



Sample Collection Personnel

**Recruitment, Training,
Accreditation and
Re-Accreditation Guidelines**

Version 3.0

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Introduction

These Sample Collection Personnel Recruitment, Training, Accreditation and Re-Accreditation Guidelines expand upon the World Anti-Doping Agency's (WADA's) International Standard for Testing and Investigations (ISTI).

The processes outlined in this document promote best practice moving forward, assisting Sample Collection Authorities in the development of necessary competencies for Sample Collection Personnel.

These Guidelines may be applied by any Sample Collection Authority with responsibility for Sample Collection Personnel. While most relevant to those Sample Collection Authorities with their own pool of Sample Collection Personnel, the Guidelines are also a useful reference for those Sample Collection Authorities using the services of third party Sample Collection Authorities.

Scope

The purpose of these Guidelines is to take Sample Collection Authorities through the respective cycles of recruitment, training and accreditation/re-accreditation of Doping Control Officers (DCOs), Blood Collection Officers (BCOs) and Chaperones.

Associated roles and procedures are individually outlined to ensure that Sample collection integrity remains uncompromised, and that the duties of Sample Collection Personnel consistently reflect ISTI requirements.

The scenarios provided represent the various circumstances and situations Sample Collection Personnel can face.

Sample Collection Authorities are advised to read these Guidelines in conjunction with the ISTI and the latest version of the DCO Training Tool Kit available on WADA's website.

As a model for enhanced practices, these Guidelines have no legal status. However, compliance with the ISTI is mandatory, and the ISTI prevails should any differences or ambiguities with these Guidelines arise.

Full or partial incorporation of these Guidelines into Sample Collection Authority rules and procedures is optional. Wordling can be modified as needed.

References

Defined Terms

These Guidelines include defined terms from the *Code* and these *International Standards (IS)*: ISTI and International Standard for Laboratories (ISL). *Code* terms are written in italics. Terms from the *IS* are underlined.

A Definition reference is provided in Guidelines Section 5.0.

Documentation

The following are considered as main references for these Guidelines, all of which are available on [WADA's Web site](#):

- 2015 World Anti-Doping Code
- International Standard for Testing and Investigations
- DCO Training Tool Kit
- WADA's Guidelines for Implementing an Effective *Testing* Program

Code and Standards Provisions

While the *Code* makes no specific reference to Sample Collection Personnel requirements, references are made in *Code* Articles 3.2.3 and 5.5 to departures from the ISTI; in *Code* Article 7.7 to the review of other anti-doping rule violations (ADVRs); and in *Code* Articles 10.3.1, 10.3.2 and 10.3.3 to *Ineligibility* for other ADVRs. Each of these references requires effective *Sample* collection by suitable, trained personnel.

The ISTI addresses the role of Sample Collection Personnel during *Athlete* selection, notification, *Sample* collection and processing.

Specific Sample Collection Personnel requirements are covered in ISTI Annex H, which is also included in this document.

Doping Control Officers

DCOs may perform any activities involved in the Sample Collection Session, with the exception of blood collection and breath alcohol collection unless qualified. DCOs may direct a Chaperone to perform specified activities that fall within the scope of a Chaperone's authorized duties (ISTI Annex H.5.5).

Recruitment

Mandatory ISTI requirements specify that DCOs can't be *Minors* or have any conflict of interest with *Athletes* and/or the sport in which *Testing* will be conducted (ISTI Annex H.4.1 and 4.2).

Sample Collection Authorities are to recruit individuals who possess specific attributes.

Desirable DCO Attributes¹

- The ability to:
 - Demonstrate respectful and professional behavior.
 - Follow instructions, procedures and protocols.
 - Meet schedule demands of required duties.
 - Communicate effectively, both orally and in writing, in the national language(s) of the country in which *Testing* takes place.
 - Speak and understand a second language.
 - Problem-solve quickly and effectively.
 - Maintain confidential information.
 - Work in stressful situations / demanding conditions.
- Awareness of, and comfort with, the responsibilities of a DCO. (See DCO Training Kit).
- Willingness to undergo a security check.
- Education or work experience in relevant disciplines (i.e. teaching, law enforcement, nursing, sport administration).
- Knowledge of the sport community and/or the specific sport.

¹ In addition to these attributes, Sample Collection Authorities are advised to consider their applicable national or Sample Collection Authority-specific human resource policies and/or practices in DCO recruitment.

