



2015 World Anti-Doping Code  
**Reporting Guide  
for Monitoring of the  
Technical Document for Sport  
Specific Analysis**

**Version 2.0**  
December 2016

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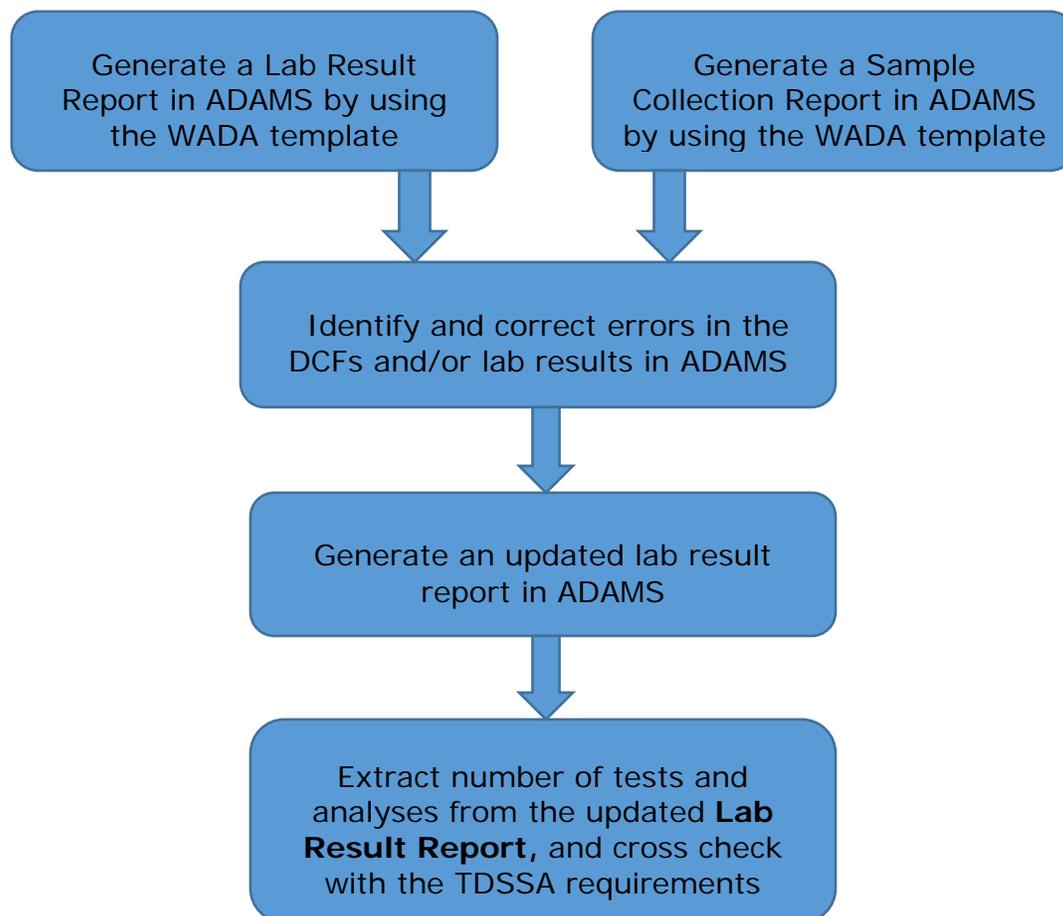
## 1.0 Introduction

The Reporting Guide provides ADOs with step by step instructions on how to generate reports in the Anti-Doping Administration and Management System (ADAMS) and how to use the data to monitor the testing progress with the Technical Document for Sport Specific Analysis (TDSSA).

There are various ways to determine the number of tests and analyses from the ADAMS reports depending on the size of the ADO's testing program. This Reporting Guide illustrates only a basic way to undertake the exercise. Advanced users of Excel may use pivot table and other Excel formulas to extract the relevant figures based on the criteria outlined in this Guide.

Sports/disciplines that are not covered by the TDSSA are excluded from this calculation and monitoring exercise.

