Reporting Guide to Monitor Testing

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Contents

1.   Introduction

On 2 October 2014, the World Anti-Doping Agency (WADA) published the **Technical Document for Sport Specific Analysis (TDSSA)**, which is intended to ensure that Prohibited Substances and/or Prohibited Methods within the scope of the TDSSA and other tools that support the detection of Prohibited Substances and/or identify the Use of Prohibited Methods such as the Athlete Biological Passport (ABP) are subject to an appropriate and consistent level of use, analysis and adoption by all Anti-Doping Organizations (ADOs) that conduct testing in the relevant sports and disciplines. Compliance with the TDSSA is mandatory under article 4.2.4 of the 2021 International Standard for Testing and Investigations (ISTI); and, since 1 January 2016 WADA has been monitoring implementation of the TDSSA closely.

On 1 June 2016, following a decision by WADA's Executive Committee, it became mandatory for ADOs to enter all Doping Control Forms (DCFs) into the Anti-Doping Administration and Management System (ADAMS) within twenty-one days of the date of sample collection.

As both TDSSA implementation and entry of DCFs into ADAMS are mandatory, WADA monitors them closely from a Code compliance perspective. Failure to comply with these requirements can result in a declaration of non-compliance.

WADA developed this new Reporting Guide to Monitor Testing in order to assist ADOs with these compliance requirements. The Guide provides step by step instructions to:

- ❖ generate relevant reports in ADAMS;
- ❖ cross check the data and;
- ❖ take the necessary action to eliminate any data entry errors,

so that ADOs can monitor their compliance with the TDSSA and DCF entry based on accurate testing data.

There are various ways to determine the number of tests and analyses from the ADAMS reports. This Guide illustrates a basic way to perform the exercise; using vlookup in Excel to extract the relevant figures based on the principles outlined in this Guide.

Internet Explorer 11 and Microsoft Excel 2016 were used to create the screenshots and the instructions in this Guide. The procedures may be slightly different on other web browsers and different versions of Microsoft Excel.

All ADAMS templates recommended in this Guide are created in the current ADAMS system and require some manual handling of data to identify the missing or wrong information, if any, and to extract the relevant figures for compliance monitoring.

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Overview of the Monitoring Process

```
┌─────────────────────────┐          ┌─────────────────────────┐
│ Generate a Laboratory   │          │ Generate a Sample       │
│ Result Report (LRR) in  │          │ Collection Report (SCR) │
│ ADAMS by using the      │          │ in ADAMS by using the   │
│ WADA template           │          │ WADA template           │
└─────────────────────────┘          └─────────────────────────┘
              \                          /
               \                        /
              ┌──────────────────────────┐
              │ Cross-check the data in  │
              │ LRR and SCR to identify  │
              │ data entry errors        │
              └──────────────────────────┘
                          │
              ┌──────────────────────────┐
              │ Initiate corrective      │
              │ actions to eliminate the │
              │ mistakes in the reports  │
              └──────────────────────────┘
                          │
              ┌──────────────────────────┐
              │ Generate an updated LRR  │
              │ and SCR to monitor DCF   │
              │ entry                    │
              └──────────────────────────┘
```
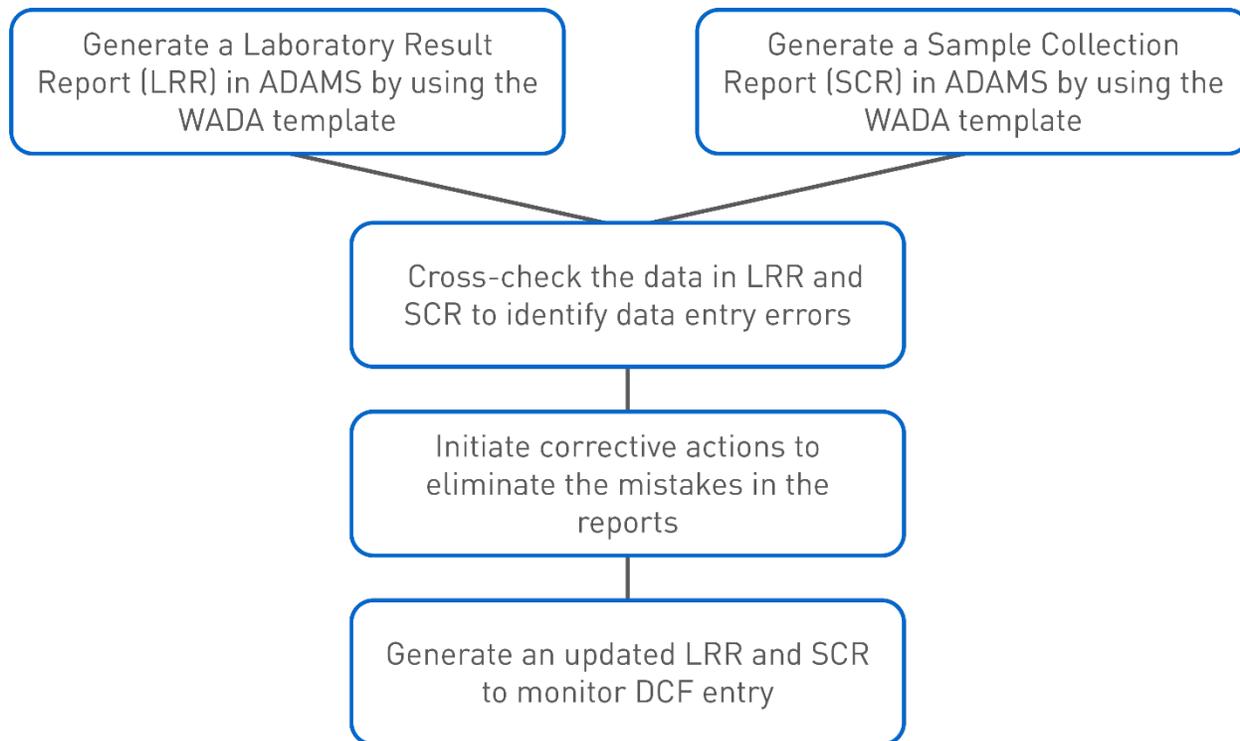
2. Generate a Lab Result Report (LRR) in ADAMS

