

# Application for Flexibility in the Implementation of Minimum Levels of Analysis

## Code Compliance Center User Guide

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# Table of content

1.0	Introduction .....	3
2.0	How do I apply? .....	3
3.0	Completing the Application.....	5
3.1.	Opening and completing section 1 of the application.....	5
3.2.	Are you applying for flexibility in the implementation of:.....	5
3.3.	Regularly saving your work .....	7
3.4.	Completing section 2 of the application.....	7
4.0	Different Types of Questions.....	8
4.1.	Yes / No .....	8
4.2.	Single choice .....	8
4.3.	Pick list - Entering numerical data .....	9
4.4.	Uploading documents .....	9
4.5.	Free text boxes .....	10
5.0	Other features .....	10
5.1.	Progress bar and estimated time guide.....	11
5.2.	Summary page.....	11
5.3.	TDSSA references .....	11
5.4.	Language .....	12
5.5.	Incomplete answer button .....	12
6.0	Submitting a completed Application .....	12
7.0	Issuing a TDSSA certificate.....	13
8.0	Review of an ADO's Application by WADA .....	13
9.0	Support.....	14

## 1.0 Introduction

In accordance with Article 4.7.2 of the International Standard for Testing and Investigations (ISTI) *“An Anti-Doping Organization may apply to WADA for flexibility in the implementation of the minimum levels of analysis specified for Prohibited Substances or Prohibited Methods as outlined in the TDSSA”*. Article 6 of the Technical Document for Sport Specific Analysis (TDSSA) outlines that *“In order for WADA to consider flexibility in the implementation of the MLAs, the ADO shall demonstrate their implementation of the haematological module of the ABP and/or the implementation of intelligence led Testing strategies and/or tools and how such approaches lead to the most effective and efficient use of the available Testing resources.”*

Anti-Doping Organizations (ADOs) can apply for flexibility in the implementation of the Minimum Levels of Analysis (MLAs) for the sports or disciplines an ADO seeks flexibility for, against set criteria listed in Articles 3 and 6 of the TDSSA. The maximum level of flexibility is 50%.

WADA has developed a user-friendly online system within the Code Compliance Center (CCC) platform through which an ADO can complete its self-assessment against criteria and submit it electronically to WADA along with the supporting documents such as its Risk Assessment, Test Distribution Plan and Registered Testing Pool. As a result, an ADO will receive a pre-approved flexibility in the implementation of the MLAs for the sports or disciplines an ADO seeks flexibility for.

The online system can be accessed anywhere as long as the user has an internet connection and is compatible on computers, tablets and smartphones. The application is also available in English or French and users can switch between the two languages as required (see section 5.4 on page 12 for more information).

ADOs can submit an application for flexibility in the implementation of the MLAs for multiple sports and disciplines within the same application. An application should be submitted before the beginning of the testing year for which flexibility is requested.

## 2.0 How do I apply?

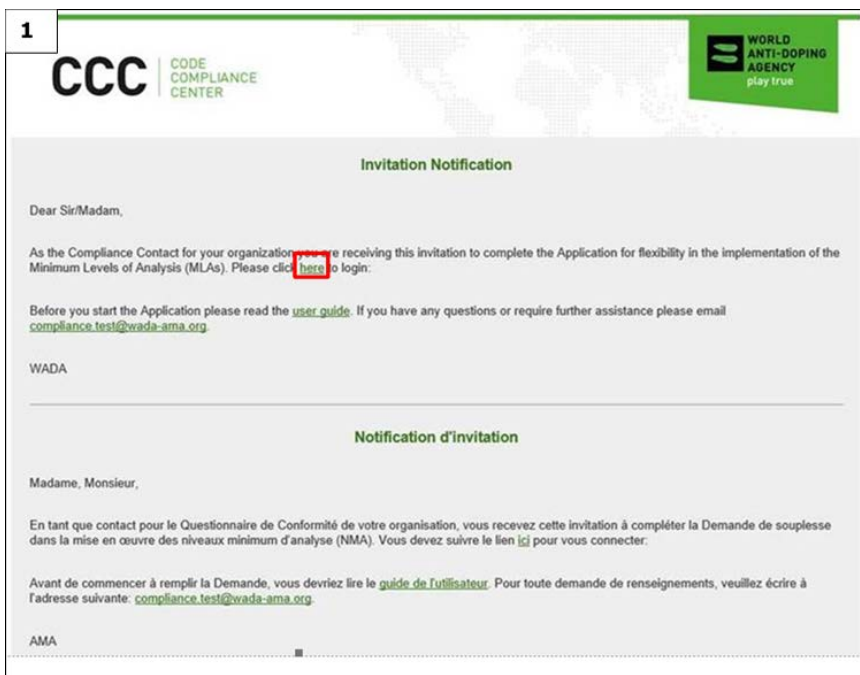
An ADO that is interested in applying for flexibility in the implementation of the MLAs, should contact WADA at [testing@wada-ama.org](mailto:testing@wada-ama.org) and inform them of its intention. WADA will subsequently open access to the online application and send an Invitation Notification to the Compliance Contact<sup>1</sup> of the interested ADO.

