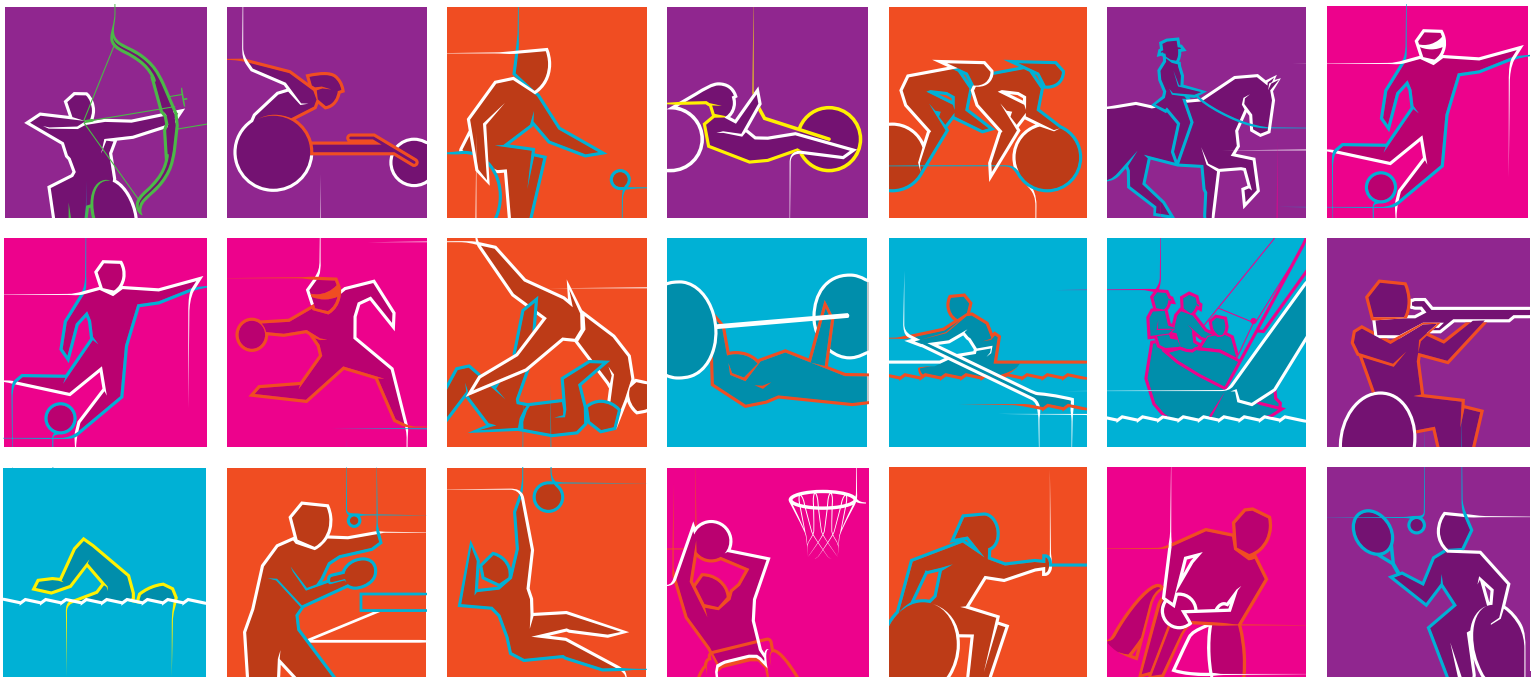
London 2012

# Doping Control Guide for the London 2012 Paralympic Games



# About the Doping Control Guide for the London 2012 Paralympic Games

All information contained in this Doping Control Guide was correct at the time of publication in September 2011. If necessary, updates will be posted on LOCOG's The Exchange (https://theexchange.london2012.com) for download by NPCs.

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# IPC overview

## Governance of the London 2012 Paralympic Games Anti-Doping Programme

The International Paralympic Committee (IPC) is responsible for the London 2012 Paralympic Games (the Games) Anti-Doping Programme, including in-competition and out-of-competition testing, from the opening of the Paralympic Villages (the Villages) on 22 August 2012 up to and including the day of the Closing Ceremony on 9 September 2012 (the Games Period).

The IPC is a signatory to the World Anti-Doping Code (the Code). The IPC has established the IPC Anti-Doping Code (the IPC Code) in compliance with the general principles of the Code. The IPC Code is part of the IPC Handbook. The IPC Code is complemented by the WADA International Standards, and outlines the various Anti-Doping Rule Violations (ADRVs) and the detailed results management process following a possible ADRV. The IPC Code shall apply to the Games, including the time of preparation for competition, from the date of the opening of the Villages on 22 August 2012 to the Closing Ceremony of the Games on 9 September 2012. Athletes entered at the Games may be tested by the IPC during the entire period, as described above, regardless of their location. All participants (athletes and athlete support personnel) accept the IPC Code as a condition of participation and are presumed to have agreed to comply with the IPC Code. All National Paralympic Committees (NPCs) and International Federations (IFs) shall have formally declared their acceptance of the IPC Code through the submission of a signed declaration form to the IPC. Any NPC or IF that has not accepted the IPC Code shall be deemed ineligible to participate in the Games.

The IPC Anti-Doping Committee is responsible for all anti-doping regulations applicable to the Games, including the IPC Code. The IPC Medical Committee is responsible for the regulations related to Therapeutic Use Exemptions (TUE) as outlined in the IPC Code. Unless specifically directed in the IPC Code, the person responsible for the administration of the provisions thereof is the IPC Medical & Scientific Director.

LOCOG is responsible for the implementation of the Games Doping Control Programme, which includes the infrastructure and operational provisions to enable doping control testing as well as analysis of the doping control samples to be conducted in accordance with the IPC Code. LOCOG will be the exclusive service provider for doping control testing at all Paralympic venues. LOCOG acknowledges its conformity with the International Standard for Testing (IST), and its support in assisting the IPC to fulfill its role and responsibilities under the Code. In particular, it is the primary objective of the LOCOG Anti-Doping function to ensure the safety and security of both the athletes and the doping control samples through the entire doping control process.

Samples collected by LOCOG Anti-Doping will be analysed at the WADA-accredited satellite laboratory (the Laboratory) and will include both urine and/or blood tests. The results of the tests will be provided to the IPC Anti-Doping Committee Chairperson and WADA directly from the Laboratory. Generally, negative results will be provided within 24 hours and it is expected that results from Adverse Analytical Findings will be provided within 48 hours, with the exception of the EPO test results, which will be provided within 72 hours.

In compliance with the Code and the WADA International Standards, samples are subject to further analysis subsequent to the Closing Ceremony. Any ADRV discovered as a result thereof shall be dealt with in accordance with the IPC Code.

NPCs or IFs that want to collect samples from athletes who fall under their regular jurisdiction during the above identified Games period shall seek prior approval from the IPC. In such instances, the IPC will also act as the Results Management Authority for any such sample collected.

## Prohibited substances

The WADA 2012 Prohibited List lists the substances and methods prohibited for the London 2012 Paralympic Games. If, at the time of the Games, the 2012 Prohibited List is amended, the valid version that can be retrieved from the WADA website (www.wada-ama.org) is the applicable one.

All athletes and athlete support personnel need to familiarise themselves with the 2012 Prohibited List.

## Medication use and Therapeutic Use Exemptions (TUE)

It is the responsibility of the athlete to determine whether a substance he/she is using or considering using is prohibited. NPCs are encouraged to be proactive in assisting their athletes to identify what substances they may wish to use, to identify what the therapeutic use alternatives are, if appropriate, and to submit forms in a timely and legible manner to the relevant Anti-Doping Organisation (ADO) in case of the use of an otherwise prohibited substance.

At all times, athletes are strongly advised to check the status of the medications they are using or considering using with their team doctors. If, during the Games, further clarification is required, the athlete should check with the NPC Medical Officer(s) or a member of the IPC Medical Committee.

All athletes competing at the Games who seek a TUE are expected to have applied to the relevant IF in accordance with the applicable rules of the IF so that the TUE is granted no later than the day before the opening of the Villages.

For all athletes competing in the Games, the IPC will require the respective NPC to have a copy of the TUE Certificate available for the duration of the Games. Copies of the TUE Certificates have to be handed in at the IPC Medical & Scientific Department Offices in the Paralympic Village Polyclinic upon arrival of the delegation in London. The IPC will recognise TUEs issued in compliance with the Code by other International Paralympic Sport Federations (IPSFs), IFs and ADOs.

The IPC Medical Committee may decide not to consider applications received after 21 August 2012.