The LRR retrieves information from the sample analysis results that are submitted by Laboratories in ADAMS.

1. **Choose the Lab Result Report in the Reports module on the ADAMS main page.**
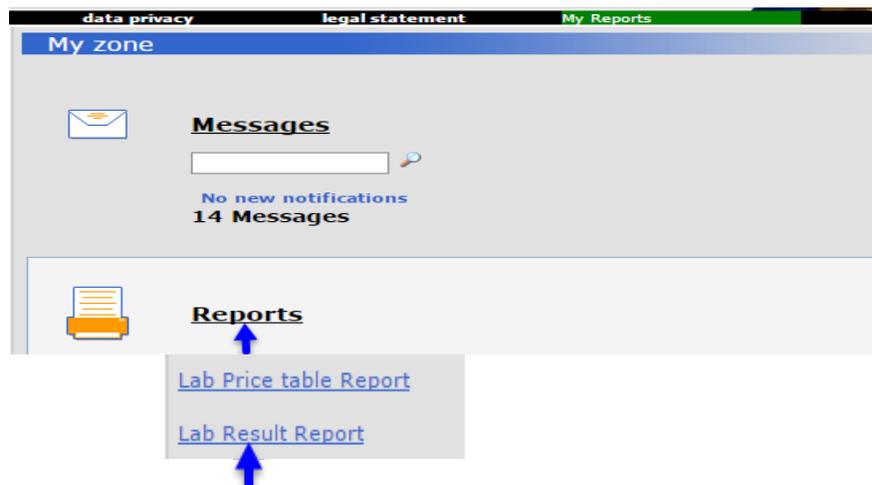
2. **Open the existing template created by WADA.**

   a) Click **open** at the top right corner of the LRR page.

   b) In the pop-up[1] Open report window:

   ❖ Select **WADA-AMA** in the Organization field;

   ❖ Choose **LRR DCF Entry Monitor** in the Report group field;

   ❖ The name of the template **LRR DCF Entry Monitor** will appear in the Report name field.

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[1] ADAMS requires pop-ups to operate properly. Please ensure that your browser allows pop-ups coming from https://adams.wada-ama.org/adams/
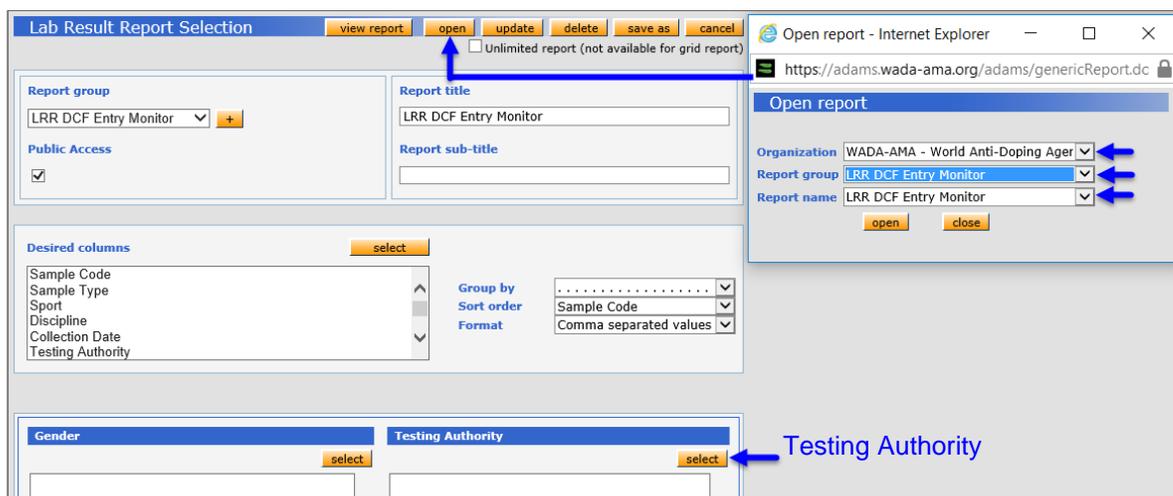
c) Click **open** to open the template.