Once the Invitation Notification (see screenshot 1) is received, the user can complete the registration process by clicking **‘here’**. The Invitation Notification also includes access to this user guide and the contact email should the ADO require assistance.

**Note:** Screenshot 1 includes the test sites email address, the correct email address for any assistance is [testing@wada-ama.org](mailto:testing@wada-ama.org). See section 9 on page 14 for more information.

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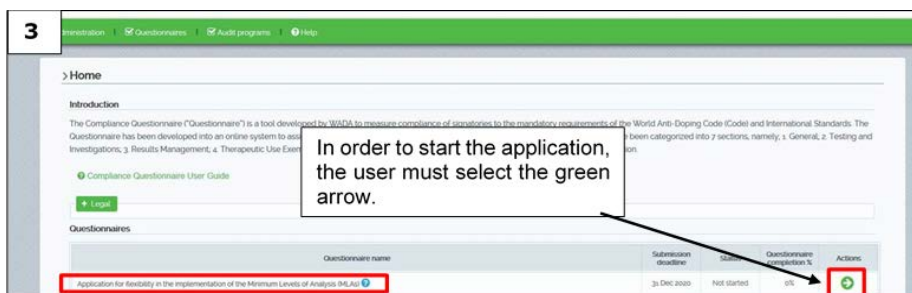
<sup>1</sup>The Compliance Contact is the person who holds the administration account of the ADO in the CCC.



The ADO will then be taken to the **login** page (see screenshot 2) where their username and password can be entered to gain access to the home page of the CCC. If any user forgets their password, they can select a new password by clicking on the **Forgot password?** button on the log in page.



Once access is gained to the home page of the CCC, the user will notice the link to the application for flexibility and in order to proceed with the application they must select the green arrow (see screenshot 3).



### 3.0 Completing the Application

The application for flexibility consists of two sections. Section 1 includes the questions that the ADO is required to answer in order to apply for flexibility. In section 2 the ADO has the opportunity to upload supporting documents to the application e.g., TDP.

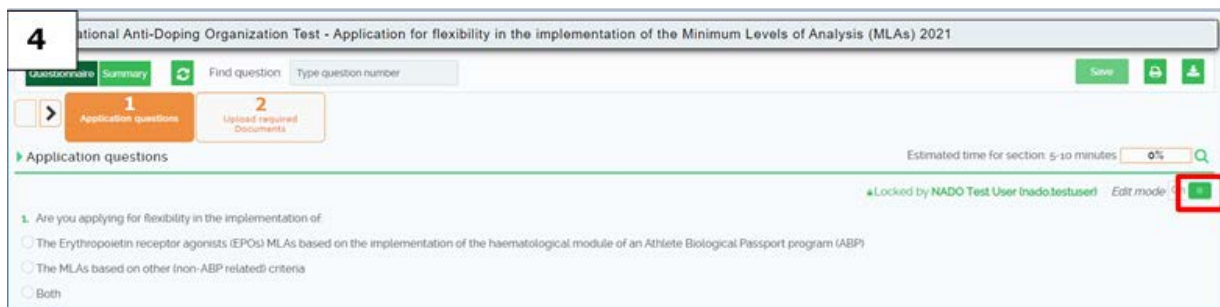
#### 3.1. Opening and completing section 1 of the application

After clicking on the green arrow, the user will be taken to section 1 of the application 'Application questions' and to question 1 (see screenshot 4):

#### 3.2. Are you applying for flexibility in the implementation of:

- a) The Erythropoietin receptor agonists (ERAs, named for the purposes of this Technical Document EPOs<sup>2</sup>) MLAs based on the implementation of the haematological module of an Athlete Biological Passport program (ABP)
- b) The MLAs based on other (non-ABP related) criteria
- c) Both

In order for the user to start answering the questions, they need to press the edit mode button (see red box in screenshot 4).



