

Chain of Custody Form

These instructions will help the **Doping Control Officer (DCO)** complete the standard Chain of Custody Form developed by the World Anti-Doping Agency (WADA) in coordination with stakeholders.

These instructions are to be used in conjunction with Version 3 (12-2010) of the Chain of Custody Form.

Overview

This Chain of Custody Form has been produced by WADA with the aim of standardizing documentation to simplify the doping control process for DCOs and Laboratory staff. This form is to be used to document the chain of custody of the samples between the end of the sample collection session and DCO hand-over to the courier or the Laboratory.

General Comments

- All times must be written using the 24 hour clock.
- Write clearly in block capitals and press hard to ensure that all copies are legible.
- Draw a clear line through any part of the form which is not applicable.

Top right section of form

TEST AUTHORISED BY CONTRÔLE AUTORISÉ PAR	
SAMPLE COLLECTION AUTHORITY AUTORITÉ DE PRÉLEVEMENT D'ÉCHANTILLONS	
RESULTS MANAGEMENT AUTHORITY AUTORITÉ DE GESTION DES RESULTANTS	

- **Test Authorized By:** The **DCO** will insert the name of the organization which initiated/authorized the test.
- **Sample Collection Agency:** The **DCO** will insert the name of the organization which has certified him/her to conduct sample collection.
- **Results Management Authority:** The **DCO** will insert the name of the organization under whose anti-doping rules possible violations would be managed (e.g. the International Federation, National Anti-Doping Organization).

Section 1 - Sample Collection Session

1. SAMPLE COLLECTION SESSION • SÉANCE DE PRÉLÈVEMENT D'ÉCHANTILLON

DCO NAME NOM DE L'ACD				OUT OF COMPETITION HORS COMPÉTITION	<input type="checkbox"/>	IN COMPETITION EN COMPÉTITION	<input type="checkbox"/>	TEST MISSION CODE CODE DE MISSION DE CONTRÔLE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TEST LOCATION LIEU DU CONTRÔLE	CITY / VILLE		STATE / PROVINCE		COUNTRY / PAYS			NUMBER OF SAMPLES NOMBRE D'ÉCHANTILLONS		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SPORT DISCIPLINE			SPORT FEDERATION FÉDÉRATION SPORTIVE					DATE		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
										DD / JJ	MM	YYYY / AAAA						

- The **DCO** should print their name, whether the mission was In-Competition or Out-of-Competition and the Test Mission Code.
- Record the location of the mission and the number of samples (urine and/or blood) included in the shipment. Please note that a maximum of 10 samples can be recorded on one Chain of Custody Form. If more than 10 samples have been collected, then additional Chain of Custody Forms will be required.
- Record the Sport and Sport Federation in relation to the mission. The Sport Federation is important information for the laboratory and this will be provided by either the Testing Authority or authorized Sample Collection Agency.

Section 2 - Sample Code Numbers and Analytical Information

2. SAMPLE CODE NUMBERS AND ANALYTICAL INFORMATION • NUMÉROS DE CODE D'ÉCHANTILLON ET INFORMATIONS SUR L'ANALYSE

	SAMPLE CODE NUMBERS NUMÉROS DES CODES D'ÉCHANTILLONS	SPECIFIC SAMPLE ANALYSIS (IF APPLICABLE) ANALYSE PARTICULIÈRE D'ÉCHANTILLON (AU BESOIN)		SAMPLE CODE NUMBERS NUMÉROS DES CODES D'ÉCHANTILLONS	SPECIFIC SAMPLE ANALYSIS (IF APPLICABLE) ANALYSE PARTICULIÈRE D'ÉCHANTILLON (AU BESOIN)
A/B	<input type="text"/>	<input type="text"/>	A/B	<input type="text"/>	<input type="text"/>
A/B	<input type="text"/>	<input type="text"/>	A/B	<input type="text"/>	<input type="text"/>
A/B	<input type="text"/>	<input type="text"/>	A/B	<input type="text"/>	<input type="text"/>
A/B	<input type="text"/>	<input type="text"/>	A/B	<input type="text"/>	<input type="text"/>
A/B	<input type="text"/>	<input type="text"/>	A/B	<input type="text"/>	<input type="text"/>

- Clearly and accurately record the sample code numbers for all the samples included in the shipment to the laboratory.
- Where appropriate, record any specific sample analysis required for individual samples. This section should only be completed if applicable and if the **DCO** is directed to do so by the Testing Authority or Sample Collection Agency.