- Prior experiences within *Doping Control*.
- Valid driver's license and access to a vehicle.
- Qualification in phlebotomy.
- Commitment to the fight against doping in sport.

Training

Sample Collection Authorities are to develop training programs for DCOs that include comprehensive theory and practical components. (See WADA's DCO Training Tool Kit).

Comprehensive Theory

Training in comprehensive theory ensures DCOs have a complete understanding of *Sample* collection requirements and Sample Collection Authority organizational functions.

Sample Collection Authorities deliver the theoretical training component of DCO training through in-person training sessions, or through a combination of in-person training sessions and other means, e.g. e-learning, DVDs, other multimedia or print educational materials.

Sample collection training requirements:

- a. Notification of *Athletes* (ISTI Article 5.0).
- b. Preparing for the Sample Collection Session (ISTI Article 6.0).
- c. Conducting the Sample Collection Session (ISTI Article 7.0).
- d. Security/post-test administration (ISTI Article 8.0).
- e. Transport of *Samples* and documentation (ISTI Article 9.0).
- f. Annexes A to J (ISTI):
 - A. Investigating a Possible Failure to Comply.
 - B. Modifications for *Athletes* with Impairments.
 - C. Modifications for *Athletes* who are *Minors*.
 - D. Collection of Urine *Samples*.
 - E. Collection of Blood *Samples*.
 - F. Urine *Samples* - Insufficient Volume.

- G. Urine *Samples* that do not meet the requirement for Suitable Specific Gravity for Analysis.
 - H. Sample Collection Personnel Requirements.
 - I. Code Article 2.4 Whereabouts Requirements.
 - J. *Event Testing*.
- g. Urine *Sample* Collection Guidelines.
 - h. Blood Sample Collection Guidelines.
 - i. Guidelines for Implementing an Effective Testing Program.
 - j. Responsibility for Chaperones during the *Testing* Session (See DCO Training Tool Kit).

Organizational

Sample Collection Authority organizational functions include:

- a. Relevant components of Test Distribution Planning.
- b. Relevant components of *WADA's Athlete* Whereabouts Program and Anti-Doping Administration and Management System (*ADAMS*).
- c. Relevant components of *Results Management*.
- d. Relevant components of the International Standard for Therapeutic Use Exemptions (ISTUE).
- e. Relevant components of the World Anti-Doping Program (WADP), including the ISTI and *Prohibited List*.
- f. Relevant national policies and/or legislation.
- g. National sport community structure and the roles of national sport federations.

Practical

DCO practical training includes the following activities:

- a. Simulated demonstration of the physical requirements of witnessing the passing of a urine *Sample*, including the appropriate line of sight, position of the *Athlete* and position of the Witness.
- b. Mock notification attempts under the observation of an accredited DCO, using a substitute *Athlete* (See DCO Training Tool Kit).

- c. At least 3 mock Sample Collection Sessions under the observation of an accredited DCO, using a substitute *Athlete* (See DCO Training Tool Kit).
- d. Acting in the capacity of a Chaperone, including the witnessing of a *Sample* for at least 2 *In-Competition Sample Collection Sessions* and at least 2 *Out-of-Competition Sample Collection Sessions*.
- e. Observation of an accredited DCO through all components of at least 1 *Out-of-Competition* and 1 *In-Competition Sample Collection Session*.
- f. Either an *In-Competition* or an *Out-of-Competition Sample Collection Session* conducted under the observation of an accredited DCO, preferably both.

The requirement to Witness the actual passing of a urine *Sample* shouldn't be included in the on-site observations. However the DCO is to be assessed on the instructions provided to the *Athlete* in the lead up to *Sample* provision.

- g. A minimum of 1 partial Sample Collection Session and 1 dilute Sample Collection Session, conducted under the observation of an accredited DCO as mandatory elements during practical training.
- h. Completion of *Doping Control* documentation, including detailed DCO reports.
- i. Preparation of *Samples* for transport, including appropriate storage and Chain of Custody and, where applicable, completion of documents for the transport of *Samples* internationally.
- j. Mock scenario of dealing with and reporting a possible Failure to Comply by an *Athlete* and/or Athlete Support Personnel.
- k. Mock scenario of an *Out-of-Competition Testing* situation where an *Athlete* is unable to be located in accordance with his/her Whereabouts Filing, resulting in an unsuccessful attempt and completion of an Unsuccessful Attempt Report.