The application is dynamic in nature and an ADO is only required to answer questions specific to their application. As a result, users may observe that questions are not sequential, and some question numbers do not appear. Users should continue to answer the questions as they appear on the screen. Due to this specificity the time taken to complete the application will vary between ADOs.

If the ADO is applying for flexibility in the implementation of the EPOs MLAs based on the implementation of an ABP, they must select this option in question 1 (see screenshot 5), they are required to answer question 3 to question 9 that are related to an ABP.

<sup>2</sup>The acronym 'EPOs' is used in this Technical Document to describe the substances included under the category S.2.1.1 of the 2021 Prohibited List and analyzed according to the applicable WADA Technical Document for EPO in force.

**5** National Anti-Doping Organization Test - Application for flexibility in the implementation of the Minimum Levels of Analysis

Questionnaire Summary Find question: Type question number

1 Application questions 2 Upload required Documents

▶ Application questions

1. Are you applying for flexibility in the implementation of:

☒ The Erythropoietin receptor agonists (EPOs) MLAs based on the implementation of the haematological m

☐ The MLAs based on other (non-ABP related) criteria

☐ Both

In order to apply based on the implementation of an ABP, the user must select this option.

Alternatively, if the ADO is applying for flexibility based on non-ABP related criteria, they must select this option in question 1 (see screenshot 6), question 3 to question 9 are skipped and they are required to answer question 10 to question 19.

**6** National Anti-Doping Organization Test - Application for flexibility in the implementation of the Minimum Levels of Analysis

Questionnaire Summary Find question: Type question number

1 Application questions 2 Upload required Documents

▶ Application questions

1. Are you applying for flexibility in the implementation of:

☐ The Erythropoietin receptor agonists (EPOs) MLAs based on the implementation of the haematological m

☒ The MLAs based on other (non-ABP related) criteria

☐ Both

In order to apply based on non ABP-related criteria, the user must select this option.

If the ADO is applying for flexibility based on both the implementation of an ABP and non-ABP related criteria, they must select this option in question 1 (see screenshot 7) and answer question 3 to question 19.

**7** National Anti-Doping Organization Test - Application for flexibility in the implementation of the Minimum Levels of Analysis

Questionnaire Summary Find question: Type question number

1 Application questions 2 Upload required Documents

▶ Application questions

1. Are you applying for flexibility in the implementation of:

☐ The Erythropoietin receptor agonists (EPOs) MLAs based on the implementation of the haematological m

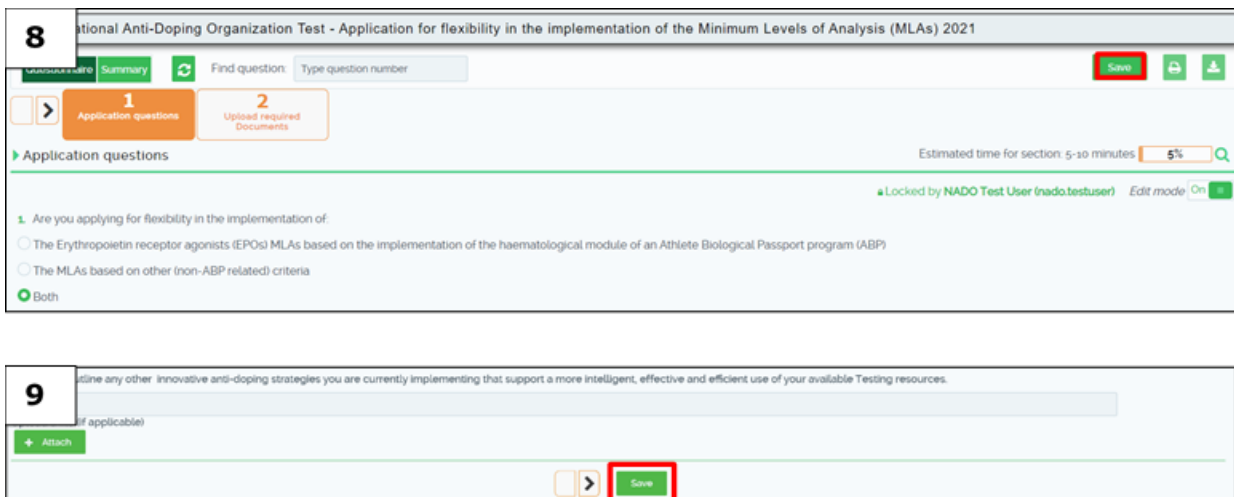
☐ The MLAs based on other (non-ABP related) criteria

☒ Both

In order to apply based on both the implementation of an ABP and non ABP-related criteria, the user must select this option.

