

WADA Technical Document – TD2009LCOC

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Written by:	WADA Laboratory Committee	Approved by:	WADA Executive Committee
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LABORATORY INTERNAL CHAIN OF CUSTODY

There are two parts involved in the chain of custody for an individual *Sample*: the external record and the Laboratory Internal Chain of Custody. Both components shall be maintained in the Laboratory as part of its Analytical Testing records. The external record is initiated at the collection site and ensures that the *Samples* and the results generated by the Laboratory can be unequivocally linked to the *Athlete*. The Laboratory Internal Chain of Custody records are maintained within the Laboratory to record the Analytical Testing process and the traceability of the *Sample* during Analytical Testing.

Samples are considered to be under custody when they are:

- in the physical possession of authorized Laboratory staff, or;
- within the view of authorized Laboratory staff, after being in his/her physical possession, or;
- stored in a secured location.

Aliquots are considered to be under custody when they are:

- kept in a controlled zone, with access restricted to authorized individuals only.

The Laboratory Internal Chain of Custody is documentation (worksheets, logbooks, forms, etc.) that records the custody of *Samples* and *Sample Aliquots* during analysis. A Laboratory Internal Chain of Custody does not require a separate form. Within the Laboratory, the Laboratory Internal Chain of Custody shall be a continuous record of individuals with custody of the *Samples* or *Sample Aliquots*.

- The *Sample* or Aliquot, when in an uncontrolled or unsecured zone of the Laboratory, shall be in the possession of authorized Laboratory staff.
- All entries into the Laboratory Internal Chain of Custody shall be completed at the time that any change of custody occurs and by the personnel involved. Time references do not need to be recorded in the chain of custody.

A chain of custody is required for both "A" and "B" *Sample* bottles and every Aliquot prepared for an Analytical Testing procedure.

- In the case of *Samples*, the Laboratory Internal Chain of Custody shall record all custody from receipt in the Laboratory through storage and sampling to disposal. Details should also include the unique identifier of each cold storage unit (freezer or refrigerator identification) used to store the *Sample(s)*.
- In the case of Aliquots, the Laboratory Internal Chain of Custody shall record all custody from preparation through analysis, including the date, the test for

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which the aliquot was taken, the Laboratory Aliquot identification, the identity of the individual(s) preparing the Aliquot(s) and the individual(s) obtaining the Aliquot(s) for analysis.

- When a group of *Samples* is aliquotted for Analytical Testing, a batch Aliquot Laboratory Internal Chain of Custody document for screening and/or confirmation may be used in lieu of an individual Aliquot Laboratory Internal Chain of Custody.
- Forensic corrections shall be conducted in accordance with ISO/IEC 17025¹.

Any deviations from the chain of custody should be documented as part of the record and include an impact statement.

¹ Current version of ISO/IEC 17025.