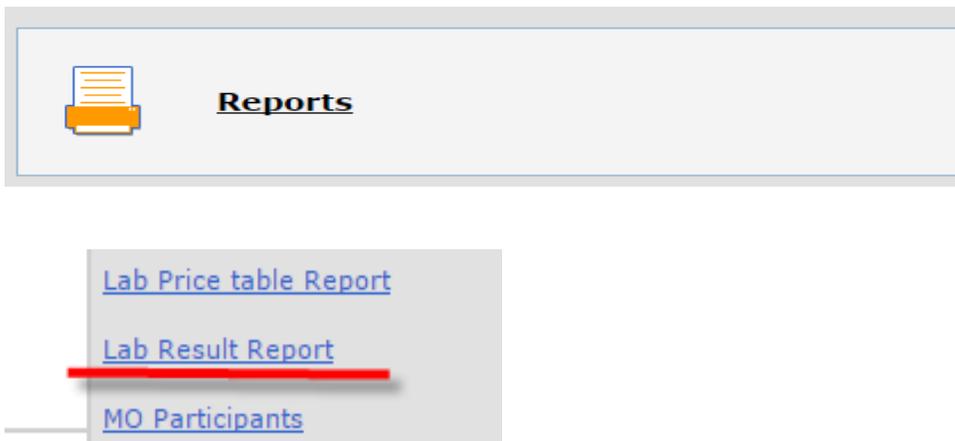
### Overview of the monitoring process:



## 2.0 Generate a Lab Result Report in ADAMS

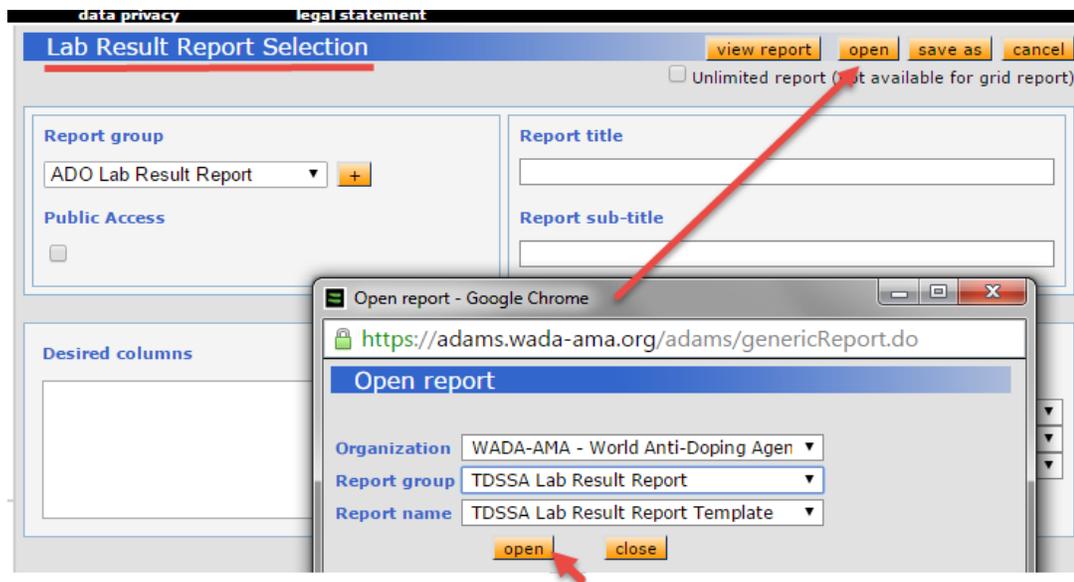
The Laboratory Result Report retrieves information from the sample analysis results that are submitted by Laboratories in ADAMS.

- 2.1 Choose the **Lab Result Report** in the **Reports** module on the ADAMS main page.



- 2.2 Open the existing template created by WADA for ADOs.