3. **Click select to choose your organization in the *Testing Authority* field and then click save.**

4. **Specify the Collection Date range to define the scope of data to be included in the report. This can be done by either typing a date in the from/to fields or selecting from the pop-up calendar.**
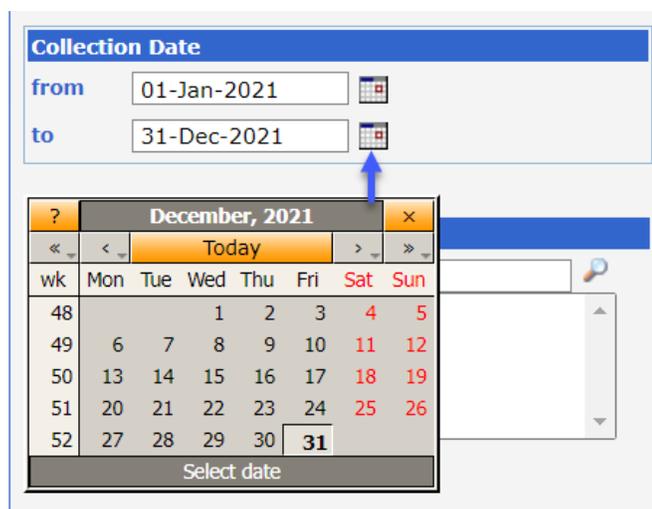
5. **Click view report at the top or bottom of the LRR page to launch the report and start retrieving data.**
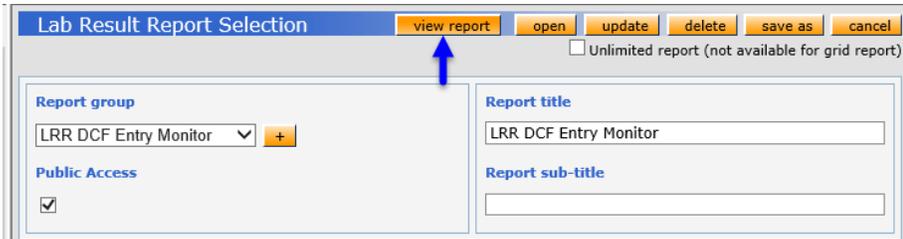
6. **A *Report has been launched* window will pop up. Click on go to My Reports to proceed to *My Reports* page.**
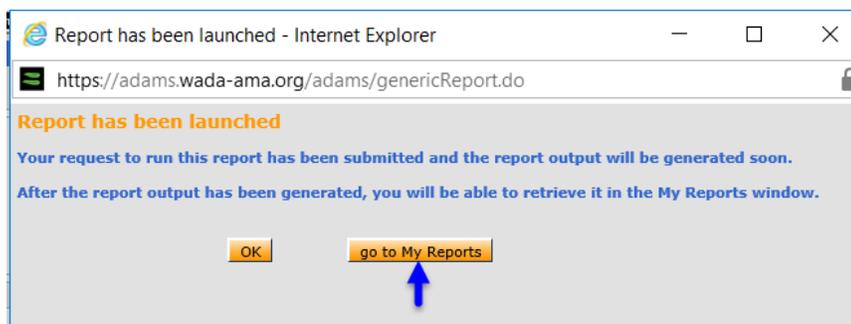
7. **Open and view the completed LRR.**

    a) Use the **Refresh** button to refresh *My Reports* page if the report is not yet completed after the page is open.

    b) Click on the **Completed** status icon and the report will open as a CSV file.
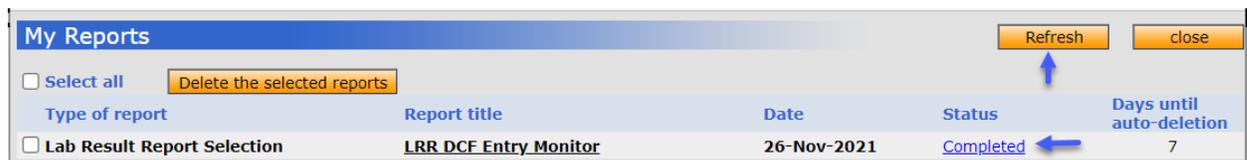
8. **Open the report as a CSV file and convert it to an Excel spreadsheet as explained in section '*Convert the CSV file to an Excel spreadsheet*' in this chapter.**

   Video on how to generate the Lab Result Report (LRR).

