

## Doping Control Officer (DCO) Instructions:

### **Doping Control Officer Report Form**

These instructions will assist DCOs in the completing the DCO Report Form produced by the World Anti-Doping Agency (WADA).

#### Overview

The DCO Report Form should be completed for every test mission. It is completed in addition to the Chain of Custody form, the Doping Control Form and, if required, the Supplementary Report Form.

#### General Comments

- Write clearly in block capitals and press hard to ensure that all copies are legible
- If you have insufficient space on any part of the form, you may use a Supplementary Report Form
- ANY deviations from procedure must be noted in the general comments section.
- Draw a clear line through any part of the form which is not applicable.

#### Top right section of the form

- Test Authorised By: Insert the name of the organization which requested /authorised the test.
- Authorised Collection Agency: Insert the name of the organization which has certified you, the DCO, to conduct sample collection.

#### Section 1, Description of Session

- It is important to complete ALL portions of this section.
- Ensure you correctly mark whether the test was in or out of competition.
- For in-competition tests, give the event name.
- For out of competition tests give the name of the session/training camp or the location of the test.
- Provide the name of the athlete's sport federation
- Indicate the testing venue.
- Insert the number of blood and/or urine tests which were completed.

#### Section 2. Personnel

- Indicate the name and position of all sample collection personnel present during the sample collection session. This includes chaperones, interpreters, other DCOs, etc.
- Include the name and position of sport federation representatives present during the Sample Collection Session.

#### Section 3. Athlete Selection

- In this section, confirm whether or not sample collection was carried out in accordance with the sample collection order. Include an

explanation (i.e. not all of the athletes were present, alternate athletes were selected, etc).

#### Section 4. Notification

*No Advance Notice* is defined as a doping control which takes place with no advance warning to the Athlete and where the Athlete is continuously chaperoned from the moment of notification through Sample Provision.

- Indicate whether the tests were no-advance notice and, if not, how much notice was given to the athlete.
- If testing was not no-advance notice, provide an explanation in the space provided.
- For all WADA tests, the Athlete must be shown the letter(s) of authority. If the letter(s) is not shown to the athlete, provide an explanation.

#### Section 5. Facilities

- Indicate where the sample collection session took place.
- Provide any comments on the adequacy of facilities.

#### Section 6. Sample Collection

- Document whether all of the samples were collected according to procedures.
- Detail any deviations from standard procedures.

#### Section 7. Sample Storage

- Indicate whether samples were stored according to procedures
- Detail the reasons for any deviation.

#### Section 8. General Comments and Suggestions

- Document any other details regarding the sample collection session that have not been included on the form.
- Use this section if you require more space for one of the other sections on the form.

#### Section 9. Confirmation

- If you have used a Supplementary Report Form, include the number which appears on the top right of the form here.
- Complete the date and the test mission code.
- Print and sign your name as the Doping Control Officer.

All copies of this form must be returned to the Authorised Collection Agency.