- Click **open** at the top right corner of the lab result report page.
- In the pop-up **Open report** window, select **WADA-AMA** in the **Organization** field and choose **TDSSA Lab Result Report** in the **Report group** field. The name of the template **TDSSA Lab result Report Template** will appear in the **Report name** field.
- Click **open** to open the template.



- 2.3 Specify the **Collection Date** range to define the scope of data to be included in the report. You can type the date or select from the pop-up calendar.

The screenshot shows a 'Collection Date' form with two input fields: 'from' (01-Jan-2016) and 'to' (31-Jan-2016). A red arrow points to a calendar icon next to the 'to' field. Below the form, a calendar for January 2016 is displayed, with a red arrow pointing to the date 31. The calendar table is as follows:

January, 2016							
Today							
wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
53					1	2	3
1	4	5	6	7	8	9	10
2	11	12	13	14	15	16	17
3	18	19	20	21	22	23	24
4	25	26	27	28	29	30	31

Select date

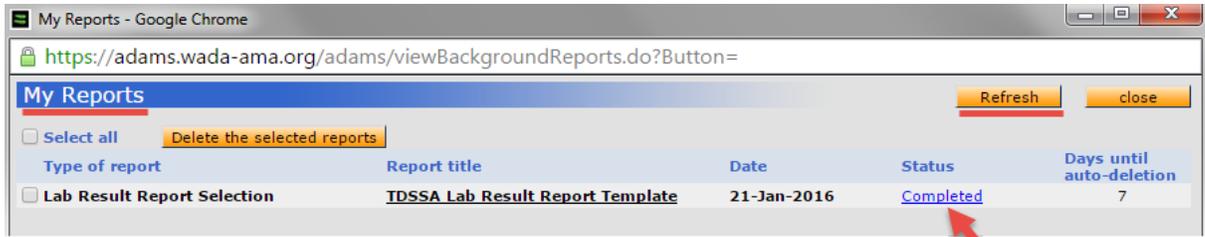
- 2.4 Click **view report** at the top or bottom of the page to launch the report and start retrieving data.

The screenshot shows the 'Lab Result Report Selection' form. At the top, there are links for 'data privacy' and 'legal statement'. Below the title, there are buttons for 'view report', 'open', 'update', 'delete', 'save as', and 'cancel'. A red arrow points to the 'view report' button. Below the buttons, there is a checkbox for 'Unlimited report (not available for grid report)'. The form has two main sections: 'Report group' with a dropdown menu showing 'TDSSA Lab Result Report' and a '+' button, and 'Report title' with a text input field containing 'TDSSA Lab Result Report Template'. There is also a 'Report sub-title' section with an empty text input field.

- 2.5 A **Report has been launched** confirmation will pop up. Click on **go to My Reports** to proceed to **My Reports** page.



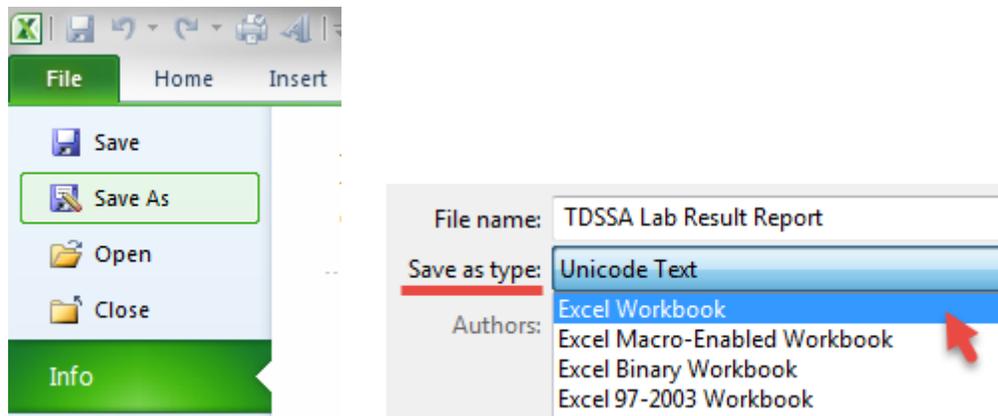
- 2.6 Click on the **Completed** icon on **My Reports** page to open and view the report.
- a) Use the **Refresh** button to refresh **My Reports** page if it takes time to retrieve the data and the report is not completed when you land on this page.



b) Clicking on the **Completed** status icon will open a .CSV file which can be saved as an Excel file and allows you to compile the relevant data.