The IPC Medical Committee will only consider a retrospective TUE application for a prohibited substance and/or method used during the Games if the prohibited substance and/or method was used in an emergency situation, or treatment of an acute medical condition was necessary. An exemption for its therapeutic use must be requested through the corresponding application as follows:

- Acute TUE applications should be presented to the IPC Medical & Scientific Department Offices.
- Forms are available on the IPC website (www.paralympic.org/Anti_Doping/Documents) and can be retrieved through the LOCOG Medical Services desk at the Village Polyclinic.
- The details of the TUE process, including the TUE application process, the medical documentation in support of the application needed, and the criteria for granting a TUE are outlined in the IPC Code and the World Anti-Doping Code and its International Standard for TUEs.

The decisions of the IPC Medical Committee will be conveyed to the athlete's NPC and the IF (if different from the IPC), and reported to WADA.

## Whereabouts information

The IPC, as a Signatory to the Code, and LOCOG recognise that effective out-of-competition testing programmes are essential to the fight against doping in sport. They also recognise that effective out-of-competition testing depends upon accurate and complete athlete whereabouts information.

The IPC therefore requests that all NPCs:

– ensure that athletes who are nominated to the IPC/IF/national registered testing pool have provided accurate and detailed whereabouts information to the respective ADO; and
– provide timely information on travel schedules, accommodation arrangements and training schedules for the Games to the IPC.

These components are of paramount importance to enable locating athletes for testing in the lead-up to the competition period. In the event that the information received from the NPCs is incomplete, or when NPCs refrain from sharing the information with the IPC and LOCOG, the IPC has the right to ask the NPC for more detailed whereabouts information. This information will have to be provided to the IPC through ADAMS, the WADA Anti-Doping Administration & Management System. NPCs have the responsibility to familiarise themselves with the use of ADAMS: www.wada-ama.org/en/ADAMS.

## Use of catheters

The IPC considers the catheter used by an athlete with the need for self-catheterisation as 'personal equipment'. Athletes might react adversely to different brands and models, potentially leading to discomfort, infections and/or allergic reactions. Athletes therefore mainly use one particular type of catheter. Furthermore, due to the variety of brands, models, and sizes, it cannot be expected that Organising Committees or Doping Control Officers (DCOs) will supply catheters that meet the individual requirements of each athlete.

Within this perspective, and giving absolute priority to the athlete's health, the catheter used is the responsibility of the athlete. Although not mandatory, the IPC and LOCOG strongly advise athletes to use sterile catheters for hygiene reasons and in accordance with the manufacturer's instructions. They have instructed DCOs to report if a non-sterile catheter has been used.

LOCOG will equip the doping control stations with a number of sealed, sterile catheters. However, this will never include all brands, sizes and/or materials. This shall be regarded as a complimentary service offered to the athletes.

The use of a catheter must comply with the criteria set forth in the WADA IST, Annex B: Modifications for Athletes with disabilities.

## WADA Outreach Program

The WADA Outreach Program was developed to inform and unite both athletes and their entourage about anti-doping and the Say NO! to Doping message. WADA will set up its Athlete Outreach Centre in the main Dining Hall of the Athletes' Village. Athletes are encouraged to visit the Center when, and as often, it is most convenient for them so that they feel comfortable asking questions about anti-doping issues. Staffed by anti-doping experts and retired athletes recruited from around the world, the Athlete Outreach Program format allows athletes to ask their anti-doping questions of peers and experts, enforcing the quality and credibility of the anti-doping message. WADA's print material, such as the Athlete Guide and the Prohibited List, available in multiple languages, also provides important information about the athlete's responsibilities under the World Anti-Doping Code and the consequences of doping.

## WADA Independent Observer Program

The WADA Independent Observer (IO) Program helps enhance athlete and public confidence at major events by randomly monitoring and reporting on all phases of the doping control and results management processes in a neutral and unbiased manner.

A WADA IO team will observe the doping control and results management processes during the Games, will liaise with the IPC and LOCOG on a regular basis to provide feedback on the observation to amend operations and procedures wherever needed, and following the Games, will publish a report certifying on the conduct of the doping control procedures.

# IPC Technical Procedures for Doping Control by LOCOG for the London 2012 Paralympic Games

## 1. Introduction

1.0 The International Paralympic Committee's (*IPC*) Anti-Doping Programme for the 2012 Summer *Paralympic Games* complies with the World Anti-Doping *Code* and the mandatory *International Standards* that comprise the World Anti-Doping Programme.

1.1. The *IPC* delegates to the London Organising Committee of the Olympic Games and Paralympic Games Ltd (*LOCOG*) the implementation, under the *IPC*'s authority, of the following sections of the World Anti-Doping Agency's mandatory *International Standard for Testing* (*IST*):

- Notification of *Athletes*;
- Preparing for the *Sample Collection Session*;
- Conducting the *Sample Collection Session*;
- Security/post-test administration;
- Transport of *Samples* and documentation;
- Ownership of *Samples*;
- Annex A: Investigating a possible *Failure to Comply*;
- Annex B: Modifications for *Athletes* with disabilities;
- Annex C: Modifications for *Athletes* who are *Minors*;
- Annex D: Collection of urine *Samples*;
- Annex E: Collection of blood *Samples*;
- Annex F: Urine *Samples* – insufficient volume;
- Annex G: Urine *Samples* that do not meet the requirement for *Suitable Specific Gravity for Analysis*;
- Annex H: *Sample Collection Personnel* requirements.

1.2 These Technical Procedures for *Doping Control* outline *LOCOG*'s implementation of the aforementioned areas of the *WADA IST*.

1.3 These Technical Procedures for *Doping Control* do not address the requirements within the *IST* relating to Section 4 – Planning and Section 11 – *Athlete* Whereabouts. These requirements are the sole responsibility of the *IPC*.

1.4 *LOCOG* shall carry out *Doping Control* in accordance with these Technical Procedures for *Doping Control* on behalf of the *IPC* at *LOCOG* Paralympic venues only.

1.5 In implementing these Technical Procedures for *Doping Control*, *LOCOG* complies with the *WADA* Standard on *Athlete* Privacy and the Protection of Personal Data.

1.6 As part of the *IPC* Anti-Doping Programme, the purpose of these Technical Procedures for *Doping Control* is to plan for effective *Testing* and to maintain the integrity and identity of the *Samples* collected, from the point the *Athlete* is notified of the test to the point the *Samples* are transported to the laboratory for analysis.

## 2. Definitions

2.0 Unless defined in the *IPC* Anti-Doping Code, the definitions of the WADA *Code* and the *International Standards* apply, mutatis mutandis, to the capitalised terms appearing in italics throughout these Technical Procedures.

## 3. Notification of Athletes

### Objective

3.0 To ensure that reasonable attempts are made to locate the *Athlete*, the selected *Athlete* is notified, the rights of the *Athlete* are maintained, there are no opportunities to manipulate the *Sample* to be provided, and the notification is documented.

### General

3.1 Notification of *Athletes* starts when *LOCOG* initiates the notification of the selected *Athlete* and ends when the *Athlete* arrives at the *Doping Control Station* or when the *Athlete*'s possible *Failure to Comply* is brought to the attention of the *IPC*.

3.2 The main activities are:

a) appointing *Doping Control Station* Managers (DCSMs), *Doping Control Officers* (*DCOs*), *Chaperones* and other *Sample Collection Personnel*;

b) locating the *Athlete* and confirming his/her identity;

c) informing the *Athlete* that he/she has been selected to provide a *Sample* and of his/her rights and responsibilities;

d) for *No Advance Notice Sample* collection, continuously chaperoning the *Athlete* from the time of notification to the arrival at the designated *Doping Control Station*; and

e) documenting the notification, or notification attempts.

### Requirements prior to notification of Athletes

3.3 *No Advance Notice* shall be the notification method for *Sample* collection whenever possible.

3.4 To conduct or assist with *Sample Collection Sessions*, *LOCOG* shall appoint and authorise *Sample Collection Personnel* who have been trained for their assigned responsibilities, who do not have a conflict of interest in the outcome of the *Sample* collection, and who are not *Minors*.

3.5 *DCOs*/*Chaperones* shall have official identification that is provided and controlled by *LOCOG*. The minimum identification requirement is an official card naming *LOCOG* and the *IPC*.

3.6 *LOCOG* has established criteria to validate the identity of an *Athlete* selected to provide a *Sample*. This ensures the selected *Athlete* is the *Athlete* who is notified. Identification will typically be done through the *Athlete*'s Games-time accreditation or through an alternative reliable piece of photo identification. The method of identification of the *Athlete* shall be documented on the *Doping Control* documentation.

3.7 *LOCOG* or the DCSM/*DCO*/*Chaperone*, as applicable, shall establish the location of the selected *Athlete* and plan the approach and timing of notification, respectfully taking into consideration the specific circumstances of the sport/*Competition*/ training session and the situation in question.