Accreditation

Sample Collection Authorities are to accredit only those DCOs who have successfully completed the required components of theoretical training and practical training.

Successful completion of theoretical training is demonstrated via a written examination. The written exam covers all theoretical components outlined in Section 2.2.1.

Successful completion of practical training is demonstrated via relevant evaluations completed by the Sample Collection Authority during the practical training sessions. Accredited DCOs assist if relevant. Practical training evaluations are to be completed within 3 months of the theoretical examination.

Conditions

Prior to Sample Collection Authority accreditation as a DCO, the individual agrees to the following conditions (See DCO Training Tool Kit):

- Completion of a:
 - Code of Conduct Agreement.
 - Declaration of Confidentiality.
 - Declaration of Conflict of Interest.
 - Any further relevant documents as required by the Sample Collection Authority.
- A security check.

Recommended Accreditation Period

The recommended accreditation period for a DCO is no longer than 2 years.

Evidence of Accreditation

A DCO is to carry evidence of his/her accreditation in the form of a current photo ID card, that includes:

- a. Full name.
- b. Gender.
- c. Recent photograph (taken in the last 2 years).
- d. Name and official logo/stamp of Sample Collection Authority.
- e. Period of validity.
- f. Authorized signature by a Sample Collection Authority senior official.

Authorization letter

In the absence of a Sample Collection Authority-issued photo ID, the DCO may use a government-issued photo ID accompanied by an authorization letter from the Sample Collection Authority.

Accreditation Period Training

Sample Collection Authorities develop and document the minimum prerequisite requirements for DCOs to maintain their accreditation throughout the accreditation period.

Throughout the accreditation period, the Sample Collection Authority provides the DCOs ongoing training via continual delivery of information, observation during Sample Collection Sessions and performance feedback.

Review Sessions

Sample Collection Authorities conduct DCO review sessions under the following circumstances:

- a. Reports of errors during Sample Collection Sessions.
- b. Reports of complaints from *Athletes, Athlete Support Personnel*, sport officials, or colleagues.
- c. A period of inactivity, whereby the DCO does not conduct any Sample Collection Sessions for a 6-month period. It is recommended that a DCO conduct at least 3 Sample Collection Sessions during each 6-month period.
- d. Once a year for all DCOs, at minimum.

Review sessions may also be conducted by Sample Collection Authorities via online educational tools, assessment forms, observations, etc.

Re-Accreditation

Prior to expiry of the accreditation period, Sample Collection Authorities are to provide re-accreditation training for DCOs that includes both comprehensive theory and practical training.

Comprehensive theory training includes all recommendations covered during initial accreditation training (Guidelines section Section 2.2.1) and any updates or enhanced practices that may have developed since the DCO's prior accreditation/re-accreditation.

Sample Collection Authorities re-accredit only those DCOs who successfully pass a written examination.

Practical training includes a DCO successfully conducting at least 1 actual or simulated Sample Collection Session observed by an accredited DCO or a Sample Collection Authority representative.

The re-accreditation process is conducted through a training session, either in-person or through other means (e.g. online).

Chaperones

Chaperones may fulfill one or all of the following roles, depending on the Sample Collection Authority's requirements:

- a. Written notification of *Athletes*.
- b. Escorting *Athletes* from notification to *Sample* provision.
- c. Witnessing *Sample* provision.

Procedures for the recruitment, training and accreditation of the Chaperone types differ, as outlined in Guidelines Sections 3.1 to 3.3, although some general principles remain unchanged.

Recruitment

In addition to the mandatory ISTI requirements (Chaperones can't be *Minors* or have a conflict of interest with *Athletes* and/or the sport in which *Testing* will be conducted, as per ISTI Annex H.4.1 and H.4.2), Sample Collection Authorities are to recruit individuals who possess specific attributes.

Desirable Chaperone Attributes

- The ability to:
 - Demonstrate respectful and professional behavior.
 - Follow procedures, directions and instructions.
 - Communicate (both orally and in writing) effectively in the national language(s) of the country in which testing is taking place, and, if required the language of the *Athletes* to be tested.
 - Speak and understand a second language.
 - Maintain confidential information.
 - Problem-solve quickly and effectively.
 - Work in stressful situations / demanding conditions.
 - Meet schedule demands of required duties.
 - Demonstrate an attention to detail.
 - Provide calm and clear direction to *Athletes*.
- Meet the gender requirements for the Sample Collection Session.
- Aware of and comfortable with Chaperone responsibilities (See DCO Training Tool Kit).
- Willingness to undergo a security check.
- Education or work experience in relevant disciplines (e.g. teaching, law enforcement, nursing, sport administration).
- Knowledge of the sport community and/or the specific sport.
- Commitment to the fight against doping in sport.