**2.7** Convert the CSV file to an Excel spreadsheet

- a) When the csv file is open, click the **File** tab at the top of the window and then click **Save As**.
- b) Click the drop-down menu to the right of **Save as type** and choose the **Excel Workbook** option at the top of the list.
- c) Type a name for your new file into the **File name** field, then click the **Save** button. You will now have an Excel file that consists of the CSV file data that you originally opened.



**3.0** Verify and correct data in the ADAMS report

A Lab Result Report generated by following the instructions in section 2.0 is as indicated below (the colors are added for illustration purpose in this reporting guide):

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Sample Code	Date received	Collection Date	Testing Authority	Testing Authority from DCF	Sample Collection Authority	Sample Collection Authority from DCF	Result Management Authority	Result Management Authority from DCF	Sport	Discipline	Sample Type	Test type (in competition)	Gender	Sample analysis attribute
111111	4/7/2015	4/2/2015	ADO-1	ADO-1	SCA	SCA	RMA	RMA	Aquatics	Swimming	Urine	No	M	ESAs (incl. recombinant EPOs and ana
222222	5/18/2015	5/15/2015	ADO-1	ADO-2	SCA	SCA	RMA	RMA	Athletics	Athletics	Urine	Yes	M	GHRF (GHRH/GHS/GHRP);ESAs (incl. r
333333	6/17/2015	6/12/2015	ADO-1		SCA	SCA	RMA	RMA	Cycling	Track	Urine	No	F	GHRF (GHRH/GHS/GHRP);
444444	8/20/2015	8/18/2015	ADO-1	ADO-1	SCA	SCA	RMA	RMA	Triathlon	Triathlon	Blood	No	M	GH Isoforms; HBOCS
555555	8/20/2015	8/18/2015	ADO-1	ADO-1	SCA	SCA	RMA	RMA	Triathlon	Triathlon	Urine	No	M	ESAs (incl. recombinant EPOs and ana
666666	9/20/2015	9/18/2015	ADO-3	ADO-1	SCA	SCA	RMA	RMA	Skilling	Alpine	Urine	No	F	
777777	10/15/2015	10/12/2015	ADO-1	ADO-1	SCA	SCA	RMA	RMA	Cycling	Road	Urine	No	M	
888888	11/28/2015	11/25/2015	ADO-1		SCA	SCA	RMA	RMA	Fencing	Foil	Urine	Yes	F	

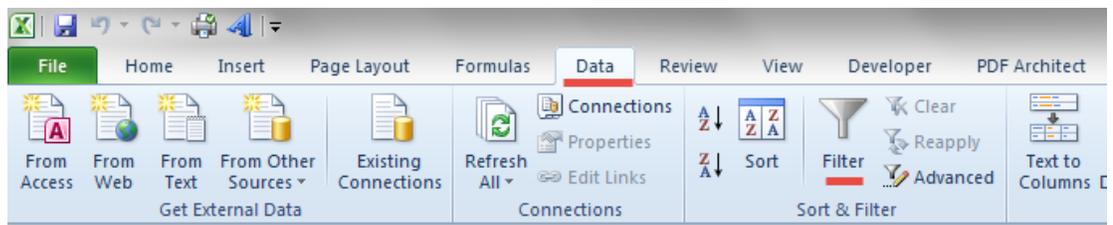
The report contains all analysis results of urine and blood samples (not including Athlete Biological Passport blood samples) that you have access to in ADAMS.