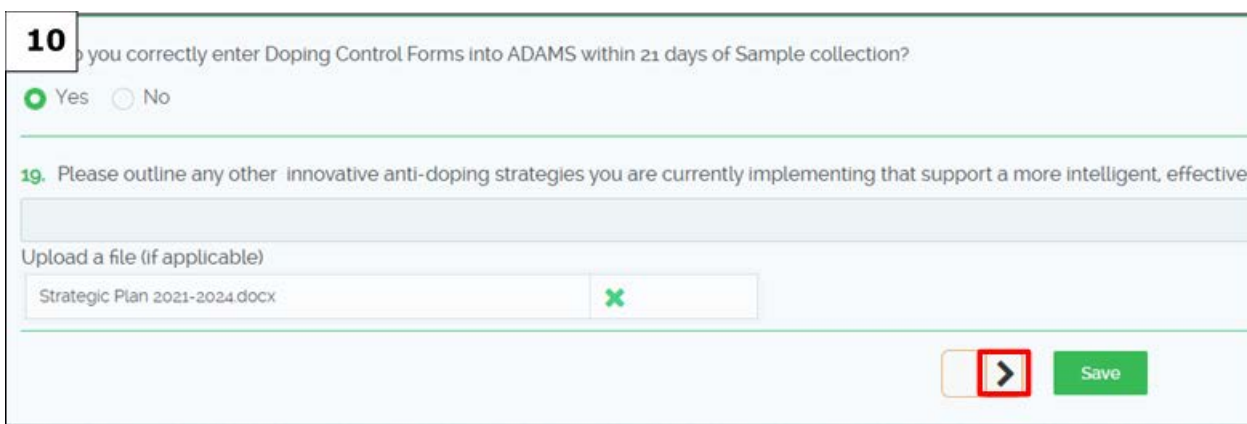
### 3.3. Regularly saving your work

Users are encouraged to save their work as they progress through the application. This can be done by selecting 'save' either at the top or the bottom of the page (see red boxes in screenshots 8 and 9).



### 3.4. Completing section 2 of the application

Once the user has answered all required questions in section 1, they should select the right arrow at the bottom of the page to proceed to section 2 'Upload required Documents' (see red box in screenshot 10).



Once the user is taken to section 2 of the application, they are asked to submit the latest version of the ADO's Risk Assessment and Test Distribution Plan (see screenshot 11). For more information on how to upload documents, see section 4.4 on page 10.

11

National Anti-Doping Organization Test - Application for flexibility in the implementation of the Minimum Levels of Analysis (MLAs)

Questionnaire

Summary

Find question:

<

1

2

Application questions

Upload required Documents

Upload required Documents

20. Please attach the latest version of your Risk Assessment.

+ Attach

No documents

21. Please attach the latest version of your Test Distribution Plan (TDP).

+ Attach

No documents

<

Save

## 4.0 Different Types of Questions

The application contains different types of questions, designed to help the user provide the required responses and information in the most efficient manner. The different type of questions and the required action of a user include:

### 4.1. Yes / No

The most common type of question is a simple **yes or no** selection, rarely accompanied with a third **not applicable** option. The user selects the appropriate answer by clicking on the circle next to the relevant option. Once selected the circle becomes green to highlight the option chosen (see screenshot 12).

12

Are you prioritizing Target Testing for both In-Competition and Out-of-Competition?

☒ Yes

☐ No

### 4.2. Single choice

Another type of question is single choice from a list of options. In these types of questions, the user can select a single choice from a number of options to best describe their response (see screenshot 13).

13

ABP program managed by a WADA-approved Athlete Passport Management Unit (APMU) in accordance with the applicable Technical Document for Athlete Passport Management Units in force?

☐ No

51 Please state which APMU you have partnered with for the implementation of the haematological module of the ABP.

☒ Australian Sports Drug Testing Laboratory

☐ Seibersdorf Labor GmbH Doping Control Laboratory



### 4.3. Pick list - Entering numerical data

For some questions (e.g. 3 and 10) a user is required to select from a pick list in order to populate a table where relevant information can be provided (see screenshot 14).

