

Doping Control Officer Report Form

Instructions

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

These instructions are to be used in conjunction with Version 7 (09-2021) of the DCO Report Form.

Overview

This DCO Report Form has been produced to standardize documentation and should be completed by the DCO after every Sample Collection Session to confirm that the procedures followed during a Sample Collection Session were in line with the International Standard for Testing and Investigations (ISTI) and any relevant Technical Document, and/or record any deviations from it.

Main changes to the previous version:

Additions	Revisions
DBS box in the number of samples collected (Section 1)	Text in the last two questions of Section 3

General Comments

- The DCO completing the form should write clearly, in block capitals and should draw a clear line through any part of the form that is not applicable.
- All times should be written using the 24-hour clock.
- The DCO should complete one DCO Report Form per Sample Collection Session. If a Testing Order is conducted over more than one day, a separate DCO Report Form should be completed for each day.

Top right section of the form

- Testing Authority: The DCO will insert the name of the organization that authorized the test (e.g. the International Federation or National Anti-Doping Organization).
- Sample Collection Authority: The DCO will insert the name of the organization that certified them to conduct sample collection.
- Results Management Authority: The DCO will insert the name of the organization who is responsible for conducting results management in a given case (e.g. the International Federation or the National Anti-Doping Organization).
- Doping Control Coordinator (if applicable): The DCO will insert the name of the organization that coordinates any aspect of Doping Control on behalf of an Anti-Doping Organization (e.g. International Testing Agency).

The information above can be obtained from the relevant ADAMS Testing Order. If ADAMS is utilized for Testing Order management purposes.

Section 1 – Description of Mission

- The DCO should record the Testing Order Code (if applicable), the date of the Sample Collection Session, the type of test (in-competition vs out-of-competition), the number of urine and/or blood samples collected (including additional samples) and/or the number of Dried Blood Spot (DBS) samples, and the number of Sample Collection Personnel (i.e. DCOs, BCOs and Chaperones) who took part at the Sample Collection Session.

Section 2 – Athlete Selection

- The DCO should answer the questions in this section. For a No answer given, further details should be given in Section 4, General Comments and Suggestions.

Section 3 – Sample Collection

- The DCO shall answer the questions in this section, and for a No answer given, provide further details in Section 4, General Comments and Suggestions.
- If the DCO and/or other Sample Collection Personnel receive information before, during or after the session, it shall be reported in Section 4, General Comments and Suggestions and if necessary, continue on a Supplementary Report Form.

Section 4 – General Comments and Suggestions

- The DCO shall record any further pertinent information or deviation from the standard procedure in relation to the Sample Collection Session that is not already captured on the form.
- If there is insufficient space in this section, the DCO should continue on a Supplementary Report Form.
- If a Supplementary Report Form has been completed in relation to the DCO Report Form, the DCO should record its number. If no Supplementary Report Form has been completed, the DCO should select the **N/A** box.

Section 5 – Confirmation

- The DCO shall confirm the accuracy of the report by printing their name and signing in Section 5, Confirmation. The date that the DCO Report Form was completed shall also be recorded.

Paperwork

- At the end of the Sample Collection Session the DCO Report Form shall be sent to the Sample Collection Authority.