Information of the Testing Authority, Sample Collection Authority, and Results Management Authority from the Doping Control Forms (DCFs) that are matched to the lab results is also included and can be compared to the values submitted by the Laboratories in the Lab Result Report.

ADOs need to verify and correct the data in the Lab Result Report and in ADAMS prior to calculating their level of analysis according to TDSSA.

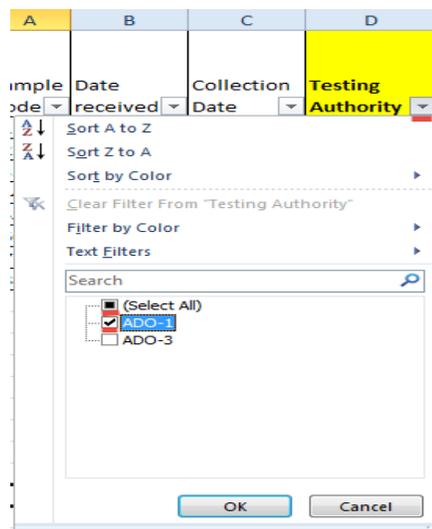
### 3.1 Applying **filter** to the lab result report from ADAMS.

- a) Select the **Data** tab on the ribbon at the top of the Excel window.
- b) Click the **Filter** command in the **Sort & Filter** group. An arrow button  will appear in the header cell for each column.



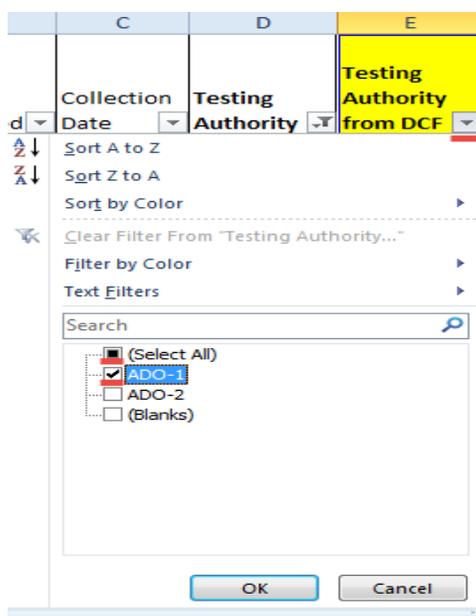
### 3.2 Verify the accuracy of Testing Authority

- a) Click the **arrow button**  in the table header of the **Testing Authority** column.
- b) In the list of text, uncheck the **(Select All)** box at the top of the list and then check the box before your organization and click **OK**.
- c) Use the Sample Collection Report from ADAMS (refer to 3.6) to verify that all selected samples are from their own testing program. If inaccurate data is identified, ADOs should contact the relevant Laboratories to request modifications in the analysis results in ADAMS.



C	D	E	F
Collection Date	Testing Authority	Testing Authority from DCF	Sample Collection Authority
4/2/2015	ADO-1	ADO-1	SCA
5/15/2015	ADO-1	ADO-2	SCA
6/12/2015	ADO-1		SCA
8/18/2015	ADO-1	ADO-1	SCA
8/18/2015	ADO-1	ADO-1	SCA
10/12/2015	ADO-1	ADO-1	SCA
11/25/2015	ADO-1		SCA

- d) Check the **(Select All)** box in the filter menu of the **Testing Authority** column to exit the filter mode.
- e) Check the box before your organization in the filter menu of the **Testing Authority from DCF** column and click **OK**.



C	D	E	F
Collection Date	Testing Authority	Testing Authority from DCF	Sample Collection Authority
4/2/2015	ADO-1	ADO-1	SCA
8/18/2015	ADO-1	ADO-1	SCA
8/18/2015	ADO-1	ADO-1	SCA
9/18/2015	ADO-3	ADO-1	SCA
10/12/2015	ADO-1	ADO-1	SCA

- f) Verify that all selected samples have your organization's name in the **Testing Authority** column. If not, the ADO should contact the relevant Laboratories to request modifications of the Testing Authority in the analysis results in ADAMS.
- g) Check the **(Select All)** box in the filter menu of the **Testing Authority from DCF** column to exit the filter mode.