DATA CLUSTER

If the data is clustered in the first column of each row in the CSV file, you will need to change the List separator setting in your computer. Go to Control Panel-Region-Additional settings. Set List separator value to comma "," as shown in the screenshot below. Open the csv file again and it will look as a properly formatted spreadsheet.
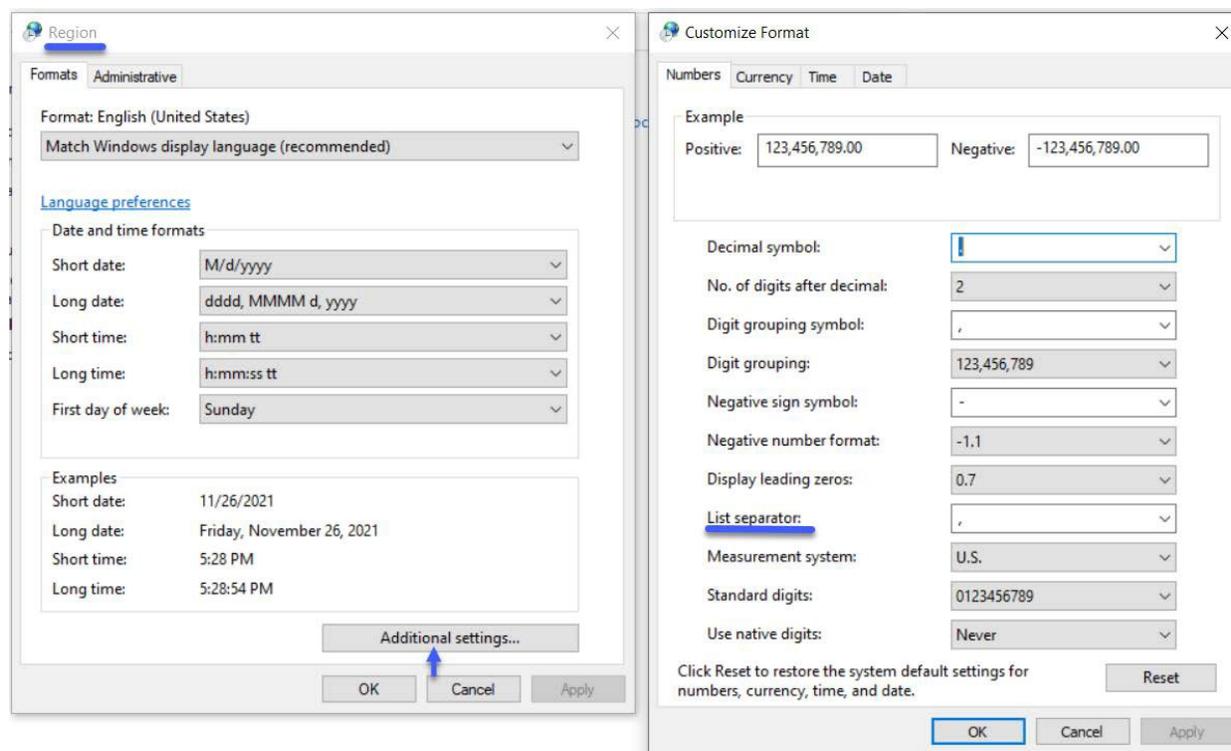
CONVERT THE CSV FILE TO AN EXCEL SPREADSHEET:

a) When the CSV file is opened, click the **File** tab at the top left corner of the Excel window and select **Save As**.

b) Click the drop-down menu to the right of *Save as type* and choose the **Excel Workbook (*.xlsx)** option at the top of the list.

c) Type a **name** for the new file in the *File name* field, then click on **Save**.

d) It is suggested to add the date when the report is generated in the name of the file to track data extracted from ADAMS on different   days.