3.8 *LOCOG* shall ensure that reasonable attempts are made to notify *Athletes* of their selection for *Sample* collection. *LOCOG* shall record in detail *Athlete* notification attempt(s) and outcome(s). In locating *Athletes* using *Athlete* whereabouts information, *LOCOG* will ensure its DCSMs/*DCOs* adhere to the requirements in 11.4.3 b) and c) of the *IST*.

3.9 The *Athlete* shall be the first one notified that he/she has been selected for *Sample* collection except where prior contact with a third party is required as specified in Procedure 3.10.

3.10 *LOCOG* or the DCSM/*DCO*/*Chaperone*, as applicable, shall consider whether a third party is required to be notified prior to notification of the *Athlete*. This may include situations where the *Athlete* is a *Minor* as provided for in Annex C: Modifications for Athletes who are Minors, where required by an *Athlete*'s disability as provided for in Annex B: Modifications for Athletes with disabilities, or in situations where an interpreter is required and available for the notification.

3.11 *LOCOG* or the DCSM/*DCO* may change a *Sample* collection from *No Advance Notice* to advance notice. Any such occurrence shall be recorded.

3.12 Notification for advance notice *Sample* collection shall be by any means that indicates the *Athlete* received the notice.

**Requirements for notification of Athletes**

3.13 When initial contact is made, *LOCOG* or the *DCO*/*Chaperone*, as applicable, shall ensure that the *Athlete* and/or a third party, if required, is informed:

a) that the *Athlete* is required to undergo a *Sample* collection;

b) that the *Sample* collection is being conducted under the authority of the *IPC*;

c) of the type of *Sample* collection and any conditions that need to be adhered to prior to the *Sample* collection;

d) of the *Athlete*'s rights, including the right to:

(i) have a representative and, if available, an interpreter;

(ii) ask for additional information about the *Sample* collection process;

(iii) request a delay in reporting to the *Doping Control Station* for valid reasons; and

(iv) request modifications as provided for in Annex B: Modifications for Athletes with disabilities.

e) of the *Athlete*'s responsibilities, including the requirement to:

(i) remain within sight of the *DCO*/*Chaperone* at all times from the first moment of in-person notification by the *DCO*/*Chaperone* until the completion of the *Sample* collection procedure;

(ii) produce identification;

(iii) comply with *Sample* collection procedures and the possible consequences of *Failure to Comply*; and

(iv) report immediately to the *Doping Control Station* for *Testing*, unless delayed for valid reasons.

f) of the location of the *Doping Control Station*;

g) that should the *Athlete* choose to consume food or fluids prior to providing a *Sample*, he/she does so at his/her own risk;

h) that the *Athlete* should avoid excessive rehydration, having in mind the requirement to produce a *Sample* with a *Suitable Specific Gravity for Analysis*; and

i) that the *Sample* provided by the *Athlete* to the *Sample Collection Personnel* should be the first urine passed by the *Athlete* subsequent to notification, ie, he/she should not pass urine in the shower or otherwise prior to providing a *Sample* to the *Sample Collection Personnel*.

3.14 When in-person contact is made, the *DCO/Chaperone* shall:

a) identify themselves to the *Athlete* using their official *LOCOG* identification card;

b) keep the *Athlete* under observation at all times until the completion of his/her *Sample Collection Session*; and

c) confirm the *Athlete*'s identity. Any inability to confirm the identity of the *Athlete* shall be documented. In such cases, the *DCO* responsible for conducting the *Sample Collection Session* shall decide whether it is appropriate to report the situation in accordance with Annex A: Investigating a possible Failure to Comply.

3.15 The *DCO/Chaperone* shall have the *Athlete* sign *Doping Control* documentation to acknowledge and accept the notification. If the *Athlete* refuses to sign that he/she has been notified or evades the notification, the *DCO/Chaperone* shall inform the *Athlete* of the consequences of a *Failure to Comply* if possible, and the *Chaperone* (if not the *DCO*) shall immediately report all relevant facts to the DCSM/*DCO*. When possible the *DCO* shall continue to collect a *Sample*. The DCSM/*DCO* shall document the facts and report the circumstances to *LOCOG* and the *IPC* as soon as possible. The *IPC* shall follow the steps prescribed in Annex A: Investigating a possible Failure to Comply.

3.16 The DCSM/*DCO/Chaperone* may at their discretion consider any valid third party requirement or any valid request by the *Athlete* for permission to delay reporting to the *Doping Control Station* following acknowledgement and acceptance of notification, and/or to leave the *Doping Control Station* temporarily after arrival, and may grant such permission if the *Athlete* can be continuously chaperoned and kept under direct observation during the delay and if the request relates to the following activities:

For *In-Competition Testing*:

a) participation in a Victory Ceremony;

b) fulfilment of media commitments;

c) competing in further *Competitions*;

d) performing a warm down;

e) obtaining necessary medical treatment;

f) locating a representative and/or interpreter;

g) obtaining photo identification; or

h) any other reasonable circumstances which can be justified, and which shall be documented.

For *Out-of-Competition Testing*:

a) locating a representative and/or an interpreter;

b) completing a training session;

c) receiving necessary medical treatment;

d) obtaining photo identification; or

e) any other reasonable circumstances which can be justified, and which shall be documented.

3.17 The *DCO* or other *Sample Collection Personnel* shall document the reasons for a delay in reporting to the *Doping Control Station* and/or reasons for leaving the *Doping Control Station* once arriving that may require further investigation by the *IPC*. Any failure by the *Athlete* to remain under constant observation should be recorded.

3.18 A DCSM/*DCO*/*Chaperone* shall reject a request for delay from an *Athlete* if it will not be possible for the *Athlete* to be continuously chaperoned.

3.19 When an *Athlete* notified of an advance notice *Sample* collection does not report to the *Doping Control Station* at the designated time, the *DCO* shall use his/her judgement whether to attempt to contact the *Athlete*. At a minimum, the *DCO* shall wait 30 minutes after the appointed time before departing. If the *Athlete* still has not reported by the time the *DCO* departs, the *DCO* shall follow the requirements of Annex A: Investigating a possible Failure to Comply.

3.20 If the *Athlete* delays reporting to the *Doping Control Station* other than in accordance with Procedure 3.16 but arrives prior to the DCSM's/*DCO*'s departure, the DCSM/*DCO* shall decide whether to report a possible *Failure to Comply*. If at all possible the *DCO* shall proceed with collecting a *Sample* and shall document the details of the delay in the *Athlete* reporting to the *Doping Control Station*.

3.21 If, while keeping the *Athlete* under observation, *Sample Collection Personnel* observe any matter with potential to compromise the test, the circumstances shall be reported to and documented by the DCSM/*DCO*. If deemed appropriate by the DCSM/*DCO*, the DCSM/*DCO* shall follow the requirements of Annex A: Investigating a possible Failure to Comply and/or consider if it is appropriate to collect an additional *Sample* from the *Athlete*.

## 4. Preparing for the Sample Collection Session

### Objective

4.0 To prepare for the *Sample Collection Session* in a manner that ensures that the session can be conducted efficiently and effectively.

### General

4.1 Preparing for the *Sample Collection Session* starts with the establishment of a system for obtaining relevant information for effective conduct of the session and ends when it is confirmed that the *Sample Collection Equipment* conforms to the specified criteria.

4.2 The main activities are:

a) establishing a system for collecting details regarding the *Sample Collection Session*;

b) establishing criteria for who may be present during a *Sample Collection Session*;

c) ensuring that the *Doping Control Station* meets the minimum criteria prescribed in Procedure 4.4; and

d) ensuring that *Sample Collection Equipment* used by *LOCOG* meets the minimum criteria prescribed in Procedure 4.7.

### Requirements for preparing for the Sample Collection Session

4.3 *LOCOG* shall obtain all the information necessary to ensure that the *Sample Collection Session* can be conducted effectively and efficiently, including special requirements to meet the needs of *Athletes* with disabilities as provided in Annex B: Modifications for Athletes with disabilities as well as the needs of *Athletes* who are *Minor*s as provided in Annex C: Modifications for Athletes who are Minors.

4.4 The *DCO* shall use a *Doping Control Station* which at a minimum, ensures the *Athlete*'s privacy and where possible is used solely as a *Doping Control Station* for the duration of the *Sample Collection Session*. The *DCO* shall record any significant deviations from these criteria.

4.5 *Doping Control Stations* will be located at all *Competition* venues and at the *Athlete* Villages. The DCSM is responsible for managing the *Doping Control* operations and the *Doping Control* workforce at a venue and in the *Doping Control Station*.

