

**Checklist: Planning Effective Testing (ISTI Articles 4.1, 4.3 to 4.7, 4.9)**

1. **Ensure** that athlete support personnel and any other person with a **conflict of interest** are **not involved** in test distribution planning for their athletes or in the athlete selection process.
2. **Develop** a **Test Distribution Plan (TDP)** that satisfies the requirement to plan and implement intelligent testing on athletes you have authority over, that is: 
  - Based on the results of the risk assessment.
  - Proportionate to the risk of doping.
  - Effective to detect and deter doping practices.
3. **Determine** an appropriate definition for **international-level** athletes (IFs) and **national-level** athletes (NADOs): 
  - **International-level:** At a minimum, those who compete regularly at an international level, meeting the criteria listed in **ISTI 4.3.2a**. 
    - Publish clear and concise criteria used to classify international-level athletes.
    - Publish the list of events that would classify international-level athletes, if competing in certain international events is included in the criteria.
  - **National-level:** At a minimum, those who compete at the highest levels of national competition, meeting the criteria listed in **ISTI 4.3.2b**.
4. **Allocate** testing resources to one sport, discipline or nation (as applicable) in priority to others: 
  - **IFs:** Allocate testing among the different disciplines and nations within the sport, based on a calendar of events.
  - **NADOs:**
    - Allocate testing among the different sports.
    - Consider anything your national anti-doping policy that prioritize certain sports.
  - **MEOs:** Allocate testing among the different sports and/or disciplines in the event.
5. **Consider** conducting **target testing** on the categories of athletes listed in **ISTI 4.5.2**: 
  - **IFs:** Athletes competing regularly at the highest level of international competition (**ISTI 4.5.2a**)
  - **NADOs:** Athletes from priority sports (**ISTI 4.5.2b**)
  - **All ADOs:** Athletes from categories listed in **ISTI 4.5.2c**.
6. **Consider** other **individual factors** for determining which athletes will be subject to target testing (**ISTI 4.5.3a to 4.5.3k**).

7. **Document** the system you used for random selection of athletes for testing. Where random selection is conducted:
- Prioritize weighted random selection.
  - Use defined criteria to ensure a greater selection of 'at risk' athletes.
8. **Conduct** testing between 6am and 11pm, as a general rule, unless:
- The athlete indicates a 60-minute timeslot from 5 am.
  - Valid grounds exist for testing between 11pm and 6am.
9. **Determine** to what extent each of the following types of testing is required (ISTI 4.6.1):
- In-competition and out-of-competition testing.
  - Testing of urine and of blood.
  - Testing involving the Athlete Biological Passport (ABP) program.
10. **Ask** laboratories to analyze samples for the standard analysis menu based on whether the sample was collected in- or out-of-competition.
11. **Incorporate** the requirements of the [Technical Document for Sport Specific Analysis \(TDSSA\)](#).
12. **Develop** and **document** a strategy for the retention of samples (ISTI 4.7.3), ensuring it takes into account, without limitation:
- Laboratory and Athlete Passport Management Unit (APMU) recommendations.
  - The possible need for retroactive analysis in connection with the ABP program.
  - New detection methods in the future, relevant to the athlete, sport and/or discipline.
  - Samples collected from priority athletes.
  - Any other information justifying long-term storage or further analysis.
13. **Document how** your TDP is implemented based on the results of the risk assessment, and provide to WADA where requested.
14. **Coordinate** testing activities with other ADOs with overlapping testing authority, including:
- Athlete Whereabouts Pool selection.
  - TDPs.
  - Clear agreement on roles and responsibilities for event testing.
  - Entering Doping Control Forms into ADAMS within 21 days of sample collection.
  - Sharing information on Whereabouts requirements via ADAMS.
  - Sharing information on ABP programs via ADAMS.
  - Sharing intelligence on athletes.

15. **Devote** sufficient resources in order to implement your effective and proportionate testing program.
16. **Monitor**, **evaluate** and **update** your TDP during the year/cycle.

Other WADA resources on [risk assessment](#):

- [Guidelines](#) for an Effective Testing Program
- [Template](#) for NADO's Risk Assessment & TDP
- [Template](#) for IF's Risk Assessment & TDP
- [Template](#) for MEO's Risk Assessment & TDP