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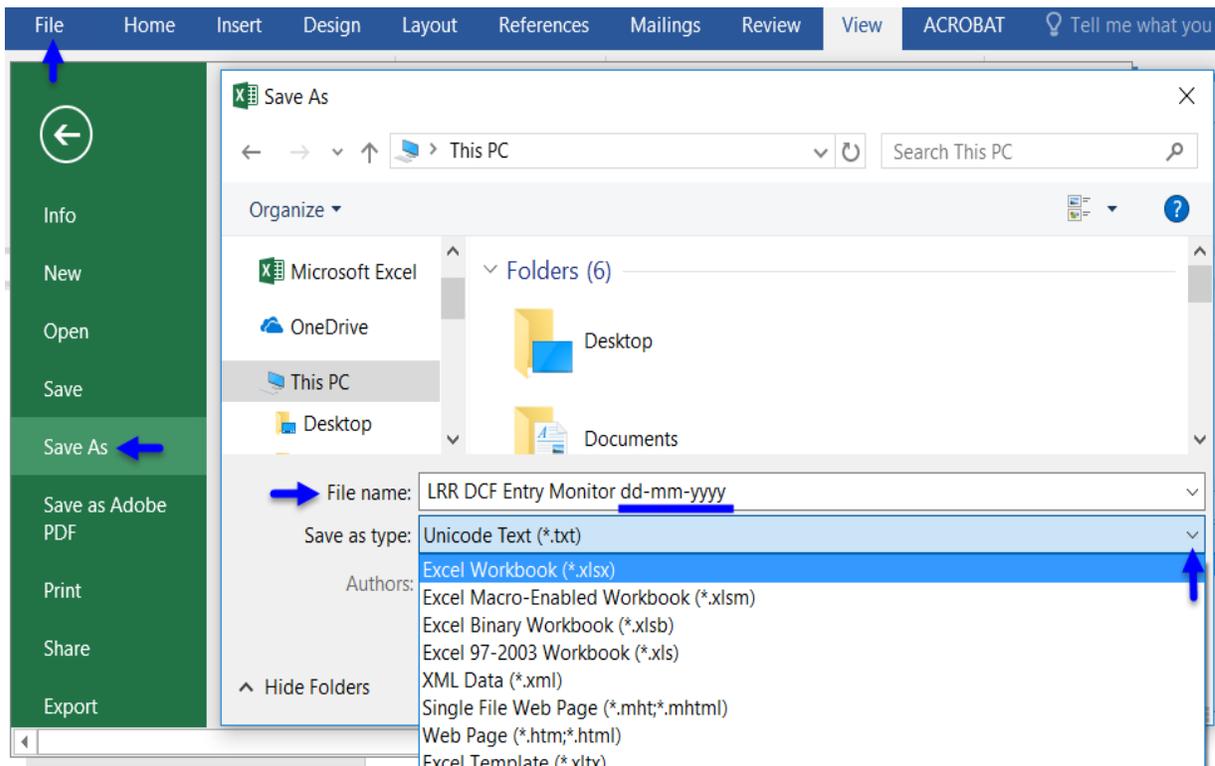
3. Generate a Sample Collection Report (SCR) in ADAMS

1. **Choose the Sample Collection Report in the Reports module on the *ADAMS main page.***
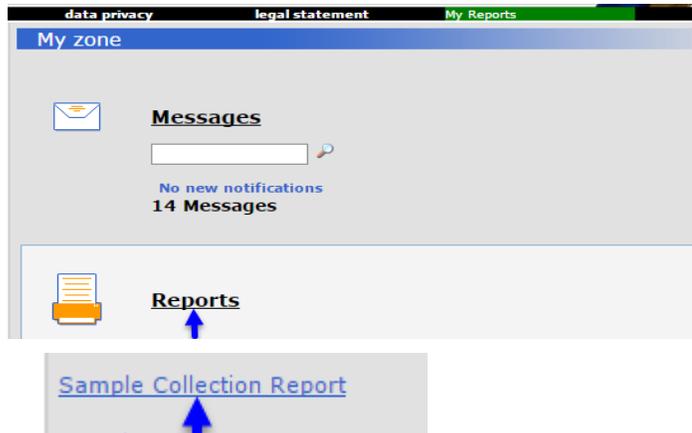
2. **Open the existing template created by WADA:**

    a) Click **open** at the top right corner of the *SCR* page.

    b) In the pop-up *Open report* window:

       ❖ Select **WADA-AMA** in the *Organization* field;

       ❖ Choose **SCR ADO Statistics Report** in the *Report group* field;

       ❖ The name of the template **SCR ADO Statistics Report** will appear in the *Report name* field;

    c) Click **open** to open the template.

3. Click **select** to choose your organization in the *Testing Authority* field and then click **save**.

4. Specify the **Collection Date** range to define the scope of data to be included in the report. This can be done by either typing a date in the *from/to* fields or selecting from the pop-up calendar.
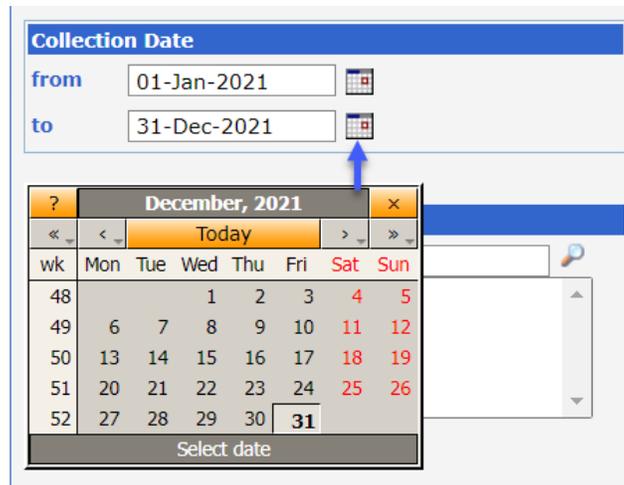
5. Click **view report** at the top or bottom of the SCR page to launch the report and start retrieving data.

