

## Supplementary Report Form INSTRUCTIONS

These instructions will assist Sample Collection Personnel (SCP) in completing the Supplementary Report Form produced by the World Anti-Doping Agency (WADA) in co-ordination with stakeholders.

These instructions are to be used in conjunction with version 5 (10-2020) 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 SCP and athletes.

The form is to be used to record:

- additional information regarding the Sample Collection Session if there is insufficient space on the Doping Control Form (DCF) or the Doping Control Officer (DCO) Report Form.
- errors made on the DCF or other documentation.
- information/intelligence received before, during and after the Sample Collection Session.

### Main changes to the previous version:

- Replace 'Test Mission Code' with 'Testing Order Code' in the top right corner.

### 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 e.g. a Chaperone.
- The individual completing the form should be requested to write clearly, in block capitals and press hard to ensure all copies are legible.
- All times should be written using the 24-hour clock.

### SRF Number

- This is a unique reference number for the Supplementary Report Form and should be recorded in the 'Comments' section of the corresponding DCF to link the forms.

### Section 1: Completed by:

- Indicate who completes the Supplementary Report Form.

### Section 2: Purpose of Report

- Indicate the purpose of the Supplementary Report Form.

### **Section 3: Supplementary Report**

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

### **Section 4: Confirmation of Procedure**

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

### **Paperwork**

- Once completed, the DCO shall give copy 1 (pink) of the Supplementary Report Form to the individual identified in section 1 if this is other than a SCP e.g. the athlete who is completing the form (if applicable).
- Copy 2 (yellow) of the Supplementary Report Form shall be sent to the WADA-accredited laboratory (if applicable), and;
- The original copy (white) of the Supplementary Report Form shall be sent to the Sample Collection Authority.