if a Chaperone is available, to enable the *Athlete* to complete one or more of the following:
 - locate a representative, if available
 - complete a training session
 - receive treatment for injury
 - any other reason accepted by the DCO

- The DCO shall document reasons for any delay that may require further investigation by the ADO.

5.5.5 If a selected *athlete* is not located based on available information, the DCO shall attempt to locate the *athlete* by other means, but ensure that *No-Advance-Notice* notification is used as a notification method. The DCO shall notify the ADO for further instructions if the *athlete* is not located. (See WADA's No-Advance Notice Testing Guidelines).

5.5.6. The DCO shall report any decision to the ADO if an unexpected situation arises requiring the notification to become advance notice.

5.5.7. The *Athlete* shall read and sign the *Athlete* notification form or doping control form as directed by the DCO/Chaperone.

5.5.8. If an *Athlete* copy of the official notification record exists, this will be given to the *Athlete*.

5.5.9 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 that failure to comply may result in sanction for an anti-doping rule violation. If the *Athlete* continues to refuse, the Chaperone must report this to the Lead DCO immediately, and the DCO shall attempt to notify the *Athlete*. 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 shall endeavor to obtain witness signatures to confirm the *Athlete's* refusal, and shall contact the ADO for further instructions as soon as possible.

5.6 *Escorting the Athlete to the Doping Control Station.*

- 5.6.1 The DCO/Chaperone shall ensure that the *Athlete* is escorted from the place of notification to the *Doping Control Station* under constant supervision.
- 5.6.2 The DCO/Chaperone shall discourage the *Athlete* from taking a bath or shower, and shall ensure he/she does not urinate prior to reporting at *the Doping Control Station*. The first urine sample post notification shall be collected.
- 5.6.3 The DCO/Chaperone can not prevent the *Athlete* eating or drinking products of their choice, but shall recommend that the *Athlete* chooses from a selection of individually sealed, non-caffeinated and non-alcoholic beverages in order to hydrate. The DCO/Chaperone shall not handle food or drink items for the *Athlete*.
- 5.6.4 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*.
- 5.6.5 The Chaperone shall inform the Lead DCO as soon as practical without leaving the *Athlete* unattended, and ensuring discretion, of any irregularities in notification and/or during the observation period. Irregularities shall be documented by the Lead DCO if relevant.

NOTE: The ADO is responsible for establishing guidelines for what constitutes suspicious *athlete* behavior – examples might be; evading observation, ingesting an unidentified substance, a distressed call to a coach or other unusual behavior.

- 5.6.6 If an *Athlete* notified of an advance notice sample collection does not report to the *Doping Control Station* at the designated time, the DCO shall use his/her judgement as to whether to attempt to contact the *athlete*. At a minimum, the DCO shall wait 30 minutes after the appointed time before departing.
- 5.6.7 If an *Athlete* reports to the *Doping Control Station* after the minimum waiting time, and prior to the DCO's departure, the Lead DCO shall decide whether to process a possible failure to comply. Where possible, the DCO shall proceed with collecting a sample, and shall document the details of the delay.

NOTE: *No-Advance-Notice* is the preferred method of doping control. The situation described in 5.6.6 and 5.6.7 shall be in exceptional circumstances only; an *Athlete* should ideally be escorted at all times, and the escorting DCO/Chaperone shall ensure that the *Athlete* reports for doping control as quickly as possible, taking into account the provisions of 5.5.4.

5.7 *Arrival at the Doping Control Station*

- 5.7.1 The *Athlete* arrives at the *Doping Control Station* 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. Alternative methods of *Athlete* identification are outlined in 5.5.3.