4.6 These procedures establish minimum criteria for who may be present during the *Sample Collection Session* in addition to the *Sample Collection Personnel* and members of the *LOCOG* Anti-Doping function, including:

a) an *Athlete*'s entitlement to be accompanied by a representative and/or interpreter during the *Sample Collection Session* except when the *Athlete* is passing a urine *Sample*;

b) a *Minor Athlete*'s entitlement, and the witnessing *DCO*'s entitlement to have a representative observe the witnessing *DCO* when the *Minor Athlete* is passing a urine *Sample*, but without the representative directly observing the passing of the *Sample* unless requested to do so by the *Minor Athlete*;

c) an *Athlete* with a disability's entitlement to be accompanied by a representative as provided in Annex B: Modifications for Athletes with disabilities;

d) an *IPC* Anti-Doping Committee representative. The *IPC* Medical Committee representative shall not directly observe the passing of a urine *Sample*;

e) the relevant *International Federation* representative. The *International Federation* representative shall not directly observe the passing of a urine *Sample*; and

f) a *WADA* Independent Observer where applicable under the *Independent Observer Programme*. The *WADA* Independent Observer shall not directly observe the passing of a urine *Sample*.

4.7 The *DCO* shall only use *Sample Collection Equipment* systems that are authorised by *LOCOG*, which at a minimum, shall:

a) have a unique numbering system incorporated into all bottles, containers, tubes or any other item used to seal the *Athlete*'s *Sample*;

b) have a sealing system that is tamper evident;

c) ensure the identity of the *Athlete* is not evident from the equipment itself; and

d) be clean and sealed prior to use by the *Athlete*.

4.8 *LOCOG* will use Berlinger *Sample Collection Equipment*.

4.9 Photographs, video or tape recordings may only be taken inside the *Doping Control Station* with the permission of the DCSM and only when the *Doping Control Station* is not in operation. No photographs, video or tape recordings may be taken once the *Doping Control Station* is in operation. Mobile phones may be used as phones but not cameras. However, all mobile phones must be turned off during the processing of the *Sample*.

## 5. Conducting the Sample Collection Session

### Objective

5.0 To conduct the *Sample Collection Session* in a manner that ensures the integrity, security and identity of the *Sample* and respects the privacy of the *Athlete*.

**General**

5.1 The *Sample Collection Session* starts with defining overall responsibility for the conduct of the *Sample Collection Session* and ends once the *Sample* collection documentation is complete.

5.2 The main activities are:

a) preparing for collecting the *Sample*;

b) collecting and securing the *Sample*; and

c) documenting the *Sample* collection.

**Requirements prior to Sample collection**

5.3 *LOCOG* and the DCSM shall be responsible for the overall conduct of the *Sample Collection Session* with specific responsibilities delegated to the *DCO*.

5.4 The *DCO* shall ensure that the *Athlete* is informed of his/her rights and responsibilities as specified in Procedure 3.13.

5.5 The *DCO* shall provide the *Athlete* with the opportunity to hydrate. The *Athlete* should avoid excessive hydration, having in mind the requirement to provide a *Sample* with a *Suitable Specific Gravity for Analysis*.

5.6 The *Athlete* shall only leave the *Doping Control Station* under continuous observation by the *DCO/Chaperone* and with the approval of the DCSM. The DCSM shall consider any reasonable request, as specified in Procedure 3.16 and Procedure 3.17, by the *Athlete* to leave the *Doping Control Station*, until the *Athlete* is able to provide a *Sample*.

5.7 If the DCSM gives approval for the *Athlete* to leave the *Doping Control Station*, the DCSM shall agree with the *Athlete* on the following conditions of leave:

a) the purpose of the *Athlete* leaving the *Doping Control Station*;

b) the time of return (or return upon completion of an agreed activity);

c) that the *Athlete* must remain under observation at all times; and

d) that the *Athlete* shall not pass urine until he/she gets back to the *Doping Control Station*.

5.8 The DCSM/*DCO*/*Sample Collection Personnel* shall document this information agreed to and the actual time of the *Athlete*'s departure and subsequent return.

**Requirements for Sample collection**

5.9 The *DCO* shall collect the *Sample* from the *Athlete* according to the following procedures for the specific type of *Sample* collection:

a) Annex D: Collection of urine Samples; and

b) Annex E: Collection of blood Samples.

5.10 Any behaviour by the *Athlete* and/or *Person*s associated with the *Athlete* or anomalies with potential to compromise the *Sample* collection shall be recorded by the *DCO*. If appropriate, *LOCOG* and/or the DCSM/*DCO* shall apply Annex A: Investigating a possible Failure to Comply.

5.11 If there are doubts as to the origin or authenticity of the *Sample*, the *Athlete* shall be asked to provide an additional *Sample*. If the *Athlete* refuses to provide an additional *Sample* the *DCO* shall document in detail the circumstances around the refusal and *LOCOG* shall apply Annex A: Investigating a possible Failure to Comply.

5.12 The *DCO* shall provide the *Athlete* with the opportunity to document any concerns he/she may have about how the *Sample Collection Session* was conducted.

5.13 In conducting the *Sample Collection Session* the following information shall be recorded as a minimum:

a) date, time and type of notification (*No Advance Notice*, advance notice, *Out-of-Competition*);

b) arrival time at *Doping Control Station*;

c) date and time of *Sample* provision;

d) the name of the *Athlete*;

e) the date of birth of the *Athlete*;

f) the gender of the *Athlete*;

g) the *Athlete*'s accreditation number, which, when linked to the *LOCOG* database, can provide the *Athlete*'s home address and telephone number;

h) the *Athlete*'s sport and discipline;

i) the name of the *Athlete*'s coach and doctor;

j) the *Sample* code number;

k) the name and signature of the *DCO* who witnessed the urine *Sample* provision;

l) the name and signature of the *Blood Collection Officer* who collected the blood *Sample*, where applicable;

m) required laboratory information on the *Sample*;

n) medications and supplements taken, as declared by the *Athlete*, and recent blood transfusion details if applicable, within the timeframe specified by the laboratory;

o) any irregularities in procedures;

p) *Athlete* comments or concerns regarding the conduct of the *Sample Collection Session*, if provided;

q) *Athlete* consent for the processing of test data in *ADAMS*;

r) *Athlete* consent, or refusal to consent, for the use of the *Sample*(s) for research purposes;

s) the name and signature of the *Athlete*;

t) the name and signature of the *Athlete*'s representative, if applicable; and

u) the name and signature of the *DCO*.

5.14 At the conclusion of the *Sample Collection Session* the *Athlete* and *DCO* shall sign appropriate documentation to indicate their satisfaction that the documentation accurately reflects the details of the *Athlete*'s *Sample Collection Session*, including any concerns recorded by the *Athlete*. The *Athlete*'s representative (if any) and the *Athlete* shall both sign the documentation if the *Athlete* is a *Minor*. Other *Persons* present who had a formal role during the *Athlete*'s *Sample Collection Session* may sign the documentation as a witness of the proceedings.

5.15 The *DCO* shall provide the *Athlete* with a copy of the records of the *Sample Collection Session* that have been signed by the *Athlete*.

## 6. Security/post-test administration

### Objective

6.0 To ensure that all *Samples* collected at the *Doping Control Station* and *Sample* collection documentation are securely stored prior to their departure from the *Doping Control Station*.

### General

6.1 Post-test administration begins when the *Athlete* leaves the *Doping Control Station* after providing a *Sample*, and ends with preparation of all of the collected *Samples* and documentation for transport.

### Requirements for security/post-test administration

6.2 *LOCOG* has established criteria to ensure that any *Sample* will be stored in a manner that protects its integrity, identity and security prior to transport from the *Doping Control Station*. The DCSM/*DCO* shall ensure that any *Sample* is stored in accordance with these criteria. These criteria are ensuring the *Samples* are placed in a lockable refrigerator within the *Doping Control Station* prior to transport.

6.3 Without exception, all *Samples* collected shall be sent for analysis to a *WADA*-accredited laboratory or as otherwise approved by *WADA*.

6.4 The DCSM/*DCO* shall ensure that the documentation for each *Sample* is completed and securely handled.

6.5 *LOCOG* shall ensure that, where required, instructions for the type of analysis to be conducted are provided to the *WADA*-accredited laboratory.

## 7. Transport of Samples and documentation

### Objective

7.0 To ensure that *Samples* and related documentation arrive at the *WADA*-accredited laboratory in proper condition to do the necessary analysis.

7.1 To ensure the *Sample Collection Session* documentation is sent by the DCSM/*DCO* to the *IPC* in a secure and timely manner and copies made available to the WADA Independent Observer team.

### General

7.2 Transport starts when the *Samples* and documentation leave the *Doping Control Station* and ends with the confirmed receipt of the *Samples* and *Sample* collection documentation at their intended destinations.