Section 3 – Chain of Custody, Transportation and Storage

3.CHAIN OF CUSTODY, TRANSPORTATION AND STORAGE • CHAÎNE DE POSSESSION, TRANSPORT ET CONSERVATION

RECEIVED BY REÇU PAR	NAME NOM	SIGNATURE	POSITION/ROLE POSTE/TITRE/RÔLE
DATE	DD / JJ	MM	YYYY / AAAA
TIME HEURE			
SEAL NUMBER (IF APPLICABLE) NUMÉRO DU SCEAU (AU BESOIN)			
DETAILS OF LOCATION/ TRANSPORTATION/STORAGE DÉTAILS DE L'IEU/ TRANSPORT/CONSERVATION			

RECEIVED BY REÇU PAR	NAME NOM	SIGNATURE	POSITION/ROLE POSTE/TITRE/RÔLE
DATE	DD / JJ	MM	YYYY / AAAA
TIME HEURE			
SEAL NUMBER (IF APPLICABLE) NUMÉRO DU SCEAU (AU BESOIN)			
DETAILS OF LOCATION/ TRANSPORTATION/STORAGE DÉTAILS DE L'IEU/ TRANSPORT/CONSERVATION			

- In this section, every change in custody of the samples must be recorded.
- Upon completion of the sample collection session, and once the samples have been prepared for transportation, the authorized personnel responsible for the transportation and storage of the samples (most likely the **DCO**) should print their name, signature and position.
- The date and time the samples were solely in the possession of the **DCO** should be recorded, and if appropriate the seal number (if used on the transportation device).
- The **DCO** (or authorized personnel maintaining custody of the samples) should detail any pertinent information in relation to the location, transportation and storage of the samples whilst they are in their possession.
- If the samples are moved into the custody of alternative authorized personnel, the name, signature and position of this person shall be recorded on a new line as well as the date and time of this transfer of custody of the samples. This person then retains the Chain of Custody Form and details any pertinent information in relation to the location, transportation and storage of the samples.
- If directed to do so by the Testing Authority or Sample Collection Agency, the **DCO** may record a new time and date etc for every change in location and/or when a seal number is being applied (for example if a seal is broken by the **DCO** in order to check the integrity of the samples). In such cases, the **DCO** should record their own name, signature and position again as the person who has received the samples.

Section 4 - DCO Transfer to Laboratory, Courier or Other

4. DCO TRANSFER TO LABORATORY OR COURIER • TRANSFERT PAR L'ACD : LABORATOIRE OU MESSAGER

DCO NAME NOM DE L'ACD		DATE			DROP-OFF TIME HEURE DE LIVRAISON	
		DD / JJ	MM	YYYY / AAAA		
IF TRANSFERRED TO LABORATORY / SI TRANSFÉRÉ AU LABORATOIRE						
LAB REP. NAME NOM DU REPRÉSENTANT DU LABORATOIRE	LAB REP. POSITION TITRE DU REPRÉSENTANT DU LABORATOIRE	LAB REP. SIGNATURE SIGNATURE DU REPRÉSENTANT DU LABORATOIRE				
IF TRANSFERRED TO COURIER / SI TRANSFERT AU MESSAGER						
COMPANY NAME NOM DE L'ENTREPRISE	WAYBILL NUMBER NUMÉRO DE LA FEUILLE DE ROUTE	LOCATION LIEU				
COURIER NAME NOM DU MESSAGER		COURIER SIGNATURE SIGNATURE DU MESSAGER				

- This section documents when and to whom the samples are transferred for the final time. This will either be the WADA-accredited laboratory performing the sample analysis or the courier company who will deliver the samples to the laboratory.
- The **DCO** (or relevant authorized personnel) should record their name and the date and time the samples are being transferred.
- The person to whom the **DCO** is handing over the samples must print their name and sign the form.
- If handed to a courier company, the name of the courier company, the waybill number, the name of the individual courier and the courier's signature should be recorded.

Paperwork

- The **DCO** shall ensure that copy 2 (yellow) of the form accompanies the samples and the original copy (white) and copy 1 (green) will be returned to the Sample Collection Agency.