- 5.7.2 An entry and exit log shall be maintained to record the names of the persons entering facility, their position, and the times of arrival and departure.
- 5.7.3 The *Athlete* shall be provided with the opportunity to hydrate.
- 5.7.4 If the *Athlete* is providing a blood sample at the same session, the DCO may request that the *Athlete* provide the blood sample first.
- 5.7.5 Irrespective of the testing type or escorting requirements prior to the time of arrival, once the *athlete* has arrived at the *Doping Control Station* he/she must be under observation at all times until sample collection is completed
- 5.7.6 The *Athlete* may request to leave the *Doping Control Station* for a time, for reasons defined in 5.5.4. 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 Lead DCO. If a Chaperone is not available, the DCO shall ask the *Athlete* to remain in the *Doping Control Station*. If an *Athlete* insists on leaving the *Doping Control Station*, the circumstances shall be documented by the Lead DCO.
- 5.7.7 Before sample collection, the DCO shall ask the *Athlete* whether they have been tested before, and whether they require an explanation of the collection procedure.
- 5.7.8 If the *Athlete* has not been tested before, or requests an explanation of the procedure, the DCO shall explain the sample collection procedure to the *Athlete*.
- 5.7.9 As a minimum, the DCO shall ensure the *Athlete* is informed of his/her rights and responsibilities

5.8 *Selection of the sample collection vessel*

- 5.8.1 The *Athlete* shall be given a choice of sample collection vessels, from which they will be asked to choose one. It is recommended that there are at least 3 sample collection vessels from which to choose.
- 5.8.2 The *Athlete* and DCO shall check that the equipment is clean and intact. If either the *Athlete* or DCO is not satisfied with the equipment, the *Athlete* shall make another selection.
- 5.8.3 If the *Athlete* is not satisfied with any of the equipment, and the DCO does not agree with the *Athlete's* opinion that all of the available equipment is unsatisfactory, the DCO shall instruct the *Athlete* to proceed with the sample

collection session and the *Athlete's* views must be recorded on the doping control documentation by the DCO.

- 5.8.4 If both the DCO and the *Athlete* agree that none of the equipment is satisfactory, the DCO shall terminate sample collection, and record the reasons.
- 5.8.5 From this point, the sample collection vessel shall be handled only by the *Athlete* unless the *Athlete* authorizes the DCO/Chaperone or the *Athlete* Representative to handle the vessel on his/her behalf. Such authorization must be documented.

5.9 *Sample Provision*

- 5.9.1 The Witness (DCO or Chaperone) shall escort the *Athlete* to the toilet facility. The *Athlete* will carry his/her own sample collection vessel.
- 5.9.2 The Witness shall be of the same gender as the *Athlete* providing the sample.
- 5.9.3 The *Athlete* shall be encouraged to wash his/her hands before providing a sample.
- 5.9.4 Once in the toilet facility the *Athlete* must remove all clothing between the waist and mid-thigh, in order that the Witness has an unobstructed view of sample provision. Sleeves should be rolled up so that the *Athlete's* arms and hands are also clearly visible.
- 5.9.5 The Witness shall directly observe the *Athlete* provide the urine sample, adjusting his/her position so as to have a clear view of the sample leaving the *Athlete's* body.
- 5.9.6 The volume of urine collected should be that specified by the relevant laboratory.

NOTE: As a guideline, it is suggested that between 75ml and 100ml of urine be collected, depending on laboratory requirements. For EPO analysis, the recommended minimum is 100ml. However, the *Athlete* should be encouraged to fill the collection vessel.

- 5.9.7 Once a urine sample which satisfies the volume requirements has been collected, or the *Athlete* has provided a partial sample and is unable to provide any more urine at this time, the Witness shall escort the *Athlete*, who shall carry his/her own sample, back to the administration area.
- 5.9.8 If an *Athlete* wishes to wash his/her hands after passing the sample, the sample should at this time be placed in a safe and secure location, in full view of both the *Athlete* and the Witness.

- 5.9.9 If the Witness observes any unusual behavior by the *Athlete* while witnessing the passing of the sample, this should be reported to the Lead DCO as soon as possible, and documented.
- 5.9.10 The Witness shall sign the relevant documentation to verify that he/she witnessed sample provision in accordance with procedures

