Doping Control Officer (DCO) Instructions:

Chain of Custody Form

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

These instructions are to be used in conjunction with Version 4 (9-2015) 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 Sample Collection Personnel (SCP) hand-over to the courier or the Laboratory.

General Comments

- All times should 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 the form

- Testing Authority: The DCO will insert the name of the organization which authorized the test (e.g. the International Federation or the National Anti-Doping Organization).
- Sample Collection Authority: The DCO will insert the name of the organization which has certified them 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 or the National Anti-Doping Organization).

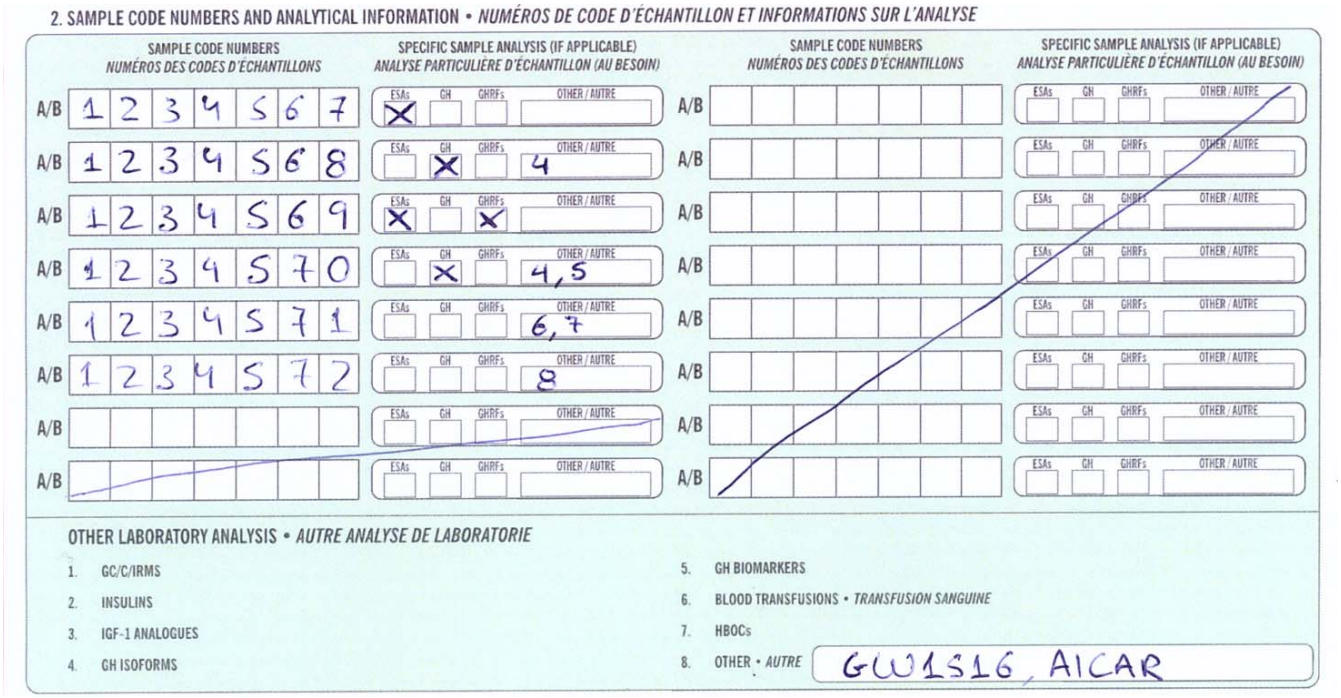
The information above can be obtained from the relevant ADAMS Mission Order (if ADAMS is utilized for Mission Order management purposes).

Section 1 - Sample Collection Session

- The DCO will insert the Test Mission Code, whether the mission was In-Competition or Out-of-Competition and the number of Samples (urine and/or blood) included in the shipment.
- They will then record the location of the mission, the Sport and the date of the Sample Collection Session.
- If blood Samples are included, the DCO should record the number of the temperature data logger used during storage and transportation.

Section 2 - Sample Code Numbers and Analytical Information

- The DCO should 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 should be recorded. The box 'Specific Sample Analysis' includes the categories of the prohibited substances within the scope of the TDSSA and an 'Other' box. In this 'Other' box the DCO should 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 is neither a TDSSA substance nor included in the 'Other laboratory analysis' menu, the DCO should record number 8 in the 'Other' box and record the specific Sample analysis in the available box of number 8 (see example below).



Section 3 – Chain of Custody, Transportation and Storage

- 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 SCP responsible for the transportation and storage of the Samples should print their name, sign and state their position.
- The date and time the Samples were solely in the possession of the SCP should be recorded, and if appropriate, the seal number (if used on the transportation device).
- The SCP 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 SCP, the name, signature and position of this person should be recorded on a new line 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 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 laboratory performing the Sample analysis or the courier company who will deliver the Samples to the laboratory.
- The SCP should record their name, the date and the time the Samples are being transferred.
- The person to whom the SCP is handing over the Samples must 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 of the individual courier and the courier's signature should be recorded.

Paperwork

- The SCP should ensure that copy 2 (yellow) of the Chain of Custody Form accompanies the Samples and the original copy (white) and copy 1 (green) will be returned to the Sample Collection Authority.