



Doping Control Officer (DCO) Instructions:

Doping Control Officer (DCO) Report Form

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

These instructions are to be used in conjunction with Version 4 (9-2015) of the DCO Report Form.

Overview

This DCO Report Form has been produced to standardize documentation and should be completed by the DCO after every test mission.

General Comments

The DCO should:

- Write clearly in block capitals and press hard to ensure all copies are legible.
- Draw a clear line through any part of the form which is not applicable.
- Complete one DCO Report Form per test mission. If a mission is conducted over more than one day, a separate DCO Report Form should be completed for each day of the test mission.

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, 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 – Description of Mission

- It is important for the DCO to complete all boxes of this section.
- The Test Mission Code, the date of the session, the number of urine and/or blood Samples collected (including additional Samples) and the number of Sample

Collection Personnel (i.e. DCOs, BCOs and Chaperones) who took part at the mission, shall be recorded.

- For In-Competition missions, the DCO shall cross the 'In competition' box and record the event name.
- For Out-of-Competition missions, the DCO shall cross the 'Out of competition' box and the location of the test (competition venue, training venue, Athlete's home or other). If 'other', the DCO shall specify the type of venue in the box provided.

Section 2 – Athlete Selection

- The DCO shall answer both questions in this section. For any 'No' answer given, further details should be given in Section 4. General Comments and Suggestions.

Section 3 – Sample Collection

- The DCO shall answer all questions in this section, and if applicable, provide further details in Section 4. General Comments and Suggestions.
- If the DCO and/or other Sample Collection Personnel receive information before, during or after the session, it shall be reported in Section 4. General Comments and Suggestions and if necessary, continue in a Supplementary Report Form.
- If the identity of the Athlete(s) is not confirmed as per the criteria set by the Testing Authority or the Sample Collection Authority, further information shall be provided in Section 4. General Comments and Suggestions.

Section 4 – General Comments and Suggestions

- The DCO should use this section to record any additional details to be supplied from the questions in Section 3. Sample Collection.
- The DCO shall record any further pertinent information or deviation from the standard procedure in relation to the Sample Collection Session that is not already captured on the form.
- If there is insufficient space in this section, the DCO should complete a Supplementary Report Form.
- If a Supplementary Report Form has been completed in relation to the DCO Report Form, the DCO should record its number. If no Supplementary Report Form has been completed, the DCO should cross the 'N/A' box.

Section 5 – Confirmation

- The DCO shall confirm the accuracy of the report by printing their name and signing in Section 5. Confirmation. The date that the DCO Report Form was completed shall be recorded.

Paperwork

- All copies of the DCO Report Form should be sent back to the Sample Collection Authority.