5.10. *Insufficient Volume*

- 5.10.1 In the event that an *Athlete* is unable to provide the required volume of urine, the DCO shall follow the procedure for a partial sample.
- 5.10.2 The DCO shall advise the *Athlete* that the partial sample provided shall be secured and a further sample collected.
- 5.10.3 The DCO shall instruct the *Athlete* to select partial sample equipment, as per 5.8. It is recommended that there are at least 3 partial sample kits from which to choose.
- 5.10.4 The DCO shall then instruct the *Athlete* to open the relevant equipment, pour the insufficient sample into the container, and seal it as directed by the DCO. The DCO shall check, in full view of the *Athlete*, that the container has been properly sealed.
- 5.10.5 The DCO and the *Athlete* shall check that the equipment code number and the volume and identity of the insufficient sample are recorded accurately by the DCO. The *Athlete* and DCO may initial or sign the documentation to show they are satisfied with the procedure.
- 5.10.6 The *Athlete* shall return to the waiting area, and remain under observation until ready to provide a further sample.
- 5.10.7 Either the *Athlete* or the DCO shall retain control of the sample. The DCO shall ensure that the sealed partial sample is securely stored (under continuous observation or locked away in a secure area). If the *athlete* retains possession of the sample, it must be placed in a secure area, and must remain under the observation of *sample collection personnel*.
- 5.10.8 When the *Athlete* is ready to provide more urine, the sample provision process shall recommence.
- 5.10.9 To ensure continuity of the process, and for the comfort of the Athlete, the Witness shall be the same Witness as for the initial attempt, whenever possible. However, a change of Witness shall in no way affect the integrity of the process.
- 5.10.10 The *Athlete* shall select a new sample collection vessel, and repeat the process as per 5.8.

- 5.10.11 This process shall be repeated until the DCO is satisfied that the *Athlete* has provided the required volume of urine once the initial and additional samples are combined.
- 5.10.12 The DCO shall ask the *Athlete* to inspect their partial sample(s) to ensure that the seals are secure. Any irregularities shall be recorded by the DCO on the doping control documentation or in a separate report to the ADO.
- 5.10.13 The DCO shall then direct the *Athlete* to break the seal of the partial sample container(s) and combine the samples in a new collection vessel, beginning with the first partial sample provided and each subsequent partial sample until the desired volume is reached.
- 5.10.14 Once the required volume of urine has been collected, the DCO and *Athlete* shall proceed to the next stage.

5.11 *Dividing and sealing the sample*

- 5.11.1 The *Athlete* shall select, from a choice of urine kits, a kit consisting of A and B containers, in which the sample is to be sealed. It is recommended that there are at least 3 urine kits from which to choose.
- 5.11.2 The *Athlete* and DCO shall check that the urine kit is clean and intact. If neither the *Athlete* nor the DCO is satisfied with the urine kit(s), the *Athlete* shall make another selection.
- 5.11.3 If the *Athlete* is not satisfied with any of the urine kits, and the DCO does not agree with the *Athlete's* opinion that all of the available urine kits are unsatisfactory, the DCO shall instruct the *Athlete* to proceed with the sample collection session, and the *Athlete's* views must be recorded on the doping control documentation by the DCO.
- 5.11.4 If both the DCO and the *Athlete* agree that none of the urine kits are satisfactory, the DCO shall terminate the session, and record the reasons.
- 5.11.5 The *Athlete* and the DCO shall check the urine kit to ensure that all the numbers of the A and B containers correspond.
- 5.11.6 If the numbers do not correspond, the DCO shall instruct the *Athlete* to select another kit. The DCO shall document this.
- 5.11.7 The DCO shall record the urine kit numbers and the *Athlete* and the DCO shall check the documentation to ensure that the DCO has accurately recorded the numbers of the A and B containers.
- 5.11.8 The *Athlete* shall pour the required minimum volume of urine into the B container. The recommended amount is 40% of the total.

- 5.11.9 The *Athlete* shall pour the remainder of the urine into the A container. The recommended amount is 60% of the total. The *Athlete* shall then pour any remaining urine into the B container, always leaving a residual amount of urine in the collection vessel.
- 5.11.10 The DCO shall instruct the *Athlete* in the sealing of the A and B containers. Both the DCO and the *Athlete* shall check that the bottles are securely sealed.
- 5.11.11 The DCO shall confirm that the sample meets the requirements for analysis, as specified by the ADO in accordance with the laboratory standards, by testing the residual volume of urine remaining in the collection vessel for specific gravity (greater than or equal to 1.005 if using a refractometer, or 1.010 with lab sticks, or as specified by the relevant laboratory) and, if necessary, pH (between 5 and 7, or as specified by the relevant laboratory). Reagent strips and/or a refractometer may be used.
- 5.11.12 The DCO shall ensure that any residual urine that will not be sent for analysis is discarded in full view of the *Athlete*.