6. A *Report has been launched* window will pop up. Click on **go to My Reports** to proceed to *My Reports* page.

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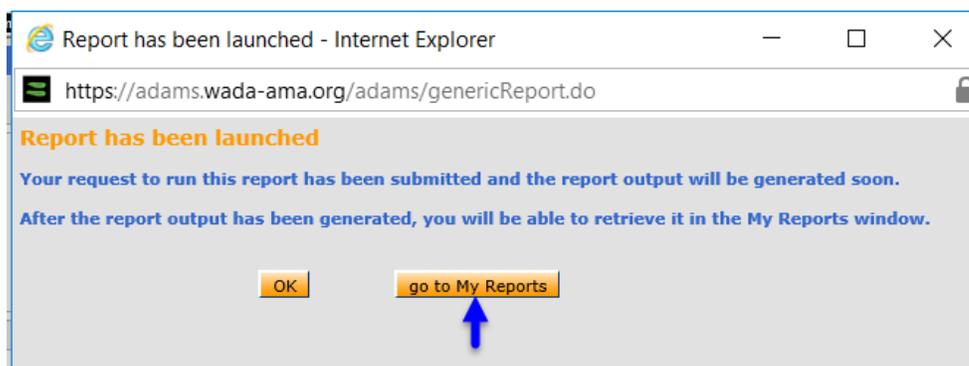
7. **Open and view the completed SCR.**

   a) Use the **Refresh** button to refresh *My Reports* page if the report is not yet completed after the page is opened.

   b) Clicking on the **Completed** status icon will open the report as a CSV file.
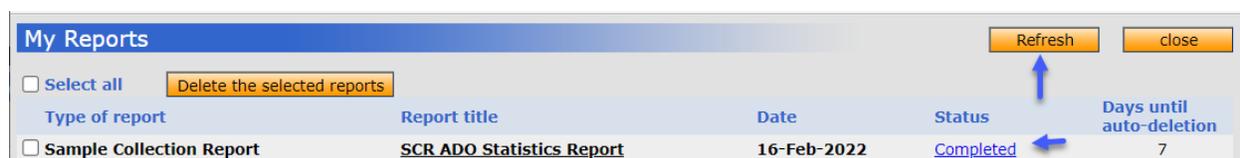
8. **Open the report as a CSV file and convert it to an Excel spreadsheet as explained in section '*Convert the CSV file to an Excel spreadsheet*' of chapter 2.**

Video on how to generate the <u>Sample Collection Report (SCR)</u>.

4. Identify and Correct Mistakes in ADAMS Reports

ADOs are recommended to generate a LRR and a SCR to verify the accuracy of the analysis data related to their organization on a regular basis (e.g., monthly) so that any data entry errors are corrected in a timely fashion. Such checking and correcting exercise is also important to ensure that ADOs' testing data are accurately reflected in the global Anti-Doping Testing Figures Reports.

The LRR generated by following the instructions in Section 2 of this Guide contains the results of all urine and blood samples reported by the laboratories in ADAMS with your organization as the Testing Authority (TA). Athlete Biological Passport (ABP) blood sample results are not included in this LRR and those results can be extracted separately from a biological result report in ADAMS if needed.

The SCR generated by following the instructions in Section 3 of this Guide contains all urine and blood samples for which your organization is recorded as the TA.

ADOs should verify the sample codes in the two reports against one another.

Video on How to Identify Mistakes Using the LRR and SCR.

For a small number of samples, an easy way could be sorting the sample codes from smallest to largest in both reports, copy them to two columns next to each other in one Excel worksheet and then compare the codes in the same row. See the illustration below.
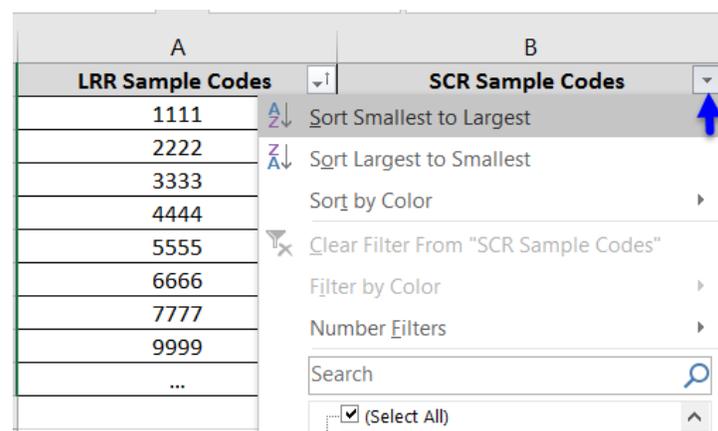
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For a large number of samples, it is recommended to use the "vlookup" formula in Excel. See the following video which demonstrates how to use this formula to verify if the LRR samples are in the SCR: **https://youtu.be/e603BxXLF5s**