The user must firstly select the relevant category of the sports /disciplines they seek the flexibility for.

The user needs to then select a sport and discipline by clicking on the green box with the white down facing arrow (see the red box highlighting the selection arrow in screenshot 14). The user can use the search box or scroll down to find the relevant sport. Once a sport is selected only the relevant disciplines appear for the user to select.

Once a sport (e.g. Aquatics) and a discipline (e.g. Open Water) have been selected, the user should enter the numerical data for the % of flexibility requested. ADOs are reminded that they can only request up to 50% flexibility of the existing MLA (see screenshot 15).

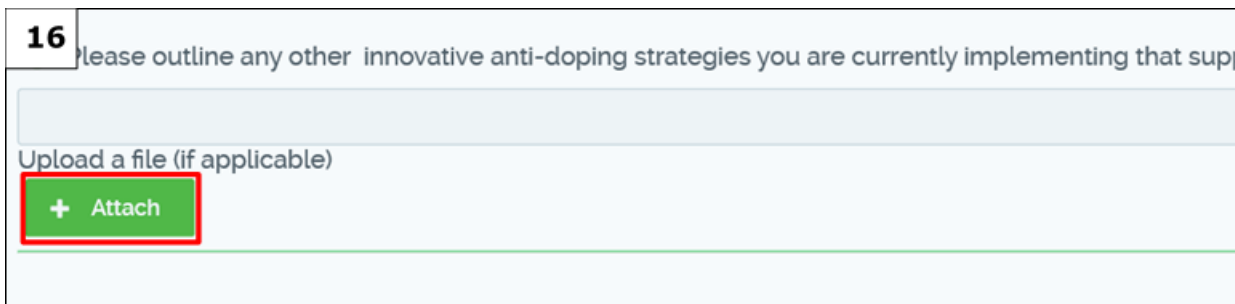
Number (up to 50) must be entered directly into these number boxes.

### 4.4. Uploading documents

Where requested users are required to upload a document to support their response to a question

and/or their application. Only the following file types can be uploaded: jpeg, pdf, txt, doc, docx, png, xlsx, xls, csv, ppt and pptx. The maximum file size of each individual document is 5MB.

To upload a document a user selects '**Attach**' (see red box in screenshot 16) and then selects a document from their own files.

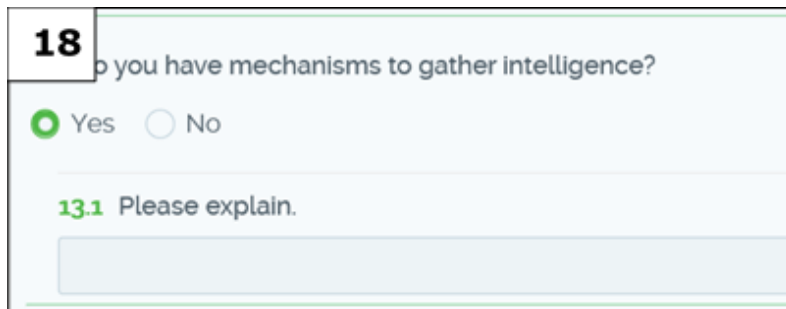


Once uploaded, if the user wishes to delete the document, they need to select the highlighted icon in the red box in screenshot 17.



#### 4.5. Free text boxes

Where an answer to a question requires some further explanation, free text boxes are available to users. Often free text boxes appear when the option **Yes** is selected in Yes/No type of question (see screenshot 18). Users are encouraged to provide brief and concise answers in free text boxes in English or French.

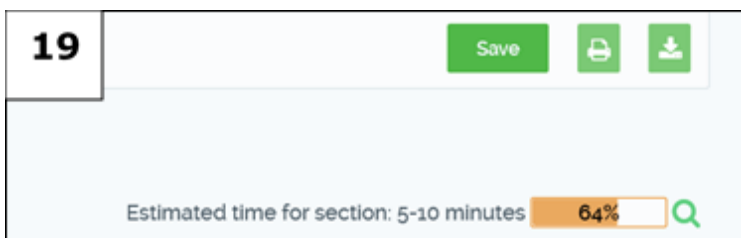


## 5.0 Other features

In order to enhance the user's experience, the system includes a number of other features that will assist signatories to complete their application as efficiently as possible.