7.3 The main activities are arranging for the secure transport of *Samples* and related documentation to the *WADA*-accredited laboratory, and arranging for the secure transport of *Sample* collection documentation to the *IPC*.

### Requirements for transport and storage of Samples and documentation

7.4 *LOCOG* has authorised a transport system that ensures *Samples* and documentation will be transported in a manner that protects their integrity, identity and security.

7.5 *Samples* shall always be transported to the *WADA*-accredited laboratory using a *LOCOG* authorised transport method as soon as practicable after the completion of the *Sample Collection Session*. *Samples* shall be transported in a manner which minimises the potential for *Sample* degradation due to factors such as time delays and extreme temperature variations.

7.6 Documentation identifying the *Athlete* shall not be included with the *Samples* or documentation sent to the *WADA*-accredited laboratory or as otherwise approved by *WADA*.

7.7 a) *LOCOG* shall send all relevant *Sample Collection Session* documentation to the *IPC* using a *LOCOG* authorised transport method as soon as practicable after the completion of the *Sample Collection Session*.

b) When required, the DCSM/*DCO* shall complete all necessary documentation for customs purposes.

7.8 a) *Chain of Custody* shall be checked by *LOCOG* if receipt of either the *Samples* with accompanying documentation or *Sample* collection documentation is not confirmed at their intended destination or a *Sample's* integrity or identity may have been compromised during transport. In this instance, *LOCOG* shall inform the *IPC* and the *IPC* shall consider whether the *Sample* should be voided.

b) The opening of the transport bag by customs, border authorities or *LOCOG* security staff will not, in itself, invalidate laboratory results.

7.9 Documentation related to a *Sample Collection Session* and/or an anti-doping rule violation shall be stored by the *IPC* for a minimum of eight (8) years.

## 8. Ownership of Samples

8.0 The *IPC* owns the *Samples* collected from the *Athlete*.

## Annex A: Investigating a possible Failure to Comply

### Objective

A.1 To ensure that any matters occurring before, during or after a *Sample Collection Session* that may lead to a determination of a *Failure to Comply* are assessed, acted upon and documented.

### Scope

A.2 Investigating a possible *Failure to Comply* begins when the *IPC, LOCOG* or a DCSM/*DCO* becomes aware of a possible *Failure to Comply* and ends when the *IPC* takes appropriate follow-up action based on the outcome of its investigation into the possible *Failure to Comply*.

### Responsibility

A.3 The *IPC* is responsible for ensuring that:

a) any matters with the potential to compromise an *Athlete*'s test are assessed by means of an initial review according to the *IPC* Anti-Doping Code to determine if a possible *Failure to Comply* has occurred;

b) all relevant information and documentation, including information from the immediate surroundings when applicable, is obtained as soon as possible or practical to ensure that all knowledge of the matter can be reported and be presented as possible evidence;

c) appropriate documentation is completed to report any possible *Failure to Comply*;

d) the *Athlete* or other *Person* is informed of the possible *Failure to Comply* in writing and has the opportunity to respond; and

e) the final determination is made available to other *Anti-Doping Organisations* in accordance with the *Code*.

A.4 The DCSM/*DCO* is responsible for:

a) informing the *Athlete* or other *Person* that a *Failure to Comply* could result in an anti-doping rule violation;

b) completing the *Athlete*'s *Sample Collection Session* where possible; and

c) providing a detailed written report of any possible *Failure to Comply*.

A.5 The other *Sample Collection Personnel* are responsible for:

a) informing the *Athlete* or other *Person* that a *Failure to Comply* could result in an anti-doping rule violation; and

b) reporting to the DCSM/*DCO* any possible *Failure to Comply*.

### Requirements

A.6 Any potential *Failure to Comply* shall be reported by the DCSM/*DCO* and/or followed up by the *IPC* as soon as practical.

A.7 If the *IPC* determines that there has been a potential *Failure to Comply*, the *Athlete* or other *Person* shall be notified in the course of the initial review of:

a) the possible consequences; and

b) that a potential *Failure to Comply* is being investigated by the *IPC* and appropriate follow-up action will be taken.

A.8 Any additional necessary information about the possible *Failure to Comply* shall be obtained from all relevant sources, including the *Athlete* or other *Person*, as soon as possible and recorded.

A.9 The *IPC* shall ensure that the outcomes of its initial review into the potential *Failure to Comply* are considered for results management action and, if applicable, for further planning and *Target Testing*.

## Annex B: Modifications for Athletes with disabilities

### Objective

B.1 To ensure that the special needs of *Athlete*s with disabilities are considered, where possible, in relation to the provision of a *Sample*, without compromising the integrity of the *Sample Collection Session*.

### Scope

B.2 Determining whether modifications are necessary starts with identification of situations where *Sample* collection involves *Athlete*s with disabilities and ends with modifications to *Sample* collection procedures and equipment where necessary and where possible.

### Responsibility

B.3 *LOCOG* has responsibility for ensuring, when possible, that the *DCO* has any information and *Sample Collection Equipment* necessary to conduct a *Sample Collection Session* with an *Athlete* with a disability. The *DCO* has responsibility for *Sample* collection.

### Requirements

B.4 All aspects of notification and *Sample* collection for *Athlete*s with disabilities shall be carried out in accordance with the standard notification and *Sample* collection procedures unless modifications are necessary due to the *Athlete*'s disability.

B.5 In planning or arranging *Sample* collection, *LOCOG* and the DCSM/*DCO* shall consider whether there will be any *Sample* collection for *Athlete*s with disabilities that may require modifications to the standard procedures for notification or *Sample* collection, including *Sample Collection Equipment* and facilities. If requested, the *DCO* shall provide to the *Athlete* a new sterile catheter with which to provide a *Sample*. *LOCOG* will equip all *Doping Control Stations* with a number of sealed, sterile catheters. However, this will never include all brands, sizes and/or materials. This shall be regarded as a complimentary service offered to *Athletes*.

B.6 The DCSM/*DCO* shall have the authority to make modifications as the situation requires when possible and as long as such modifications will not compromise the identity, security or integrity of the *Sample*. All such modifications must be documented.

B.7 An *Athlete* with an intellectual, physical or sensory disability can be assisted by the *Athlete*'s representative or *Sample Collection Personnel* during the *Sample Collection Session* where authorised by the *Athlete* and agreed to by the *DCO*.

B.8 The DCSM/*DCO* can decide that alternative *Sample Collection Equipment* or facilities will be used when required to enable the *Athlete* to provide the *Sample* as long as the *Sample*'s identity, security and integrity will not be affected.

B.9 For intermittent catheter use, *Athletes* may use their own catheter to provide a *Sample*. Where possible, this catheter should be new, and produced in a tamper-evident wrapping. The *DCO* shall inspect all catheters provided by an *Athlete* prior to their use. However, the cleanliness of a used or unsealed catheter is the responsibility of the *Athlete*.

B.10 *Athletes* who are using urine collection or drainage systems are required to eliminate existing urine from such systems before providing a urine *Sample* for analysis. Where possible, the existing urine collection or drainage system should be replaced

with a new catheter or drainage system. The cleanliness of the system is the responsibility of the *Athlete*.

B.11 The *DCO* will record modifications made to the standard *Sample* collection procedures for *Athlete*s with disabilities, including any applicable modifications specified in the above actions.

## Annex C: Modifications for Athletes who are Minors

### Objective

C.1 To ensure that the needs of *Athlete*s who are *Minors* are met, in relation to the provision of a *Sample*, without compromising the integrity of the *Sample Collection Session*.

### Scope

C.2 Determining whether modifications are necessary starts with identification of situations where *Sample* collection involves *Athlete*s who are *Minors* and ends with modifications to *Sample* collection procedures where necessary and where possible.

### Responsibility

C.3 The *IPC* has responsibility for ensuring, when possible, that the DCSM/*DCO* has any information necessary to conduct a *Sample Collection Session* with an *Athlete* who is a *Minor*. This includes confirming wherever necessary that parental consent clauses are in place when arranging *Testing* at an *Event*.

### Requirements

C.4 All aspects of notification and *Sample* collection for *Athlete*s who are *Minors* shall be carried out in accordance with the standard notification and *Sample* collection procedures unless modifications are necessary due to the *Athlete* being a *Minor*.

C.5 In planning or arranging *Sample* collection, the *IPC*, *LOCOG*, the DCSM and the *DCO* shall consider whether there will be any *Sample* collection for *Athlete*s who are *Minors* that may require modifications to the standard procedures for notification or *Sample* collection.

C.6 The DCSM/*DCO* and *LOCOG* shall have the authority to make modifications as the situation requires when possible and as long as such modifications will not compromise the identity, security or integrity of the *Sample*.