- 3.3** Verify that the sport and discipline codes of the samples are compliant to the TDSSA (i.e. Aquatics/Swimming, Athletics/Athletics, or Cycling/Track are not compliant). Refer to [Appendix 1](#) and [Appendix 2](#) of the TDSSA on WADA's website for the compliant disciplines.

In case of non-compliant discipline codes, ADOs should contact the relevant Laboratories and request modifications of the discipline codes in the laboratory results.

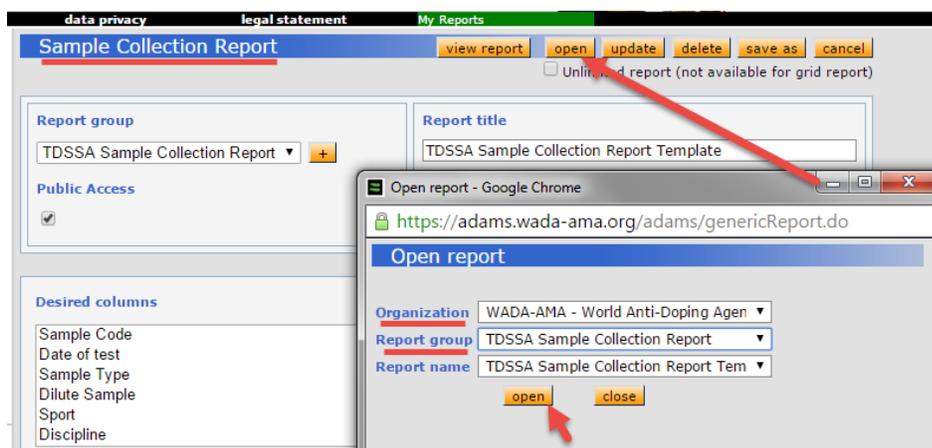
**Note:** If errors are identified during the data verification in step 3.2 and 3.3, ADOs should generate an updated Lab Result Report after corrections are made by the Laboratories in ADAMS before proceeding to step 3.4.

- 3.4** If the ADO has conducted tests on athletes who are not at a national and/or international level, these samples should be removed from the report.
- 3.5** If additional urine sample(s) is (are) collected from an athlete during a sample collection session due to the specific gravity of the first sample not being suitable, the additional dilute sample(s) should be removed from the report. Dilute samples can be identified in the Sample Collection Report from ADAMS (refer to 3.6) or the ADO's own log of tests. However, when only dilute samples are collected from an

athlete in a testing session, at least one sample (the one which is analyzed for the prohibited substances within the scope of the TDSSA) should be kept in the report.

- 3.6** A Sample Collection Report template has been created to help ADOs extract detailed athlete information to identify the dilute samples (column D).

This template under the name of **TDSSA Sample Collection Report Template** is saved in **Reports/Sample Collection Report** under the organization of WADA. Before clicking on the **view report** button, the ADO only needs to customize the **Date of test** range which is the equivalent of the **Collection date** in the lab result report (refer to 2.3).



ADOs should use the Lab Result Report that has been verified and corrected with accurate relevant testing data according to the instructions in section 3.0 in order to calculate their level of analysis.

ADOs are strongly encouraged to generate the Lab Result Report on a regular basis (i.e. quarterly) to verify the analysis data related to their organizations and initiate corrections on data entry errors in ADAMS where applicable, and request the respective Laboratory to modify the information in the analysis results. Such monitoring and corrective actions are critical to ensure ADOs' tests and analyses are accurately reported in ADAMS and are subsequently used for TDSSA compliance evaluation and testing statistics reporting.