5.12 *Samples not meeting laboratory guidelines for analysis*

- 5.12.1 If the reading is outside the required range for either specific gravity or, if required, pH, (5.11.11) the DCO shall request collection of additional sample(s), if so required by the ADO.
- 5.12.2 The ADO is responsible for establishing criteria for the number of additional samples to be collected at the session. If the additional samples collected do not meet the relevant laboratory's guidelines for analysis, the ADO is responsible for scheduling a new sample collection session for the *Athlete* and, if required, taking subsequent appropriate action.
- 5.12.3 While waiting to provide an additional sample the *Athlete* shall remain under continuous observation by a DCO/Chaperone.
- 5.12.4 When the *Athlete* is able to provide an additional sample, the DCO shall repeat the procedures for collection of the sample (5.8 to 5.11).
- 5.12.5 Whenever possible, provision of additional samples shall be observed by the same Witness as for the first. However, a change of Witness will not invalidate the sample collection procedure.
- 5.12.6 The Witness shall sign the relevant documentation to verify that he/she witnessed sample provision in accordance with procedures.
- 5.12.7 The DCO shall ensure that samples provided by the same *Athlete* can be linked through the documentation, and that the laboratory is informed which is the

initial sample. All samples shall be sent to the laboratory for analysis with all related paperwork.

5.13 Paperwork

NOTE: see WADA's standardized doping control documentation for an example of suitable documentation. See also the International Standard for Testing, 7.4.5. for minimum requirements.

- 5.13.1 If the *Athlete* provided more than one sample and the Witness was not the same individual that witnessed provision of the first sample, all Witnesses shall sign the doping control form.
- 5.13.2 If the Witness is unable to verify that he/she observed the passing of the sample, or reports unusual behavior by the *Athlete*, the Lead DCO can require the *Athlete* to provide a further sample. This must be documented, and all samples collected sent to the laboratory for analysis.
- 5.13.3 The DCO shall request the *Athlete* to provide information on all medications and/or supplements taken within the time period specified on the doping control form.

NOTE: The recommended period for medication information is 7 days

- 5.13.4 The DCO shall check all information on the form, fill in any incomplete areas in view of the *Athlete*, and sign to confirm that sample collection was conducted in accordance with procedures.
- 5.13.5 The *Athlete* and the Athlete's Representative, if present, shall be invited to check that all information on the form accurately reflects the details of the sample collection session. The *Athlete* shall be invited to complete the comments section of the form if he/she has any concerns or comments regarding the procedure. If there is insufficient space on the form, the *Athlete* shall be invited to complete a supplementary report form.
- 5.13.6 The Athlete's Representative, if present shall sign the Doping Control Form.
- 5.13.7 The *Athlete* and DCO shall then sign the Doping Control Form.
- 5.13.8 The DCO must give a full copy of the form to the *Athlete*.
- 5.13.9 Unless also required to provide a blood sample, the *Athlete* is then free to leave the *Doping Control Station*.

NOTE: If an *Athlete* is also required to provide a blood sample, and the doping control form records both blood and urine collection, the paperwork will not be fully completed until after collection of both blood and urine samples.

