

## **Doping Control Form**

These instructions will help you complete the standard Doping Control Form developed by the World Anti-Doping Agency (WADA) in co-ordination with stakeholders.

*These instructions are to be used in conjunction with Version 3 (03-2005) of the doping control form.*

### Overview

This Doping Control Form has been produced to standardize documentation and simplify the doping control process for sample collection personnel and athletes.

### General Comments

- The 24 hour clock must be used for all times e.g. eight thirty in the morning (8:30am) is 08:30, and eight thirty in the evening (8:30pm) is 20:30.
- Write clearly in block capitals and press hard to ensure all copies are legible.
- If you have insufficient space on any part of the form, you may use a Supplementary Report Form.
- Any deviation from the standard procedure must be noted on a Supplementary Report Form or a DCO Report Form.
- The **DCO** will draw a clear line through any part of the form which is not applicable, including unused boxes for sample ID.

### Top right section of the form

- Test Authorised By: The **DCO** will insert the name of the organization which requested/authorised the test.
- Authorised Collection Agency: The **DCO** will insert the name of the organization which has certified him/her to conduct sample collection.

### Section 1. Athlete Information

- All of these boxes are mandatory.
- The **Athlete** shall assist the **DCO** with spelling if necessary.
- Sport Discipline is the sport and the discipline of the athlete, eg, skiing/freestyle.
- The address is the address where the athlete spends most time.
- It is the **Athlete's** responsibility to provide a piece of **photo identification**. If this is not available, the **DCO** will check the no box, and document in the DCO report how the athlete was identified.
- If the athlete does not have the name of the coach and/or doctor, a line should be drawn through these fields.

## Section 2. Notification

- The **DCO** shall complete the information on type of test (for tests for both blood and urine check both boxes), date, location, and time of test.
- The **DCO** shall complete the in-competition testing box if relevant.
- The **Athlete** will be provided an explanation of the notification and asked to sign the receipt of notification.
- The **DCO/Chaperone** shall record and inform the Athlete what time they must report to the doping control station in the report no later than box. Athletes shall be chaperoned from notification to sample provision.
- If the athlete refuses to provide a sample, the **Athlete** will be asked to write the reasons in the comments box, and sign the form in Section 4.
- The **DCO/Chaperone** will provide the **Athlete** the notification section of the form (top of yellow copy – tear along perforation between sections 2 and 3).

**Please note – this perforation is difficult to see – it is crucial that the sections on the last, yellow, copy of the form are separated**

## Section 3. Information for Analysis

- If appropriate, the **DCO** shall complete the Test Mission Code provided by the authorized collection agency on the form.
- The **DCO** shall complete all information required including the Athlete's sport, discipline and gender; whether test was competed in competition or out of competition, the time of arrival of the athlete and the date/time of the test, discipline.
- The **DCO** shall complete the all sample code numbers, volume of urine specific gravity and where appropriate the pH.
- If no second sample is collected, the N/A box should be checked.
- If no partial sample is collected, the N/A box should be checked.
- If a partial sample is collected, insert the details. Both the **DCO** and **Athlete** will initial the form after each partial sample is sealed.
- If no blood samples are to be collected, the N/A boxes should be checked.
- If a blood sample is to be collected, the **DCO** shall complete the declaration of blood transfusion if the **athlete** has blood transfusions received over the last 6 months.
- The **DCO** shall complete the declaration of medication/supplements section of the form. If there is not enough space in this section, continue on a Supplementary Report Form.
- The **athlete** shall complete the consent for research section. The **DCO** shall explain to the **athlete** that granting consent for research is optional, but that one of the boxes must be checked and the **athlete** should sign his/her name.

#### Section 4. Confirmation of Procedure

The **DCO** shall ensure that:

- **Athlete** is provided an opportunity to complete the Comments section. If there is insufficient space, continue on a Supplementary Report Form. If the **Athlete** has no comments the **Athlete** will write "no comment".
- The **Witness** to the urine sample provision print and sign their name. (if this is more than one **Witness**, in the case of a second sample, both must sign the form. An explanation must be given in the DCO report).
- The **Blood Collection Officer** prints and signs their name. (or DCO check N/A).
- The **Athlete Representative** prints and signs their name. (or DCO check N/A).
- The **DCO** prints and signs their name.
- The **DCO** complete date and time of completion.
- The **Athlete** has checked the accuracy of the form, read the final statement and sign. (The athlete should be the last person to sign the form.)

#### Paperwork

- The **DCO** shall provide the **Athlete** the pink copy of the form for their records.
- The **DCO** shall place the bottom of the yellow copy of the form (sections 3, 4 only, with section 4 blanked out) with the samples to go to the laboratory.
- If there is more than one laboratory (eg for blood analysis), the **DCO** shall place the blue copy of the form with the samples to go to the second laboratory.

**Please note – this perforation is difficult to see – it is crucial that the sections on the last yellow copy are separated and that NO athlete information is sent to the laboratory**

- The **DCO** shall return the original (white) and copy 1 (green), and, if there is no second laboratory, copy 3 (blue) to the authorized collection agency.