#### 4.0 Calculate ADO's level of analysis based on Lab Result Report

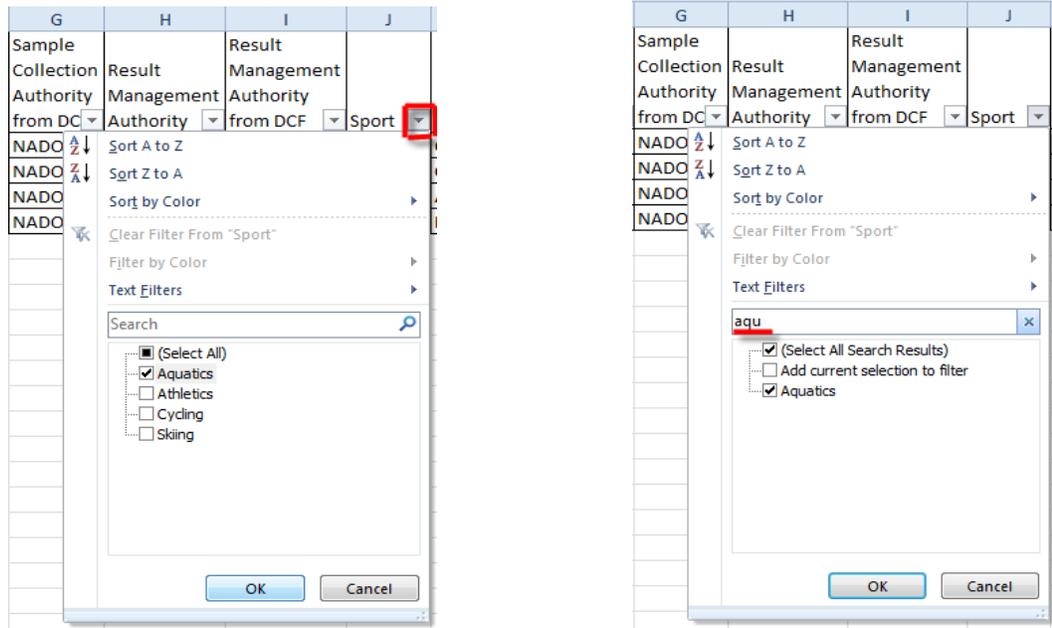
The Annex provides in a single table all sports and disciplines in the TDSSA Appendix 1 and Appendix 2. It also includes the important parameters to be extracted from the Lab Result Report in order to calculate the ADO's level of analysis.

ADOs can follow the alphabetic order of the sports/disciplines in the Annex one by one and look for the corresponding figures in the ADAMS Lab Result Report which has been edited as described in section 3.0 of this Guide.

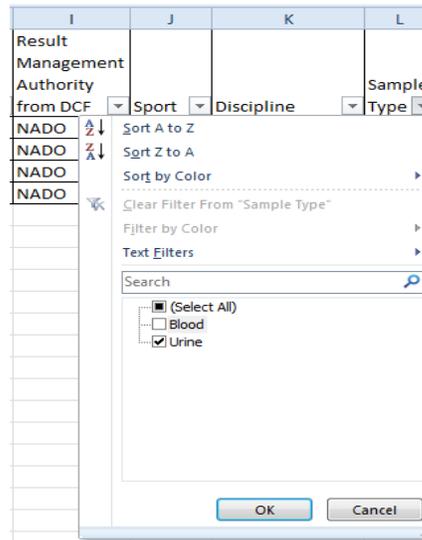
- 4.1** Apply the **filter** to the Lab Result Report from ADAMS (refer to 3.1).
- 4.2** Select the box before your organization in the **filter** menu of the **Testing Authority** column.

- 4.3 Check the box for the sport of your choice in the **filter** menu of the column of **Sport**. Alternatively, type the sport name in the **Search** box to quickly find your choice and click **OK**. This helps to locate your choice when there is a long list of sports.

With a few exceptions, most International Federation users can skip step 4.3 as their lab results report will contain data from only one sport under their governance.



- a) Check the target discipline box under the selected sport in the filter menu of the column of **Discipline**.
- 4.4 Determine the number of tests.
- a) Check the **Urine** box only in the filter menu under column **Sample Type**.