C.7 *Athlete*s who are *Minors* should be accompanied by a representative throughout the entire *Sample Collection Session*. The representative shall not witness the passing of a urine *Sample* unless requested to do so by the *Minor*. The objective is to ensure that the *DCO* is observing the *Sample* provision correctly. Even if the *Minor* declines a representative, the *IPC*/DCSM/*DCO*, as applicable, shall consider whether a third party ought to be present during notification of and/or collection of the *Sample* from the *Athlete*.

C.8 For *Athlete*s who are *Minors*, the DCSM/*DCO* shall determine who in addition to the *Sample Collection Personnel* may be present during the *Sample Collection Session*, namely a *Minor*'s representative to observe the *Sample Collection Session* (including observing the *DCO* when the *Minor* is passing the urine *Sample*, but not to directly observe the passing of the urine *Sample* unless requested to do so by the *Minor*) and the *DCO*'s representative, to observe the *DCO* when a *Minor* is passing a urine *Sample*, but without the representative directly observing the passing of the *Sample* unless requested by the *Minor* to do so.

C.9 Should a *Minor* decline to have a representative present during the *Sample Collection Session*, this should be clearly documented by the *DCO*/*Chaperone*. This does not invalidate the test, but must be recorded. If a *Minor* declines the presence of a representative, the representative of the *DCO* must be present.

C.10 Should a *Minor* fall within a *Registered Testing Pool*, the preferred venue for all *Testing* is a location where the presence of an adult is most likely, eg, at a training venue. However, *Testing* at any other venue will not invalidate the test.

C.11 The *IPC* and *LOCOG* shall consider the appropriate course of action when no adult is present at the *Testing* of an *Athlete* who is a *Minor* and shall accommodate the *Athlete* in locating a representative in order to proceed with *Testing*.

## Annex D: Collection of urine Samples

### Objective

D.1 To collect an *Athlete*'s urine *Sample* in a manner that ensures:

a) consistency with relevant principles of internationally recognised standard precautions in healthcare settings so that the health and safety of the *Athlete* and *Sample Collection Personnel* are not compromised;

b) the *Sample* meets the *Suitable Specific Gravity for Analysis* and the *Suitable Volume of Urine for Analysis*. Failure of a *Sample* to meet these requirements in no way invalidates the suitability of the *Sample* for analysis. The determination of a *Sample*'s suitability for analysis is the decision of the relevant laboratory, in consultation with the *IPC*;

c) the *Sample* has not been manipulated, substituted, contaminated or otherwise tampered with in any way;

d) the *Sample* is clearly and accurately identified; and

e) the *Sample* is securely sealed in a tamper-evident kit.

### Scope

D.2 The collection of a urine *Sample* begins with ensuring the *Athlete* is informed of the *Sample* collection requirements and ends with discarding any residual urine remaining at the end of the *Athlete*'s *Sample Collection Session*.

### Responsibility

D.3 The *DCO* has the responsibility for ensuring that each *Sample* is properly collected, identified and sealed. The *DCO* has the responsibility for directly witnessing the passing of the urine *Sample*.

### Requirements

D.4 The *DCO* shall ensure that the *Athlete* is informed of the requirements of the *Sample Collection Session*, including any modifications as provided for in Annex B: Modifications for Athletes with disabilities.

D.5 The *DCO* shall ensure that the *Athlete* is offered a choice of appropriate equipment for collecting the *Sample*. If the nature of an *Athlete*'s disability requires that he/she must use additional or other equipment as provided for in Annex B: Modifications for Athletes with disabilities, the *DCO* shall inspect that equipment to ensure that it will not affect the identity or integrity of the *Sample*.

D.6 The *DCO* shall instruct the *Athlete* to select a collection vessel.

D.7 When the *Athlete* selects a collection vessel and for selection of all other *Sample Collection Equipment* that directly holds the urine *Sample*, the *DCO* will instruct the *Athlete* to check that all seals on the selected equipment are intact and the equipment has not been tampered with. If the *Athlete* is not satisfied with the selected equipment, he/she may select another. If the *Athlete* is not satisfied with any of the equipment available for the selection, this shall be recorded by the *DCO*.

D.8 If the *DCO* does not agree with the *Athlete*'s opinion that all of the equipment available for the selection is unsatisfactory, the *DCO* shall instruct the *Athlete* to proceed with the *Sample Collection Session*. If the *DCO* agrees with the reasons put forward by the *Athlete* that all of the equipment available for the selection is unsatisfactory, the *DCO* shall terminate the collection of the *Athlete*'s urine *Sample* and this shall be recorded by the *DCO*.

D.9 The *Athlete* shall retain control of the collection vessel and any *Sample* provided until the *Sample* is sealed, unless assistance is required by an *Athlete*'s disability as provided for in Annex B: Modifications for Athletes with disabilities. Additional assistance may be provided in exceptional circumstances to any *Athlete* by the *Athlete*'s representative or *Sample Collection Personnel* during the *Sample Collection Session* where authorised by the *Athlete* and agreed to by the *DCO*.

D.10 The *DCO* who witnesses the passing of the *Sample* shall be of the same gender as the *Athlete* providing the *Sample*.

D.11 The *DCO* will ensure the *Athlete* thoroughly washes his/her hands or wears a pair of gloves prior to the provision of the *Sample*.

D.12 The *DCO* and *Athlete* shall proceed to an area of privacy to collect a *Sample*.

D.13 The *DCO* shall ensure an unobstructed view of the *Sample* leaving the *Athlete*'s body and must continue to observe the *Sample* after provision until the *Sample* is securely sealed, and the *DCO* shall record the witnessing in writing. In order to ensure a clear and unobstructed view of the passing of the *Sample*, the *DCO* shall instruct the *Athlete* to remove or adjust clothing which restricts the clear view of *Sample* provision. Once the *Sample* has been provided, the *DCO* shall also ensure that no additional volume is passed by the *Athlete* at the time of provision, which could have been secured in the collection vessel.

D.14 The *DCO* shall verify, in full view of the *Athlete*, that a *Suitable Volume of Urine for Analysis* has been provided.

D.15 Where the volume of urine is insufficient, the *DCO* shall conduct a partial *Sample* collection procedure as prescribed in Annex F: Urine Samples – insufficient volume.

D.16 The *DCO* shall instruct the *Athlete* to select a *Sample* collection kit containing A and B containers in accordance with Procedure D.7.

D.17 Once a *Sample* collection kit has been selected, the *DCO* and the *Athlete* shall check that all code numbers match and that this code number is recorded accurately by the *DCO*.

D.18 If the *Athlete* or *DCO* finds that the numbers are not the same, the *DCO* shall instruct the *Athlete* to choose another kit in accordance with Procedure D.7. The *DCO* shall record the matter.

D.19 The *Athlete* shall pour the minimum *Suitable Volume of Urine for Analysis* into the B bottle (to a minimum of 30ml), and then pour the remainder of the urine into the A bottle (to a minimum of 60ml). If more than the minimum *Suitable Volume of Urine for Analysis* has been provided, the *DCO* shall ensure that the *Athlete* fills the A bottle to capacity as per the recommendation of the equipment manufacturer. Should there still be urine remaining, the *DCO* shall ensure that the *Athlete* fills the B bottle to capacity as per the recommendation of the equipment manufacturer. The *DCO* shall instruct the *Athlete* to ensure that a small amount of urine is left in the collection vessel, explaining that this is to enable the *DCO* to test the specific gravity of that residual urine in accordance with Procedure D.22.

D.20 The *Athlete* shall seal the containers as directed by the *DCO*. The *DCO* shall check, in full view of the *Athlete*, that the containers have been properly sealed.

D.21 Urine should only be discarded when both the A and B bottles have been filled to capacity in accordance with Procedure D.19 and sealed in accordance with Procedure D.20, and after the residual urine has been tested in accordance with Procedure D.22. The *Suitable Volume of Urine for Analysis* shall be viewed as an absolute minimum.

D.22 The *DCO* shall test the residual urine in the collection vessel to determine if the *Sample* has a *Suitable Specific Gravity for Analysis*. If the *DCO*'s field reading indicates that the *Sample* does not have a *Suitable Specific Gravity for Analysis*, then the *DCO* shall follow Annex G: Urine Samples that do not meet requirement for Suitable Specific Gravity for Analysis.

D.23 The *DCO* shall ensure that the *Athlete* has been given the option of requiring that any residual urine that will not be sent for analysis is discarded in full view of the *Athlete*.

