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 Minors 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 Persons 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 Athletes 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 Athletes 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 Athletes 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 Athletes 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 Athletes 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 Athletes 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 Athletes 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 Athletes 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 Athletes 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 Athletes 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 Athletes 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 Samples 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 Samples collected belong to a single Athlete and the order in which the Samples 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 Samples 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 DCOs 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 DCOs 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.
### A Notification

<table>
<thead>
<tr>
<th>First (given) name</th>
<th>Last (family) name</th>
<th>Date of birth</th>
<th>Delegation</th>
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#### Confirmation

**Chaperone or Doping Control Officer**

**PRINT NAME**

**SIGNATURE**

**Athlete’s name**

**SIGNATURE**

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.

**Doping Control Officer**

**PRINT NAME**

**SIGNATURE**

**Athlete’s signature**

**SIGNATURE**

I hereby 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.

**Signature**

### B Arrival at doping control station

<table>
<thead>
<tr>
<th>Arrival date</th>
<th>Arrival time</th>
<th>Athlete’s doctor’s name</th>
<th>Athlete’s coach’s name</th>
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#### Information for analysis

**Mission order**

**Sport**

**Gender**

**Type of analysis**

**Type of test**

**Partial sample**

**Volume**

**Partial sample number**

**Time sealed**

**Athlete’s initials**

**Doping Control Officer**

**PRINT NAME**

**SIGNATURE**

**Partial sample**

**Volume**

**Partial sample number**

**Time sealed**

**Athlete’s initials**

**Doping Control Officer**

**PRINT NAME**

**SIGNATURE**

**Barcode sticker**

**First sample**

**Test date**

**Time sealed**

**Specific gravity**

**Doping Control Officer**

**PRINT NAME**

**SIGNATURE**

**Additional sample**

**Test date**

**Time sealed**

**Specific gravity**

**Doping Control Officer**

**PRINT NAME**

**SIGNATURE**

**Blood sample**

**Blood Collection Officer**

**PRINT NAME**

**SIGNATURE**

**Blood sample #1**

**Test date**

**Time sealed**

**Age of athlete**

**Doping Control Officer**

**PRINT NAME**

**SIGNATURE**

**Consent**

I consent to my sample(s) being used anonymously for anti-doping research purposes.

Yes [ ] No [ ]

### C Medicine

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

<table>
<thead>
<tr>
<th>Medication</th>
<th></th>
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</table>

### D Confirmation of procedure

**Doping Control Officer**

**PRINT NAME**

**SIGNATURE**

**Athlete’s representative**

**PRINT NAME**

**SIGNATURE**

**Representative**

**PRINT NAME**

**SIGNATURE**

**Supplementary report form numbers**

<p>| |</p>
<table>
<thead>
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</table>

### 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**