- b) The number of selected items will be shown at the bottom left corner of the spreadsheet. Fill this number in **column C - Total Urine without Dilute in the Annex** for the sport discipline of your choice.



- c) Should the ADO conduct blood only collection sessions, the number of blood samples should be recorded in **column D - Blood Only Collection Sessions** in the Annex.

**Note:** A blood only collection session is considered a separate test and should be added to the urine samples in determining the overall total number of tests.

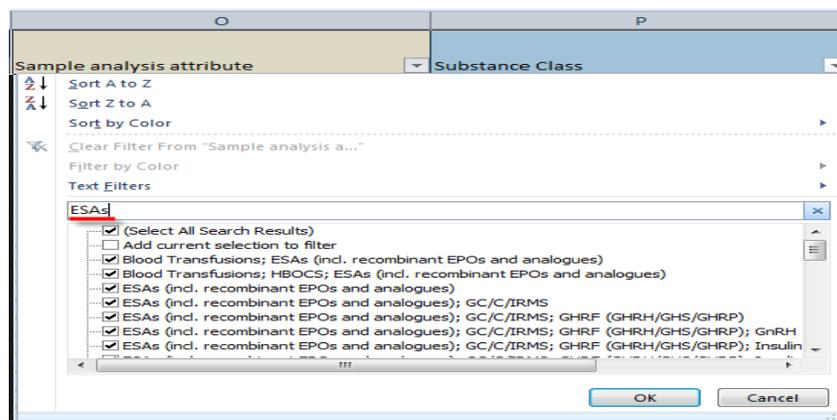
**Example:** Should an ADO collect 115 samples in a sport/discipline, (100 urine and 15 blood); among the 115 samples 3 are additional dilute urine samples.

**Scenario 1:** If the blood samples were collected along with urine samples, the total number of tests would be 100 urine samples minus 3 dilute urine samples for a total of 97 tests.

**Scenario 2:** If 5 blood samples were collected separately from the urine samples, the total number of tests would be 100 total urine samples minus 3 dilute urine samples plus 5 blood samples, for a total of 102 tests.

#### 4.5 Determine the number of ESAs analyses performed.

- Click the **arrow button**  in the column **Sample Analysis Attribute**.
- Type **"ESAs"** to search for ESAs analysis and click **OK**.
- Fill the number of the selected items in **column H - ESAs analyses conducted in the Annex**.



#### 4.6 Determine the number of GH analyses performed

- Check the **Blood** box only in the filter menu under the **Sample Type** column.

- 
- b) Click the **arrow button**  in the column **Sample Analysis Attribute**.
  - c) Type **"GH"** to search for GH analyses and click **OK**.
  - d) Fill the number of selected items in **column L - GH Analyses conducted** in the Annex.
- 4.7** Determine the number of GHRFs analyses performed
- e) Check the **Urine** box only in the filter menu under the **Sample Type** column.
  - f) Click the **arrow button**  in the column **Sample Analysis Attribute**.
  - g) Type **"GHRF"** to search for GHRFs analyses and click **OK**.
  - h) Fill the number of selected items in **column P - GHRFs analyses conducted** in the Annex.
- 4.8** Conduct the calculations as instructed in the title of the columns in the Annex.<sup>1</sup>
- 4.9** Check the **(Select All)** box in the filter menu of **Sample Analysis Attribute**, **Discipline**, and **Sport**, and repeat the procedure from step 4.2 to 4.8 for another sport and discipline.

## 5.0 Annex

Please refer to the [Annex](#) table which includes all sports and disciplines in the TDSSA Appendix 1 and Appendix 2.

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<sup>1</sup> One urine sample and one blood sample are collected from an athlete in one collection session. The urine sample is analyzed for ESAs and GHRFs and the blood sample is analyzed for ESAs and GH. This will be counted as one test, one analysis for ESAs, one analysis for GHRFs and one analysis for GH