

Doping Control Form

Instructions

These instructions will assist Sample Collection Personnel (SCP) i.e. Doping Control Officers (DCOs) and Chaperones, in completing the Doping Control Form (DCF) developed by the World Anti-Doping Agency (WADA) in co-ordination with stakeholders.

These instructions are to be used in conjunction with Version 12 (09-2021) of the DCF.

Overview

This DCF has been produced by WADA with the aim of recording the mandatory information as required by the International Standard for Testing and Investigations (ISTI) and the International Standard for the Protection of Privacy and Personal Information (ISPPPI) and any relevant Technical Document and simplify the doping control process for SCP and athletes.

Main changes to the previous version:

Additions
DBS box in the type of sample required (Section 1)
Model of equipment for DBS Samples box in Section 3
D box in sample type in Section 3
DBS-DCO Name and DBS-DCO signature options in Section 3

General Comments

- The SCP should write clearly, in block capitals, press hard to ensure that all copies are legible and draw a clear line through any part of the form which is not applicable.
- All times should be written using the 24-hour clock.
- If the SCP has insufficient space on any part of the DCF, they may use a Supplementary Report Form (SRF).
- Any deviation from the standard procedure must be noted on a SRF or a DCO Report Form.

Top right section of the DCF

- Testing Authority: The DCO will insert the name of the organization that authorized the test (e.g., the International Federation or National Anti-Doping Organization).
- Sample Collection Authority: The DCO will insert the name of the organization that certified them to conduct sample collection.

- Results Management Authority: The DCO will insert the name of the organization who is responsible for conducting results management in a given case (e.g., the International Federation or the National Anti-Doping Organization).
- Doping Control Coordinator (if applicable): The DCO will insert the name of the organization that coordinates any aspect of Doping Control on behalf of an Anti-Doping Organization (e.g., International Testing Agency).

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

Section 1 - Athlete Notification

- The athlete shall be asked to provide information related to their Family Name, Given Name, date of birth and nationality. They should assist the SCP with spelling, where necessary.
- It is the athlete's responsibility to provide a piece of photo identification. The SCP will record the type of document used in the **Type of Identification** box, e.g., driving license, passport, etc. If a piece of photo identification is not available, the SCP will write **No Document** in the **Type of Identification** box. The DCO will then document how the athlete was identified in the **Comments** box of the DCF and the DCO Report Form.
- The SCP shall complete the information on the type of sample required. If both urine and blood samples are required from the athlete, both boxes should be checked. If urine, blood and Dried Blood Sport (DBS) samples are required from the athlete, all boxes should be checked.
- The SCP shall record the date and the time of the notification and should print their name and sign.
- The athlete shall be asked to read the statement and sign the notification.
- If the athlete refuses to provide a sample, the athlete should be asked to write the reason in the **Comments** box and sign the DCF in Section 4.
- The SCP will provide the athlete the **Athlete Notification** copy of the DCF (orange).
- The SCP shall ensure the athlete is aware of their rights and responsibilities as detailed on the reverse of the **Athlete Notification** copy of the DCF.
- The SCP should also refer the athlete to the text regarding the **Athlete's Consent to Use of Sample in Research** on the reverse of the **Athlete Notification** copy of the DCF. The SCP should direct the athlete to keep this text at hand to make an informed choice about whether to allow their sample to be used for anti-doping research. The DCO will ask the athlete the relevant question during the Sample Collection Session (see Section 3).

Section 2 - Athlete Information

- The SCP shall record the time the athlete arrived at the Doping Control Station.
- The athlete shall provide the address where they spend most of their time.
- The athlete shall provide an email address for an active email account that the athlete uses.
- The athlete shall provide their doctor and their coach's name. If the athlete does not have a coach and/or doctor, they should be instructed by the SCP to enter **None** in these boxes. If the Athlete is not aware of the name of their coach and/or doctor, they should be instructed to enter **Unknown** in these boxes. If the athlete declines to provide the name of their coach and/or doctor, they should be instructed to enter **Declined** in these boxes.