Sample Collection Authorities are advised to recruit individuals to become Notifying and Witnessing Chaperones in advance of the Sample Collection Session to ensure they complete the necessary security checks and relevant training to be evaluated and accredited prior to arrival on site.

Direct conflicts of interest are to be avoided (ISTI Annex H.4.2).

Escorting Chaperones may be recruited on site, but not be previously known to the DCO or the Sample Collection Authority.

It is preferable that Escorting Chaperones not have direct involvement with the sport being tested, although this may be unavoidable for *In-Competition Testing*.

The individuals recruited by Sample Collection Authorities to become Witnessing Chaperones are to possess the attributes listed in Guidelines Section 3.1.1. Where possible and applicable, background security checks are of particular importance when recruiting Witnessing Chaperones.

Ideally, DCOs perform the function of witnessing the passing of the *Sample*. If assigned to a Chaperone, the individual's maturity regarding this responsibility is to be carefully considered.

Volunteer Chaperones

Sample Collection Authorities commonly use volunteers to perform the Chaperone role, particularly around an *Event*. Volunteer Chaperones should only be responsible for notifying and escorting select *Athletes* to the Doping Control Station. Volunteer Chaperones are not to witness *Sample* provision. DCOs are responsible for ensuring that this part of the collection process is consistently performed.

Training

The training programs Sample Collection Authorities develop for Chaperones include general theory and practical components specifically tailored to the Chaperone role(s).

General Theory

General theory training includes relevant sections of the following procedures:

- a. Notification of *Athletes* (ISTI Article 5.0).
- b. Conducting the Sample Collection Session (ISTI Article 7.0).
- c. Protocol for Urine *Sample* Collection Guidelines.
- d. Protocol for Blood Sample Collection Guidelines.
- e. Specific Sample Collection Authority requirements.
- f. An understanding of when a Chaperone must seek the DCO's advice and/or direction.
- g. Specific sport or *Athlete* requirements.

As per Guidelines Section 3.1.2, Volunteer Chaperones are to be trained by an experienced DCO (usually around the *Event*) and, where possible, provided with training documents in advance of the planned training session.

The Sample Collection Authority develops training resources for quick reference and review by Chaperones, outlining the most relevant sections of the theory component (See DCO Training Tool Kit).

Practical training includes each or all of the required practical elements, depending on the Chaperone's role(s) as outlined below.

Practical Training – Notifying Chaperones

Practical training of Notifying Chaperones includes the following activities:

- a. Completion of at least 3 simulated notifications of an *Athlete* observed by an accredited DCO.
- b. Simulated situations that include various potential scenarios (e.g. *Athlete* refusal, language/communication difficulties, involvement of a third party such as a coach, etc).
- c. Feedback on performance, including the standard of documentation completed (i.e. *Athlete* notification form) at the end of the Sample Collection Session.

Practical Training – Escorting Chaperones

Practical training of Escorting Chaperones includes the following activities:

- a. Briefing on, or role play of, at least 3 simulated escort situations – from *Athlete* notification to *Sample* provision.
- b. Simulated situations that include various potential scenarios (e.g. *Athlete* disappears from view, *Athlete* insists on urinating prior to reporting at the Doping Control Station, *Athlete* wishes to take a shower, *Athlete* participates in a press conference or medal ceremony, *Athlete* eats or drinks a suspicious substance, etc.).
- c. Feedback on performance at the end of the Sample Collection Session.

Practical Training – Witnessing Chaperones

Practical training of Witnessing Chaperones includes the following activities:

- a. Simulated demonstration of the physical requirements of witnessing the passing of a urine *Sample*, including the appropriate line of sight, position of the *Athlete* and position of the Witnessing Chaperone. The individual is required to witness *Sample* provision in simulated situations that don't include actual passing of a *Sample*.

- b. Simulated situations that include various potential scenarios (e.g. *Athlete* refusal to remove clothing, *Athlete* turns his/her back on the DCO, *Athlete* appears to tamper with the *Sample*, *Athlete* drops the *Sample* after provision, etc.).
- c. Feedback on performance at the end of the Sample Collection Session.