5.14 *Sample Storage*

- 5.14.1 The Lead DCO has the responsibility for ensuring, in accordance with the ADO criteria for sample storage, that all samples are stored in a manner that protects their identity, integrity and security whilst in the *Doping Control Station*.
- 5.14.2 Samples must not be left unattended, unless they are locked away in a refrigerator or cupboard, for example. Access shall be restricted to authorized personnel.
- 5.14.3 Where possible, samples shall be stored in a cool environment. Warm conditions should be avoided.
- 5.14.4 The DCO shall accurately complete appropriate documentation for each transport bag/container to ensure that the laboratory can verify the contents of the bag/container.
- 5.14.5 The DCO shall follow the ADO's system to ensure that, where required, instructions for the type of analysis to be conducted are provided to the laboratory.
- 5.14.6 The DCO shall complete the laboratory advice form/chain of custody form. The laboratory copy of this form(s) and the laboratory copy of the doping control form shall be placed in the transport bag with the samples, and sealed, preferably in the presence of a second person. Documentation identifying the *Athlete* shall not be included with the samples.
- 5.14.7 If relevant, the DCO shall record the times the transport bag is opened and re-sealed on the laboratory advice form or chain of custody form.
- 5.14.8 The DCO shall keep the samples secured and under his or her control until they are passed to the courier.
- 5.14.9 All documentation relevant to the testing session shall be forwarded to the ADO by the approved method as soon as possible after sample collection.

5.15. *Transport of Samples*

- 5.15.1 Samples shall be shipped to the WADA accredited laboratory as soon as practical, and wherever possible on the day of collection.
- 5.15.2 Samples may be taken directly to the laboratory by the DCO, or handed over to a third party for transportation. This third party must document the chain of custody of the samples. If an approved courier company is used to transport the samples, the DCO shall record the waybill number.

5.16 *Hand-over of Samples to the laboratory*

5.16.1 Laboratories are required to document receipt and the subsequent chain of custody of samples. Samples are reviewed for evidence of tampering or damage, and stored in appropriate conditions in accordance with the International Standard for Laboratories.

6 Modifications for *Minors* and *Athletes* with a Disability

Minors, or *Athletes* with specific types of disability may require modifications to the sample collection procedure. The modifications outlined below do not affect the integrity of the sample collection process.

The ADO has responsibility for ensuring, when possible, that the Lead DCO has any information and specialised sample collection equipment necessary to conduct a sample collection session with an *Athlete* with a disability requiring assistance during sample provision. The DCO shall have the authority to make modifications as the situation requires, in accordance with these guidelines.

In some cases, with the agreement of the Lead DCO, the *Athlete* may designate the Athlete Representative, or the DCO/Chaperone to assist with the sample collection process.

Any modifications made to the standard sample collection procedure shall be documented by the Lead DCO.

Modifications may be introduced in the case of the following *Athletes*:

6.2 *Minors*

6.2.1 *Minors* may, at their request, be accompanied by an Athlete Representative at all times during the sample collection procedure, including in the toilet area. However, the representative shall not witness the passing of the sample, unless requested to do so by the *Athlete*. The objective is to ensure that the Witness is observing sample provision correctly

6.2.2 The Athlete Representative or the DCO shall explain the doping control documentation to the *Athlete*, if necessary.

6.2.3 *Minors* must be accompanied for the verification of procedure (signing of the doping control form), and the Athlete Representative shall sign in addition to the *Athlete*.

6.3 *Athletes with restricted mobility/ restricted manual dexterity*

6.3.1 *Athletes* may ask the Athlete Representative or the DCO/Chaperone to assist them with mobility, when handling equipment, splitting the sample, or completing paperwork.

6.3.2 *Athletes* with Cerebral Palsy and/or significant lack of co-ordination may use a larger collection vessel, if available.

6.4 *Athletes with visual impairment*

6.4.1 *Athletes* may be accompanied by an Athlete Representative at all times during the sample collection procedure, including in the toilet area. However, the representative shall not witness the passing of the sample. The objective is to ensure that the Witness is observing sample provision correctly.

6.4.2 The Athlete Representative or the DCO shall read the doping control documentation to the *Athlete*, if necessary.

6.4.3 Blind *Athletes* must be accompanied for the verification of procedure (signing of the Doping Control Form), and the Athlete Representative shall sign on behalf of or in addition to the *Athlete*.

6.5 *Athletes with an intellectual disability*

6.5.1 *Athletes* shall be accompanied by an Athlete Representative at all times during sample collection procedure, including in the toilet area. However, the representative shall not witness the passing of the sample. The objective is to ensure that the Witness is observing sample provision correctly.

6.5.2 The Athlete Representative or the DCO shall read and/or explain the Doping Control documentation to the *Athlete*, if necessary.

