

## Chain of Custody Form INSTRUCTIONS

These instructions will assist DCOs in completing the Chain of Custody (COC) Form developed by the World Anti-Doping Agency (WADA).

These instructions are to be used in conjunction with Version 6 (10-2020) of the Chain of Custody Form.

### Overview

This Chain of Custody form is to be used to document the chain of custody of the samples between the end of the Sample Collection Session and the hand-over to the courier or the Laboratory.

This form has been produced by WADA with the aim of recording the mandatory information as required by the International Standard for Testing and Investigations (ISTI) and to simplify the doping control process for the Doping Control Officer (DCO) and Laboratory staff.

### Main changes to the previous version:

Additions	Removals
<ul style="list-style-type: none"> <li>• 'Doping Control Coordinator' box (top right corner)</li> </ul>	<ul style="list-style-type: none"> <li>• 'Test location' box from section 1</li> </ul>
<ul style="list-style-type: none"> <li>• Replace 'Test Mission Code' with 'Testing Order Code' in section 1</li> </ul>	<ul style="list-style-type: none"> <li>• 'GH' box from section 2</li> </ul>
<ul style="list-style-type: none"> <li>• Replace 'ESAs' with 'EPOs' in section 2</li> </ul>	<ul style="list-style-type: none"> <li>• Copy 1 - green</li> </ul>
<ul style="list-style-type: none"> <li>• 'Include athlete's age' for the 'GH Biomarkers' analysis option</li> </ul>	
<ul style="list-style-type: none"> <li>• Replace 'Copy 2 - yellow' with 'Copy 1 – yellow'</li> </ul>	

### General Comments

- The DCO should write clearly, in block capitals, press hard to ensure that all copies are legible and draw a clear line through any part of the form which is not applicable.
- All times should be written using the 24-hour clock.
- If both urine and blood samples are collected during a Sample Collection Session, it is recommended to complete one Chain of Custody Form per sample type i.e. one for the urine samples and one for the blood samples.

### 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 - Sample Collection Session**

- The DCO shall insert the Testing Order Code (if applicable), the type of test (in-competition vs out-of-competition) and the number of samples (urine or blood) included in the shipment.
- The DCO shall record the sport, and the date of the Sample Collection Session.
- If blood samples are included, the DCO shall record the number of the temperature data logger used during storage and transportation.

### **Section 2 - Sample Code Numbers and Analytical Information**

- The DCO shall clearly and accurately record the sample code numbers for all the samples included in the shipment to the laboratory.
- Where appropriate, any specific sample analysis required for individual samples shall be recorded. The box 'Specific Sample Analysis' includes the mandatory categories of the prohibited substances within the scope of the Technical Document for Sport Specific Analysis (TDSSA) and an 'Other' box. In this 'Other' box the DCO shall record a specific sample analysis request from the 'Other laboratory analysis' menu at the bottom of 'Section 2 - Sample Code Numbers and Analytical Information', by noting the relevant number.
- If the specific sample analysis requested is option 5 'GH Biomarkers', the athlete's age by sample code number shall also be recorded in the 'Other' box under 'Specific Sample Analysis'.
- If the specific sample analysis is neither a TDSSA substance nor included in the 'Other laboratory analysis' menu, the DCO should record the option '8' in the 'Other' box under 'Specific Sample Analysis' and detail the specific sample analysis in the available box next to option 8 e.g. 'Proteases'.

### **Section 3 – Chain of Custody, Transportation and Storage**

- Upon completion of the Sample Collection Session, and once the samples have been prepared for transportation, the DCO responsible for the transportation and storage of the samples shall print their name, sign and state their position.
- The date and time the Samples became the custody of the DCO should be recorded, and if appropriate, the seal number (if used on the transportation device).
- The DCO should detail any 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 an alternative Sample Collection Personnel (SCP), the name, signature and position of this person shall be recorded as well as the date and time of this transfer of custody of the samples. This person should retain the Chain of Custody Form and detail any information in relation to the location, transportation and storage of the samples.
- The alternative SCP may record a new seal number if the seal is broken in order to check the integrity of the samples.

#### **Section 4 - SCP Transfer to Laboratory or Courier**

- This section documents when and to whom the samples are transferred for the final time. This will either be the WADA-accredited (or approved) Laboratory performing the sample analysis or the courier company who will deliver the samples to the Laboratory.
- The SCP shall record their name, the date and the time the samples are being transferred.
- The person to whom the SCP is handing over the samples shall print their name and sign the Chain of Custody Form.
- If handed to a courier company, the name of the courier company, the waybill number, the location of the drop-off, the name and signature of the individual courier shall be recorded.

#### **Paperwork**

- The SCP shall ensure that copy 1 (yellow) of the Chain of Custody Form accompanies the samples and the original copy (white) is returned to the Sample Collection Authority.