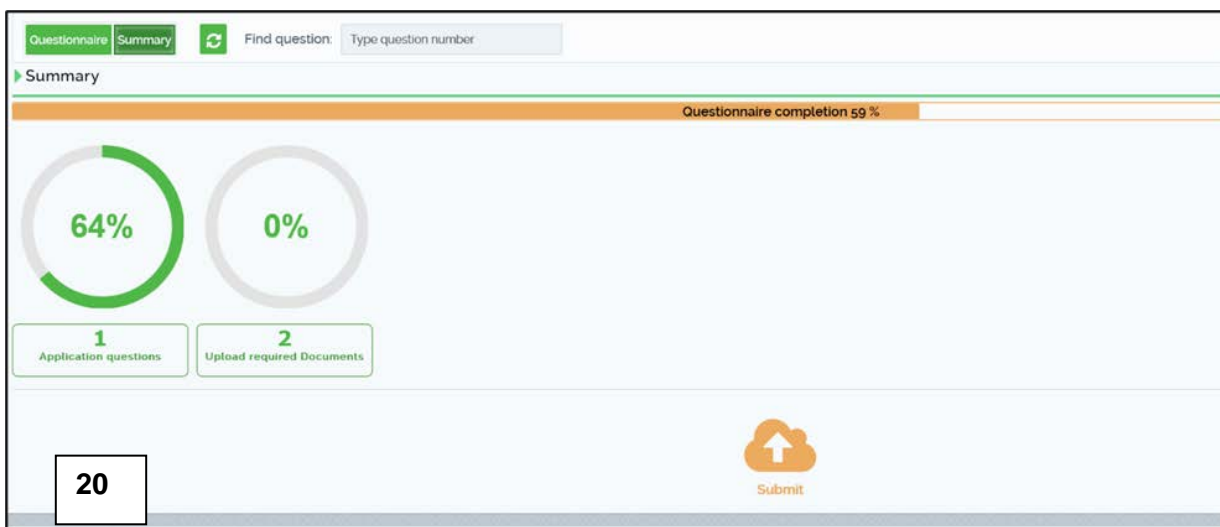
### 5.1. Progress bar and estimated time guide

In the top right corner of the application (see screenshot 19) a progress bar percentage shows the user how far they have advanced through a section. The bar is updated every time a user clicks 'save'.



### 5.2. Summary page

In the top left corner of the application a **Summary** page is available to show the ADO progress towards completing the application. The overall progress bar and section progress circles reflect the last time the application was saved (see screenshot 20). This is a visual tool which can be used by the user to monitor progress while completing the application.



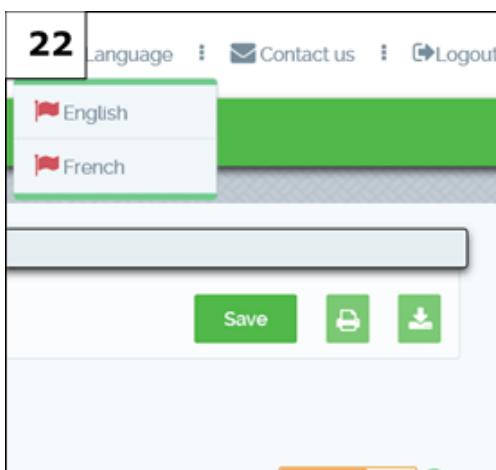
### 5.3. TDSSA references

For any question where there is a direct link to an article of the TDSSA, the relevant reference has been inserted to assist ADOs in answering the question. The article can be accessed by selecting the link (see red boxes in screenshot 21).