The four arguments in the vlookup fomula are:

1. Lookup_value: the cell to the left of the formula, containing the sample codes in LRR;

2. Table_array: the sample codes column in the SCR;

3. Col_index_num: 1;

4. [range_lookup]:FALSE (exact match)

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1. **Check the sample codes in the LRR against the SCR.**

   Check whether all the sample codes in the LRR are included in the SCR. If some sample codes included in the LRR are missing from the SCR, the DCFs may not have been created yet in ADAMS for very recent tests within 21 days (the results are reported by the laboratory before the DCFs are entered by the ADO), or there could be a mistake in the TA field in the laboratory result created by the laboratory.

Corrective Actions for the ADOs:

   ❖ Refer to your own files to verify if you had a testing mission at the date corresponding to the collection dates of the missing sample codes. If so, verify your documentation to ensure that all the DCFs were created in ADAMS. Refer to Section 5 of this Guide for more information.

   ❖ If the sample that is missing in the SCR is a double-blind sample for the laboratory quality control purpose, you should remove this sample from the LRR.

   ❖ If you have no mission corresponding to the collection dates of the missing codes, the samples probably do not belong to your organization. Contact the laboratory to ask them to verify the TA on the original copy of the corresponding DCFs or the chain of custody and to modify the TA in the laboratory result in ADAMS   accordingly.

   ❖ In some cases, the Sample Collection Authority (if different from the TA) may need to be contacted to provide clarification on the information included on the DCF original copy.

2. **Check the sample codes in the SCR against the LRR.**

   Check whether all urine and blood sample codes in the SCR are also included in the LRR. If some sample codes included in the SCR are missing from the LRR, the laboratory may not have reported the results yet in ADAMS (normal pending results) or there could be a mistake in the TA field in the laboratory result. The samples that are not found in the LRR could have been reported under another ADO by the laboratory.

Corrective Actions for the ADOs:

   ❖ Refer to your mission documentation to ensure the sample codes from the SCR are correct. Refer to Section 5 of this Guide for more information. If it has been more than 20 working days since the sample were received by the laboratory (Article 5.3.8.4 of the International Standards for Laboratories), contact the laboratory to follow up on the pending results.

   ❖ If the sample missing in the LRR is a sample that was not analyzed by the laboratory upon agreement with the ADO, contact the laboratory and ask them to submit the result as "not analyzed" in ADAMS.

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❖ If all the information from the SCR is correct, contact the laboratory to ask them to verify the TA on the original copy of the DCF and to modify the TA in the laboratory result in ADAMS accordingly (if applicable).

3. **Reject the match between a DCF and a laboratory result.**

Once a DCF is matched to a laboratory result, certain fields in the laboratory result will be locked from modification by the laboratory unless the match is rejected by the TA and/or Results Management Authority (RMA). The process to reject a match is as follows:

a) Search for the sample code in ADAMS and open the DCF page;

b) Find and click the yellow button of laboratory result (i.e. Negative Result, AAF or ATF) at the bottom of the DCF;

c) Click on No-Reject Match on the Result Verification page.

5. Monitor DCF Entry in ADAMS

1. **Criteria to match a DCF and a laboratory result in ADAMS**

   In ADAMS, for a laboratory result (created by the laboratory) to be matched to its corresponding sample's DCF (created by the ADO), the information in the following four fields must be identical:

   - ❖ Sample code
   - ❖ Sample type
   - ❖ Sport
   - ❖ Laboratory

   Only after the laboratory result and the DCF are matched will the TA be able to see the laboratory result on the DCF page in ADAMS, as well as in the "Analysis Results" column in the SCR.

2. **Identify missing DCFs**

   After eliminating the data entry mistakes by following the instructions in Section 4 of this Guide, generate a new LRR in ADAMS to create an updated Excel spreadsheet (follow instructions of Section 2 of this Guide).

   In this updated LRR, check the column "Testing Authority from DCF". No data in this column means that the laboratory result has not been matched to a DCF in ADAMS and therefore the DCF for this sample is considered "missing".