Accreditation

Accreditation as a Chaperone by a Sample Collection Authority requires the individual have demonstrated knowledge of the general theory and practical training requirements. This may involve a written examination and practical role play scenarios involving the notification of an *Athlete*; a *Minor*; an *Athlete* who doesn't speak the Chaperone's language; an *Athlete* with an impairment; and an *Athlete* who refuses to sign the notification form, attend the Doping Control Station or provide a *Sample*.

Conditions

Prior to Sample Collection Authority accreditation as a Chaperone, the individual also agrees to the following conditions (See DCO Training Tool Kit):

- Completion of:
 - A Code of Conduct Agreement.
 - A Declaration of Confidentiality.
 - A Declaration of Conflict of Interest.
 - Any further relevant documents as required by the Sample Collection Authority.
- A security check, if required by the Sample Collection Authority.

Recommended Accreditation Period

The duration of the Chaperone's accreditation is determined by the Sample Collection Authority, based on the Chaperone's role(s) and the service(s) needed.

The accreditation period recommended for Notifying and Witnessing Chaperones is no longer than 2 years.

The accreditation period recommended for Escorting Chaperones is the duration of the *Testing* session, yet no longer than 2 years.

Evidence of Accreditation

A Chaperone is to carry evidence of his/her accreditation in the form of a current photo ID card that includes:

- a. Full name.
- b. Gender.
- c. Recent photograph (taken in the last 2 years), where practicable.
- d. Name and official logo/stamp of the Sample Collection Authority.
- e. Period of validity.
- f. Authorized signature by a Sample Collection Authority senior official.

Authorization letter

In the absence of a Sample Collection Authority-issued photo ID, the Chaperone may use government-issued photo ID accompanied by a Sample Collection Authority authorization letter.

Chaperone accreditation consists of an authorization letter provided by the Sample Collection Authority that includes the Chaperone's full name and clearly shows the accreditation period of validity. This letter may be signed and validated by the DCO or Sample Collection Authority following the on-site Chaperone training.

Additional Requirements

In addition to meeting the general requirements listed under Section 3.3:

- Notifying Chaperones are to demonstrate knowledge of general theory and practical training requirements for Athlete notification, including correct completion of applicable sections of Doping Control documentation (i.e. Athlete notification form) and successfully passing a written examination.
- Witnessing Chaperones are to demonstrate knowledge of the general theory and practical training requirements for witnessing Sample provision and successfully pass a written examination.

Relief from Duties and Accreditation

A Chaperone may be relieved of his/her duties and accreditation by the DCO during the Sample Collection Session under the following circumstances:

- a. Reports or observation of errors during Sample Collection Sessions.
- b. Reports of complaints from Athletes, Athlete Support Personnel, sport officials, or colleagues.

- c. Breach of the Code of Conduct Agreement.

Accreditation Period Training

Sample Collection Authorities develop and document the minimum prerequisites required for Chaperones to maintain accreditation throughout the accreditation period (See DCO Training Tool Kit).

The recommended accreditation period varies depending on the Chaperone's role (Guidelines Section 3.3.2).

Throughout the accreditation period, the Sample Collection Authority provides ongoing training via continual delivery of information to Notifying and Witnessing Chaperones, and observation of Chaperones during Sample Collection Sessions.

Sample Collection Authorities conduct Chaperone review sessions under the following circumstances:

- Reports of errors during Sample Collection Sessions.
- Reports of complaints from *Athletes, Athlete Support Personnel*, sport officials, or colleagues.
- A period of inactivity, whereby the Chaperone didn't participate in any Sample Collection Sessions for a 6-month period. It's recommended that a Chaperone participates in at least 3 Sample Collection Sessions in each 6-month period.

Review sessions may be conducted by Sample Collection Authorities via online educational tools, assessment forms, observations, etc.

The Sample Collection Authority (ies) are to bring together the Chaperones for an in-person review session on an as-needed basis.

Re-Accreditation

The re-accreditation process is conducted through a direct, in-person training session. The procedure varies according to the Chaperone's role and the initial accreditation period (Guidelines Section 3.3.2).

Prior to the expiry of the accreditation period, Sample Collection Authorities should provide re-accreditation training for Chaperones that includes both general theory and practical training.

Re-accreditation training includes all requirements covered during initial accreditation training (Guidelines Section 3.2).