6.5.3 *Athletes* with a intellectual disability must be accompanied for the verification of procedure (signing of the Doping Control Form), and the Athlete Representative shall sign on behalf of or in addition to the *Athlete*.

6.6 *Athletes using condom drainage or indwelling catheter drainage*

6.6.1 *Athletes* shall remove, or supervise the removal of, the existing collection bag and drain the system so that a fresh sample can be obtained.

6.7 *Athletes who self-catheterize*

6.7.1 *Athletes* may use their own catheter to provide a sample (this catheter should be produced in tamper-evident wrapping), or use one provided at the *Doping Control Station*, if available.

Appendix 1: Chaperone Training Guidelines

A. Procedure for training notifying Chaperones

1. The notifying Chaperones shall meet the Lead DCO at the *Doping Control Station* prior to the start of the event to receive training, instruction, credentials and assignments, as well as to complete a confidentiality agreement.
2. The Lead DCO shall first ensure that the notifying Chaperones meet the relevant criteria as specified by the ADO and are fit for duty. If not, alternative Chaperones should be found.
3. The Lead DCO shall specifically ask the notifying Chaperones if they have any conflict of interest, such as involvement with any *Athlete* that might be tested. If so, alternative Chaperones should be found.
4. The Lead DCO shall ensure that all notifying Chaperones have a watch, and all staff should synchronize their watches.
5. The Lead DCO shall review or arrange for the review of the notification and escorting procedure with the notifying Chaperones. (5.5/5.6) The explanation should include the purpose of the Chaperone role, and what to do if problems are encountered. The DCO should make it clear that a Chaperone should ask for assistance from the Lead DCO if they are not sure how to proceed at any time.
6. The DCO shall demonstrate the notification procedure by means of role-play, should observe the Chaperone practice at least once, and point out mistakes as well as providing praise.
7. The DCO shall inform the Chaperones that any strange behavior by *Athletes*, such as ingestion of unknown substances, or evasion, should be discretely reported to the Lead DCO upon arrival at the *Doping Control Station*.
8. The DCO shall encourage questions from the Chaperones.
9. The Lead DCO shall arrange a location and time for the Chaperones to receive information specific to the *Athlete* they will be notifying.

NOTE: whenever possible, notifying Chaperones should be assigned to *Athletes* of the same gender.

10. Notifying Chaperones shall then sign the relevant agreement which should as a minimum require a commitment to confidentiality and outline a code of conduct. The form should also require the Notifying Chaperone to provide their contact details and date of birth.

11. The Chaperones shall, where possible, have an opportunity to assess the location and plan the approach and timing of notification, taking into account the specific circumstances of the session.
12. The Lead DCO shall provide guidelines as to the Chaperone's responsibilities after the *Athlete* has arrived at the *Doping Control Station* (i.e. whether they are free to leave, or have further responsibilities).

B Procedure for training witnessing Chaperones

Ideally, witnessing Chaperones will have prior experience, and will not be trained on-site.

1. The witnessing Chaperones shall meet the Lead DCO at the *Doping Control Station* prior to the start of the event to receive training, instruction, credentials and assignments, as well as to complete the confidentiality agreement. Training should be separate from that of the Notifying Chaperones.
2. The Lead DCO shall first ensure that the witnessing Chaperones meet the relevant criteria as specified by the ADO and are fit for duty. If not, alternative Chaperones should be found.
3. The Lead DCO shall specifically ask the Chaperones if they have any conflict of interest, such as involvement with any *Athlete* that might be tested. If not, alternative Chaperones should be found.
4. The Lead DCO shall review, or arrange the review of, the specific procedure for observation of sample provision (5.9).
5. Witnessing Chaperones shall also be briefed about any sensitivities, and any potential scenarios which might be encountered.
6. The DCO shall encourage questions from the Chaperones.
7. Witnessing Chaperones shall then sign the relevant agreement which should as a minimum require a commitment to confidentiality and outline a code of conduct. The form should also require the Witnessing Chaperone to provide their contact details and date of birth.
8. The Lead DCO shall provide guidelines as to the Chaperone's responsibilities after the *Athlete* has provided the Sample at the *Doping Control Station* (i.e. whether they are free to leave, or have further responsibilities).