A	B	C	D	E	F	G
Samp	Sam	Sport	Discipline	Collection Date	Testing Authority	Testing Authority from DCF
****	Urine	Sport-1	Discipline-1	1/1/2017	ADO-1	ADO-1
****	Urine	Sport-2	Discipline-2	1/2/2017	ADO-1	ADO-1
****	Urine	Sport-3	Discipline-3	1/3/2017	ADO-1	

Check if DCF is entered.

3. **Identify laboratory results not matched to existing DCFs**

There is a possibility that the DCF has been entered in ADAMS but is not matched to the corresponding laboratory result due to conflicting information in the four matching criteria. Under such circumstance, the sample code is included in the SCR (based on DCF) but shows no value in the "Testing Authority from DCF" column in LRR because of the no-match.

It is also possible that the DCF is entered in ADAMS and that the information in the four matching fields is also identical to the laboratory result, however there is still no value displayed in the "Testing Authority from DCF" column of the LRR. This may be due to data entry mistakes preventing the match between the laboratory result and the corresponding DCF.

The following table shortlists have some common mistakes that can prevent the match between an existing DCF and laboratory result for the same sample code in ADAMS. It is important to carefully check the data for each sample code in question to identify the reason of no-match and take the corrective action accordingly.

Sample Code from ADAMS DCF (found on SCR)	Sample Code from Lab Result (found on LRR)	Reason for No-match	Corrective Actions
01234	1234	"0" is considered a number at the beginning of the *sample code* field.	Remove the "0" at the beginning of the *sample code* field.
123O	1230	Letter "O" typed by mistake instead of number "0" in the *sample code* field.	Correct letter "O" to number "0" in the *sample code* field.
"01234 "	"1234 "	A space is considered a number at the beginning or end of the *sample code* field.	Remove unnecessary spaces in the *sample code* field.
1235 12388	1238	Any other mistakes in the *sample code* field can prevent the match. Mistakes are often due to misinterpretation of handwriting on the original copy DCF or simply typos when the ADAMS DCF was created; as the lab has access to the sample bottle with official sample code, their sample code is usually correct.	Review the original copy DCF to confirm the sample code number matches the lab's and correct the *sample code* field accordingly.
Boxing Bowls Para-Athletics Sitting Volleyball Table Tennis Etc.	Kickboxing Bowling Athletics Volleyball Tennis Etc.	Different sport codes.	Review the original copy DCF to confirm the sport of the athlete tested: - If the *sport* field of the ADAMS DCF shows the wrong sport, simply amend it accordingly. - If the lab result shows the wrong sport, contact the lab to ask that they amend the result accordingly.
Blood passport	Blood	Different sample type. *Blood and blood passport are two different sample types in ADAMS. If a whole blood sample is analyzed for both ABP and another prohibited substance(s), the sample code needs to be entered twice as "blood" and "blood passport" respectively on the DCF page in ADAMS.*	Review the original copy DCF to confirm the sample type: - If *sample type* field in the ADAMS DCF shows the wrong sample type, simply amend it accordingly. - If the lab result shows the wrong sample type, contact the lab to ask that they amend the result accordingly.
Partial sample box is checked	-	ADAMS does not match a lab result to a partial sample.	Uncheck the partial sample box in the ADAMS DCF and save.
DCF status is "Cancelled"	-	ADAMS does not match a lab result to a cancelled DCF.	- Use the "Correct" button* on top of DCF page to delete the DCF; - Enter a reason for deleting and save; - Create a new DCF with the same sample code. *If the "Correct" button does not appear on top of your screen, contact the ADAMS Administrator of your ADO to add this role to your ADAMS user account.*
Two zeros at the beginning as part of the sample code "0012123"	" 12123"	ADAMS does not match a lab result to a DCF that has a different sample code.	- Review the original copy DCF to confirm the sample code number matches the lab's and correct the sample code field accordingly. - Provide specific instructions to the lab as to how report the leading zeros.

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6. TDSSA Monitoring

The new Next Generation (ADAMS NextGen) ADAMS Testing Center Modules include the TDSSA Monitoring module. ADOs can use this tool to monitor their compliance with the TDSSA requirements (i.e., the minimum levels of analysis (MLAs) for all sport/disciplines included in the TDSSA) regularly. Once you have completed the tests and have entered DCFs into ADAMS, and the results are reported by the laboratory, the TDSSA Monitoring module automatically calculates your TDSSA implementation. If you identify any errors in DCF entry and correct them, it will be automatically reflected in the TDSSA Monitoring module.

How to access ADAMS NextGen Testing Center and how to monitor your organization's TDSSA implementation can be found in **ADAMS Help Center**.

Accessing Testing Center
TDSSA Monitoring

7. Contact

For further questions and inquiries regarding ADAMS account and reports, please contact the **ADAMS Support Team** at **adams@wada-ama.org**.