Section 3 - Information for Analysis

- It is recommended that this section is completed by the DCO.
- The DCO shall complete all information required including whether the test was conducted In-Competition or Out-of-Competition, the date of the Sample Collection and the athlete's gender.
- If applicable, the DCO should complete the Testing Order Code provided by the Sample Collection Authority.
- The **Sport** and the **Discipline** are the sport and the discipline of the athlete e.g., Aquatics/Open Water. For sports that are included in the Technical Document for Sport Specific Analysis (TDSSA), the relevant discipline shall be used.
- The DCO shall then enter the equipment manufacturer and (for DBS samples only) the model of equipment (e.g., catalogue number, including information about the DBS absorbent Sample support).
- If a partial sample is collected, the DCO shall insert the details, **Partial Sample Number, Vol. (ml)** and **Time Sealed**. Both the DCO and athlete will initial the DCF after each partial sample is sealed.
- If no partial sample is collected, a line should be drawn through the section, **Partial Sample**.
- If a urine sample is collected, the DCO shall check **U** and complete the volume of the sample, the time the sample was sealed, the sample code number and its specific gravity.
- The urine sample witness will then print their name and sign.
- If a blood sample is collected, the DCO shall check **B** and complete the time the sample was sealed and the sample code number. A line should be drawn through the volume of the sample and the specific gravity.
- The Blood Collection Officer (BCO) will then print their name and sign.
- If a DBS sample is collected, the DCO shall check **D** and complete the time the sample was sealed and the sample code number. A line should be drawn through the volume of the sample and the specific gravity.
- The DBS DCO/BCO will then print their name and sign.
- If no additional samples are collected, a line should be drawn through the empty sections.
- If one or more additional samples (up to three) are collected, the DCO should use the same DCF.
- If more additional samples are collected, the DCO shall follow the Sample Collection Authority's instructions. Sample Collection Authorities should consider either instructing their DCOs to fill in a SRF with the required data to the laboratory or complete an additional DCF ensuring that the top right section of the DCF and Sections 3 and 4 are completed at a minimum. If a SRF is completed, the DCO must ensure that no information that may identify the athlete is contained on the SRF.
- The DCO or the athlete shall complete the Declaration of Medication Use and Blood Transfusions section of the DCF. Blood Transfusions in the past three months shall be recorded only when a blood sample is collected. If there is not enough space in this section, the DCO/athlete should continue on a SRF and record the number of the SRF on the DCF in the **Comments** section. The DCO must ensure that no athlete information is contained on the SRF.
- For the **Consent for Research** section, the DCO should ask the athlete to make a selection, either **I accept** or **I refuse**. The DCO should direct the athlete to review the detailed explanation of the consent for research on the reverse of the **Athlete Notification** copy (last copy) of the DCF, before making a selection. If the athlete decides to opt out or declines to respond, the DCO should select the option **I refuse**.

Section 4 - Confirmation of Procedure for Urine and/or Blood and/or DBS Testing

- It is recommended that this section is completed by the DCO.

- The DCO shall ensure that the athlete is provided an opportunity to complete the **Comments** section. If there is insufficient space, the athlete or the DCO should continue on a SRF and record the number of the SRF on the DCF. If the athlete and the DCO have no comments, the DCO should write **no comment**.
- Before asking the athlete and athlete representative (if available) to sign the DCF, the DCO should draw the athlete's attention to the final statement and should direct the athlete to review the **Doping Control Privacy Notice** on the reverse of the original copy. (For more information, see below section **Doping Control Privacy Notice** and **Athlete Consent for Research**).
- The athlete representative shall print their name and position, check the accuracy of the DCF, read the final statement, and sign. If no athlete representative is present throughout the Sample Collection Session, the DCO should draw a line through the section.
- In case of a minor athlete or an athlete with an intellectual impairment, the DCO should ensure that the athlete representative is aware that their signature includes confirmation of the athlete's selection regarding the use of their samples in research.
- The DCO shall check the accuracy of the DCF, print and sign their name, and complete the date and time of completion of the Sample Collection Session.
- The athlete shall check the accuracy of the DCF, read the final statement and sign the DCF.

Paperwork

- The DCO shall provide the athlete with the copy 1 (pink) of the DCF.
- The DCO shall place the laboratory copies copy 2 (yellow) and copy 3 (blue) with the samples according to the Chain of Custody instructions of the Sample Collection Authority e.g. urine samples and additional urine samples, if applicable, shall be accompanied by laboratory copy 2 (yellow), and all blood/DBS samples will be accompanied by laboratory copy 3 (blue), or urine samples, additional urine samples (if applicable) and DBS samples shall be accompanied by laboratory copy 2 (yellow), and all blood samples will be accompanied by laboratory copy 3 (blue)
- If there is more than one laboratory (e.g., if blood/DBS samples are to be sent to a different laboratory for analysis), the DCO should place copy 3 (blue) of the DCF with the blood samples to go to the different laboratory. If urine, blood and DBS samples are collected and transported to three laboratories, the DCO should complete an additional DCF ensuring that the top right section of the DCF and Sections 3 and 4 are completed at a minimum.
- The DCO shall return the original copy (white) and if not used the laboratory copy 3 (blue) to the Sample Collection Authority.

Doping Control Privacy Notice and Athlete Consent for Research

- Athletes should be encouraged to read the **Athlete Consent to Use of Sample in Research** on the reverse of the **Athlete Notification** copy of the DCF, as well as the **Doping Control Privacy Notice** details on the reverse of the athlete copy of the DCF.
- With respect to the **Doping Control Privacy Notice**, Testing Authorities are encouraged to:
 - Replace the following line with a link to their detailed privacy notice: **Consult your TA for more details about its processing of your Personal Information**, under **Types of Recipients**;
 - Replace the text of the **Fair & Lawful Processing** section with the list of relevant legal grounds specific to their jurisdiction;
 - Insert the contact information for the person the Testing Authority has appointed to be responsible for compliance with the ISPPPI in the following line: **Consult the TA identified on this DCF for questions/concerns about the processing of your Personal Information**, in the **Contact** section; and;

- Make any other adjustments necessary to meet requirements under applicable laws or to reflect Testing Authorities' data processing practices, including, if applicable, any intended uses of Doping Control data for non-anti-doping purposes under safety, medical, eligibility, or Code of conduct rules.
- With respect to the **Athlete Consent for Research**, Testing Authorities are advised that the athlete's decision whether or not to agree to allow the use of their sample in research (or a later withdrawal of consent) cannot have any consequences for the athlete. The athlete's decision or any later change in this decision cannot be used in any other anti-doping process, including any intelligence or investigation process.