

Doping Control Officer (DCO) Instructions:

Supplementary Report Form

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

These instructions are to be used in conjunction with Version 3 (9-2015) of the Supplementary Report Form.

Overview

This Supplementary Report Form has been produced by WADA with the aim of standardizing documentation to simplify the doping control process for Athletes. The form is to be used:

- To record comments regarding the Sample Collection Session if there is insufficient space on the Doping Control Form (DCF) or the DCO Report Form.
- To report information/intelligence received before, during and after the Sample Collection Session.

General Comments

- The Supplementary Report Form is normally completed by the DCO, the Athlete or the Athlete's representative, however space is provided to identify any other individual who may complete the form
- Each Supplementary Report Form has a unique, pre-printed number which should be recorded on the DCF or on the DCO Report Form so that the two can be linked.
- The individual completing the form should be requested to write clearly, in block capitals and press hard to ensure all copies are legible.

Section 1: Completed by:

- Indicate who completed the Supplementary Report Form.

Section 2: Purpose of Report

- Indicate the purpose of the Supplementary Report Form.

Section 3: Report

- Detail the contents of the report. Include here bottle code numbers, names, facts in chronological order, relevant conversations and times involved, and full details of the Sample Collection Session as relevant.

Section 4: Confirmation of Procedure

- The form must be signed by the DCO, as well as by the individual completing the form.

Paperwork

- Once completed, the DCO should give copy 1 (pink) of the Supplementary Report Form to the individual e.g. the Athlete who is completing the form (if applicable).
- Copy 2 (yellow) of the Supplementary Report Form should be sent to the WADA-accredited laboratory (if applicable), and;
- The original copy (white) of the Supplementary Report Form should be sent to the Sample Collection Authority.