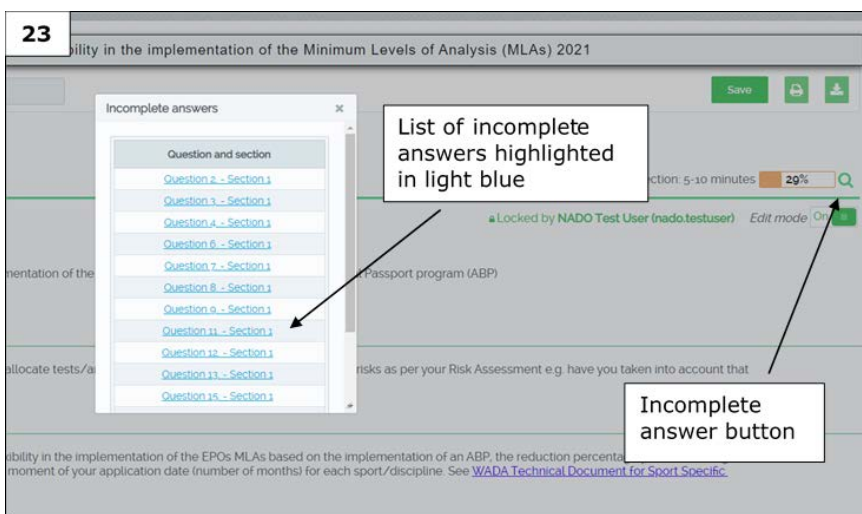
## 5.4. Language

Another feature designed to assist ADOs is the availability of the application in both English and French. In the top right corner, the user can select the language option of the application (see screenshot 22) and select either English or French. Users can choose to switch between the two languages at any time.



## 5.5. Incomplete answer button

A final feature to allow users to identify questions that have not been completed is also included. By selecting this button, the user will see any question(s) in that section highlighted in light blue that have not been completed (see screenshot 23). This enables the user to easily navigate to these questions and complete them accordingly.



## 6.0 Submitting a completed Application

Only when an application is 100% complete and all answers are saved (see section 3.2 on Page 5) can an ADO submit it to WADA. The submit button can be found on the summary section. Prior to pressing the **submit** button (see red box screenshot 24) the user should ensure they are

satisfied with the responses provided across the application and conduct a final review.

Once the submit button is pressed no other changes will be permitted to the application. It will only be available to the ADO in a 'read-only' format from this point onwards.

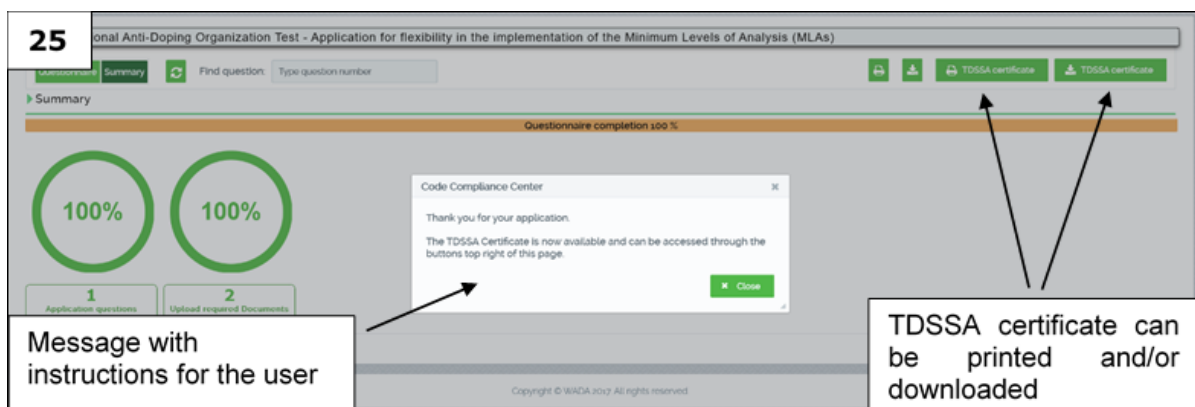


24

Should an ADO demonstrate the need to amend an answer to a question or questions after it has been submitted the application can be re-accessed only in exceptional circumstances. An ADO would need to send an email to [testing@wada-ama.org](mailto:testing@wada-ama.org) and clearly state the reason for amending an answer and the specific question(s) they intend to update.

## 7.0 Issuing a TDSSA certificate

The CCC system will automatically assess whether the ADO's application is approved or declined. Once an application has been submitted, the CCC system will generate a message (see screenshot 25) with instructions where the automatically generated certificate can be found. The TDSSA certificate will inform the ADO of the outcome. Should the ADO like to discuss with WADA the outcome of their application, they can email [testing@wada-ama.org](mailto:testing@wada-ama.org).



## 8.0 Review of an ADO's Application by WADA

An ADO's application is subject to review and WADA withholds the right to request further

information from the ADO to justify the requested flexibility. WADA may withdraw or reduce the level of flexibility if the self-assessment was incorrectly answered, or relevant documents requested are either partially submitted or found not to be compliant with the ISTI.

## **9.0 Support**

Users can contact WADA for support, whether technical questions relating to the application platform or assistance in answering any questions at [testing@wada-ama.org](mailto:testing@wada-ama.org).