## Annex E: Collection of blood Samples

### Objectives

E.1 To collect an *Athlete*'s blood *Sample* in a manner that ensures:

a) consistency with relevant principles of internationally recognised standard precautions in healthcare settings so that the health and safety of the *Athlete* and *Sample Collection Personnel* are not compromised;

b) the *Sample* is of a quality and quantity that meets the relevant analytical guidelines;

c) the *Sample* has not been manipulated, substituted, contaminated or otherwise tampered with in any way;

d) the *Sample* is clearly and accurately identified; and

e) the *Sample* is securely sealed.

### Scope

E.2 The collection of a blood *Sample* begins with ensuring the *Athlete* is informed of the *Sample* collection requirements and ends with properly storing the *Sample* prior to dispatch for analysis at the *WADA*-accredited laboratory.

### Responsibilities

E.3 The DCSM/*DCO* has the responsibility for ensuring that:

a) each *Sample* is properly collected, identified and sealed; and

b) all *Samples* have been properly stored and dispatched in accordance with the relevant analytical guidelines.

E.4 The *Blood Collection Officer* has the responsibility for collecting the blood *Sample*, answering related questions during the provision of the *Sample*, and proper disposal of used blood sampling equipment not required for completing the *Sample Collection Session*.

### Requirements

E.5 Procedures involving blood shall be consistent with the local standards and regulatory requirements regarding precautions in healthcare settings.

E.6 Blood *Sample Collection Equipment* shall consist of: (a) a single *Sample* tube for blood profiling purposes; or (b) both an A and a B *Sample* tube for blood analysis; or (c) as otherwise specified by the relevant laboratory.

E.7 The *DCO* shall ensure that the *Athlete* is informed of the requirements of the *Sample* collection, including any modifications as provided for in Annex B: Modifications for Athletes with disabilities.

E.8 The *DCO* and *Athlete* shall proceed to the area where the *Sample* will be provided.

E.9 The *DCO* shall ensure the *Athlete* is offered comfortable conditions in accordance with the *WADA* Guidelines for Blood Sample Collection, prior to providing a *Sample*.

E.10 The *DCO* shall instruct the *Athlete* to select the *Sample* collection kit/s required for collecting the *Sample* and to check that the selected equipment has not been tampered with and the seals are intact. If the *Athlete* is not satisfied with a selected kit, he/she may select another. If the *Athlete* is not satisfied with any kits and no others are available, this shall be recorded by the *DCO*.

E.11 If the *DCO* does not agree with the *Athlete* that all of the available kits are unsatisfactory, the *DCO* shall instruct the *Athlete* to proceed with the *Sample Collection Session*. If the *DCO* agrees with the *Athlete* that all available kits are unsatisfactory, the *DCO* shall terminate the collection of the *Athlete*'s blood *Sample* and this shall be recorded by the *DCO*.

E.12 When a *Sample* collection kit has been selected, the *DCO* and the *Athlete* shall check that all code numbers match and that this code number is recorded accurately by the *DCO*. If the *Athlete* or *DCO* finds that the numbers are not the same, the *DCO* shall instruct the *Athlete* to choose another kit. The *DCO* shall record the matter.

E.13 The *Blood Collection Officer* shall clean the skin with a sterile disinfectant wipe or swab in a location unlikely to adversely affect the *Athlete* or his/her performance and, if required, apply a tourniquet. The *Blood Collection Officer* shall take the blood *Sample* from a superficial vein into the tube. The tourniquet, if applied, shall be immediately removed after the venipuncture has been made.

E.14 The amount of blood removed shall be adequate to satisfy the relevant analytical requirements for the *Sample* analysis to be performed.

E.15 If the amount of blood that can be removed from the *Athlete* at the first attempt is insufficient, the *Blood Collection Officer* shall repeat the procedure. Maximum attempts shall be three. Should all attempts fail, then the *Blood Collection Officer* shall inform the *DCO*. The *DCO* shall terminate the collection of the blood *Sample* and record this and the reasons for terminating the collection.

E.16 The *Blood Collection Officer* shall apply a dressing to the puncture site(s).

E.17 The *Blood Collection Officer* shall dispose of used blood sampling equipment not required for completing the *Sample Collection Session* in accordance with the required local standards for handling blood.

E.18 If the *Sample* requires further on-site processing, such as centrifugation or separation of serum, the *Athlete* shall remain to observe the *Sample* until final sealing in a secure, tamper-evident kit.

E.19 The *Athlete* shall seal his/her *Sample* into the *Sample* collection kit as directed by the *DCO*. In full view of the *Athlete*, the *DCO* shall check that the sealing is satisfactory.

E.20 The sealed *Sample* shall be stored in a manner that protects its integrity, identity and security prior to transport from the *Doping Control Station* to the *WADA*-accredited laboratory.

E.21 The *WADA* Guidelines for Blood Sample Collection shall be a further source of information for blood collection and *Testing*.

## Annex F: Urine Samples – insufficient volume

### Objective

F.1 To ensure that where a *Suitable Volume of Urine for Analysis* is not provided, appropriate procedures are followed.

### Scope

F.2 The procedure begins with informing the *Athlete* that the *Sample* is not a *Suitable Volume of Urine for Analysis* and ends with the provision of a *Sample* of sufficient volume.

### Responsibility

F.3 The *DCO* has the responsibility for declaring the *Sample* volume insufficient and for collecting the additional *Sample*(s) to obtain a combined *Sample* of sufficient volume.

### Requirements

F.4 If the *Sample* collected is of insufficient volume, the *DCO* shall inform the *Athlete* that a further *Sample* shall be collected to meet the *Suitable Volume of Urine for Analysis* requirements.

F.5 The *DCO* shall instruct the *Athlete* to select partial *Sample Collection Equipment* in accordance with Procedure D.7 of Annex D: Collection of urine Samples.

F.6 The *DCO* shall then instruct the *Athlete* to seal the insufficient *Sample* into the collection vessel as directed by the *DCO*. The *DCO* shall check, in full view of the *Athlete*, that the collection vessel has been properly sealed.

F.7 The *DCO* and the *Athlete* shall check that the seal number, the volume and identity of the insufficient *Sample* are recorded accurately by the *DCO*. The *DCO* shall store the insufficient *Sample* securely to the satisfaction of the *Athlete*.

F.8 While waiting to provide an additional *Sample*, the *Athlete* shall remain under continuous observation and be given the opportunity to hydrate.

F.9 When the *Athlete* is able to provide an additional *Sample*, the procedures for collection of the *Sample* shall be repeated as prescribed in Annex D: Collection of urine Samples, until a sufficient volume of urine will be achieved by combining the initial and additional *Sample*(s).

F.10 When the *DCO* is satisfied that the requirements for *Suitable Volume of Urine for Analysis* have been met, the *DCO* and *Athlete* shall check the integrity of the seal on the partial *Sample* collection vessel containing the previously provided insufficient *Sample*. Any irregularity with the integrity of the seal will be recorded by the *DCO* and investigated according to Annex A: Investigating a possible Failure to Comply.

F.11 The *DCO* shall then direct the *Athlete* to break the seal and combine the *Samples*, ensuring that the additional *Sample* is added to the initial *Sample*(s) collected until, as a minimum, the requirement for *Suitable Volume of Urine for Analysis* is met.

F.12 The *DCO* and *Athlete* shall then continue with the appropriate sections of Annex D: Collection of urine Samples.

F.13 The *DCO* shall check the residual urine to ensure that it meets the requirement for *Suitable Volume of Urine for Analysis*.

F.14 Urine should only be discarded when both the A and B containers have been filled to capacity in accordance with Procedure D.19 and sealed in accordance with Procedure D.20. The *Suitable Volume of Urine for Analysis* shall be viewed as an absolute minimum.

## Annex G: Urine Samples that do not meet the requirement for Suitable Specific Gravity for Analysis

### Objective

G.1 To ensure that when the urine *Sample* does not meet the requirement for *Suitable Specific Gravity for Analysis*, appropriate procedures are followed.

### Scope

G.2 The procedure begins with the *DCO* informing the *Athlete* that a further *Sample* is required and ends with the collection of a *Sample* that meets the requirements for *Suitable Specific Gravity for Analysis*, or appropriate follow-up action by the *IPC* if required.

### Responsibility

G.3 *LOCOG* is responsible for establishing procedures to ensure that a suitable *Sample* is collected. If the original *Sample* collected does not meet the requirements for *Suitable Specific Gravity for Analysis*, the *DCO* is responsible for collecting additional *Sample*s until a suitable *Sample* is obtained.

### Requirements

G.4 The *DCO* shall determine that the requirements for *Suitable Specific Gravity for Analysis* have not been met.

G.5 The *DCO* shall inform the *Athlete* that he/she is required to provide a further *Sample*.

G.6 While waiting to provide additional *Samples*, the *Athlete* shall remain under continuous observation.

G.7 The *Athlete* shall be encouraged not to hydrate excessively, since this may delay the production of a suitable *Sample*.

G.8 When the *Athlete* is able to provide an additional *Sample*, the *DCO* shall repeat the procedures for collection of the *Sample* as prescribed in Annex D: Collection of urine Samples.

G.9 The *DCO* should continue to collect additional *Samples* until the requirement for *Suitable Specific Gravity for Analysis* is met, or until the DCSM/*DCO* determines that there are exceptional circumstances which mean that for logistical reasons it is impossible to continue with the *Sample Collection Session*. Such exceptional circumstances shall be documented accordingly by the *DCO*.

G.10 In accordance with Procedure G.9, given the logistical nature of the Games, it would typically be impossible to collect more than two (2) *Samples* from *Athletes* during one *Doping Control* session. As such, the *IPC* will typically require *Athletes* to provide one (1) additional *Sample* in the event the *Athlete*'s *Sample* does not meet the requirements for *Suitable Specific Gravity for Analysis*.

G.11 The *DCO* shall record that the *Sample*s collected belong to a single *Athlete* and the order in which the *Sample*s were provided.

G.12 The *DCO* shall then continue with the *Sample Collection Session* in accordance with appropriate sections of Annex D: Collection of urine Samples.

G.13 If it is determined that none of the *Athlete*'s *Sample*s meets the requirement for *Suitable Specific Gravity for Analysis* and the DCSM/*DCO* determines that for logistical reasons it is impossible to continue with the *Sample Collection Session*, the DCSM/*DCO* may end the *Sample Collection Session*. In such circumstances, if appropriate, the *IPC* may investigate a possible anti-doping rule violation.

G.14 The DCSM/*DCO* shall send to the *WADA*-accredited laboratory for analysis all *Samples* which were collected, irrespective of whether or not they meet the requirement for *Suitable Specific Gravity for Analysis*.

G.15 The *WADA*-accredited laboratory shall, in conjunction with the *IPC*, determine which *Samples* shall be analysed.

## Annex H: Sample Collection Personnel requirements

### Objective

H.1 To ensure that *Sample Collection Personnel* have no conflict of interest and have adequate qualifications and experience to conduct *Sample Collection Sessions*.

### Scope

H.2 *Sample Collection Personnel* requirements start with the development of the necessary competencies for *Sample Collection Personnel* and end with the provision of identifiable accreditation.

### Responsibility

H.3 *LOCOG* has the responsibility for all activities defined in this Annex H.

### Requirements – qualifications and training

H.4 *LOCOG* shall determine the necessary competence and qualification requirements for the positions of *DCO*, *Chaperone* and *Blood Collection Officer*. *LOCOG* shall develop duty statements for all *Sample Collection Personnel* that outline their respective responsibilities. As a minimum:

a) *Sample Collection Personnel* shall not be *Minors*; and

b) *Blood Collection Officers* shall have adequate qualifications and practical skills required to perform blood collection from a vein.

H.5 *LOCOG* shall ensure that *Sample Collection Personnel* that have an interest in the outcome of the collection or *Testing* of a *Sample* from any *Athlete* who might provide a *Sample* at a session are not appointed to that *Sample Collection Session*. *Sample Collection Personnel* are deemed to have an interest in the collection of a *Sample* if they are:

a) involved in the planning of the sport for which *Testing* is being conducted; or

b) related to, or involved in, the personal affairs of any *Athlete* who might provide a *Sample* at that session.

H.6 *LOCOG* shall ensure that *Sample Collection Personnel* are adequately qualified and trained to carry out their duties.

H.7 The training programme for *Blood Collection Officers* as a minimum shall include studies of all relevant requirements of the *Testing* process and familiarisation with relevant standard precautions in healthcare settings.

H.8 The training programme for *DCO*s as a minimum shall include:

a) comprehensive theoretical training in different types of *Testing* activities relevant to the *DCO* position;

b) observation of all *Sample* collection activities related to requirements in these Technical Procedures for *Doping Control*, preferably on site; and

c) the satisfactory performance of one complete *Sample Collection Session* on site under observation by a qualified *DCO*, or similar. The requirement related to the actual passing of *Sample* shall not be included in the on-site observations.

H.9 As a prerequisite to join the *LOCOG* anti-doping programme as a *DCO*, the individual must already be a certified *DCO* in good standing with an *Anti-Doping Organisation*.

H.10 The training programme for *Chaperones* shall include studies of all relevant requirements of the *Sample* collection process.

H.11 *LOCOG* shall maintain records of education, training, skills and experience.

**Requirements – accreditation, re-accreditation and delegation**

H.12 *LOCOG* shall accredit and re-accredit *Sample Collection Personnel*.

H.13 *LOCOG* shall ensure that *Sample Collection Personnel* have completed the training programme and are familiar with the requirements in these rules before granting accreditation.

H.14 Accreditation shall only be valid for the duration of the *Paralympic Games*.

H.15 Only Sample Collection Personnel who have an accreditation recognised by *LOCOG* shall be authorised by *LOCOG* to conduct *Sample* collection activities on behalf of the *IPC*.

H.16 *DCO*s may personally perform any activities involved in the *Sample Collection Session*, with the exception of blood collection, or they may direct a *Chaperone* to perform specified activities that fall within the scope of the *Chaperone*'s authorised duties.

# Doping Control Form

## A Notification

First (given) name | Last (family) name | Date of birth | Delegation

1 | 2 | 3 D D M M Y Y Y Y | 4

Document type | Document number | Notification date | Notification time

5 | 6 | 7 D D M M 2 0 1 2 | 8 H H : M M 24-hour

Sport | Event | Selection | Type of analysis

9 | 10 | 11 | 12 Urine ☐ Blood ☐

### Confirmation

Chaperone or Doping Control Officer | Chaperone or Doping Control Officer

13 PRINT NAME | 14 SIGNATURE

### Athlete acknowledgement

I hereby acknowledge that I have received and read this notice, and I consent to provide the sample(s) as requested. I understand that failure or refusal to provide a sample may constitute an anti-doping rule violation.

Athlete's signature 15 SIGNATURE

## B Arrival at doping control station

Arrival date | Arrival time | Athlete's doctor's name | Athlete's coach's name

16 D D M M 2 0 1 2 | 17 H H : M M 24-hour | 18 PRINT NAME | 19 PRINT NAME

## C Information for analysis

Mission order | Sport | Gender | Type of analysis | Type of test

20 | 21 | 22 M F | 23 Urine ☐ Blood ☐ | 24 Out-of-competition ☐ In-competition ☐

Partial sample | Partial sample number | Time sealed | Athlete's initials | Doping Control Officer

25 Volume ml | | H H : M M 24-hour | | PRINT NAME / SIGNATURE

Partial sample | Partial sample number | Time sealed | Athlete's initials | Doping Control Officer

26 Volume ml | | H H : M M 24-hour | | PRINT NAME / SIGNATURE

Urine sample | Urine sample

27 BARCODE STICKER FIRST SAMPLE | 28 BARCODE STICKER ADDITIONAL SAMPLE

Test date | Time sealed | Specific gravity | Test date | Time sealed | Specific gravity

D D M M 2 0 1 2 | H H : M M 24-hour | 1.0 | D D M M 2 0 1 2 | H H : M M 24-hour | 1.0

Doping Control Officer | Doping Control Officer

PRINT NAME | SIGNATURE | PRINT NAME | SIGNATURE

Blood sample | Blood Collection Officer

29 BARCODE STICKER BLOOD SAMPLE #1 | PRINT NAME | SIGNATURE

Test date | Time sealed | Age of athlete

D D M M 2 0 1 2 | H H : M M 24-hour |

### 30 Consent

I consent to my sample(s) being used anonymously for anti-doping research purposes. Yes ☐ No ☐

## 31 Medication

List all medications and nutritional supplements taken during the past seven (7) days and any blood transfusion received in the last six (6) months.

32 Athlete's comments

33 Doping Control Officer's comments

34 Modifications to procedure

## D Confirmation of procedure

Doping Control Officer | Athlete's representative

35 PRINT NAME | 36 SIGNATURE | 37 PRINT NAME | 38 SIGNATURE

IF representative

39 PRINT NAME | 40 SIGNATURE

41 Supplementary report form numbers

### 42 Declaration

I declare that the information that I have given on this document is correct. I declare that, subject to comments made above, the sample collection was conducted in accordance with the relevant procedures for sample collection. I accept that all information related to doping control, including but not limited to laboratory results and possible sanctions, shall be shared with relevant bodies in accordance with the World Anti-Doping Code.

I have read and understood the text overleaf (ADAMS consent), and I consent to the processing of my personal data through ADAMS.

Athlete's signature SIGNATURE

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