Practical training includes:

- a. A Notifying Chaperone successfully completes at least 1 actual or simulated notification observed by an accredited DCO or a Sample Collection Authority representative.
- b. An Escorting Chaperone completes at least 1 actual or simulated *Athlete* escort from notification to *Sample* provision.
- c. A Witnessing Chaperone successfully completes at least 1 actual or simulated Sample Collection Session observed by an accredited DCO or a Sample Collection Authority representative.

It's advisable to maintain a list of Notifying, Escorting and Witnessing Chaperones, with a view to utilizing their services for subsequent Sample Collection Sessions. Such sessions consist of a complete review session, including repetition of all elements required for initial accreditation.

Blood Collection Officers

Recruitment

Sample Collection Authorities are to recruit BCOs who possess specific attributes.

Desirable Attributes

- a. Qualifications in phlebotomy recognized by the relevant public authorities and recent experience in blood collection.
- b. Sensitivity to *Athlete* responses to extraction of Blood Samples.
- c. Ability to:
 - Follow procedures and protocols.
 - Maintain confidential information.
 - Demonstrate respectful and professional behavior.
- d. Freedom from conflict of interest with *Athletes* and/or the sport in which *Testing* will be conducted (ISTI Annex H.4.2).
- e. Awareness of, and comfort with, BCO responsibilities (See DCO Training Tool Kit).
- f. Willingness to undergo a security check.

Training

The Sample Collection Authority is to ensure that BCOs possess the relevant training and qualifications in phlebotomy.

General Theory Training

General theory training requirements include:

- a. Blood Sample Collection Guidelines.
National policy/legislation requirements.
- c. Specific sport and *Athlete* requirements.
- d. DCO and Chaperone roles and responsibilities.
- e. Sample Collection Equipment use.

The Sample Collection Authority develops training resources outlining the most relevant sections of the theory component for easy reference and review by BCOs.

Practical Training

The Sample Collection Authority ensure that BCOs receive practical training involving the observation of at least 1 simulated Sample Collection Session.

Accreditation

Accreditation as a BCO by a Sample Collection Authority requires the individual to have demonstrated knowledge of the general theory and practical training requirements.

Conditions

Prior to accreditation, the individual should also agree to the following conditions (See DCO Training Tool Kit):

- Completion of:
 - A Code of Conduct Agreement.
 - A Declaration of Confidentiality.
 - A Declaration of Conflict of Interest.
 - Any further relevant documents as required by the Sample Collection Authority.
 - A security check

Recommended Accreditation Period

The accreditation period recommended for BCOs is the length of the Sample Collection Session or *Event* at minimum.

Evidence of Accreditation

A BCO should carry evidence of his/her accreditation in the form of a photo ID card or authorization letter.

A BCO should carry evidence of his/her qualification to collect a Blood Sample.

Re-Accreditation

BCOs who have not been accredited by the Sample Collection Authority within the last 3 months are required to review the theory component of training.

If the BCO has not been accredited within the last 6 months, all requirements for accreditation apply.

Maintaining a list of previously accredited BCOs is recommended, with a view to utilizing their services at subsequent Sample Collection Sessions. Such sessions consist of a complete review session, including repetition of all elements required for initial accreditation.

Definitions

2015 Code Defined Terms

ADAMS: The Anti-Doping Administration and Management System is a Web-based database management tool for data entry, storage, sharing, and reporting designed to assist stakeholders and WADA in their anti-doping operations in conjunction with data protection legislation.

Athlete: Any *Person* who competes in sport at the international level (as defined by each International Federation) or the national level (as defined by each *National Anti-Doping Organization*). An *Anti-Doping Organization* has discretion to apply anti-doping rules to an *Athlete* who is neither an *International-Level Athlete* nor a *National-Level Athlete*, and thus to bring them within the definition of “Athlete.” In relation to *Athletes* who are neither *International-Level* nor *National-Level Athletes*, an *Anti-Doping Organization* may elect to: conduct limited *Testing* or no *Testing* at all; analyze *Samples* for less than the full menu of *Prohibited Substances*; require limited or no whereabouts information; or not require advance *TUEs*. However, if an Article 2.1, 2.3 or 2.5 anti-doping rule violation is committed by any *Athlete* over whom an *Anti-Doping Organization* has authority who competes below the international or national level, then the *Consequences* set forth in the *Code* (except Article 14.3.2) must be applied. For purposes of Article 2.8 and Article 2.9 and for purposes of anti-doping information and education, any *Person* who participates in sport under the authority of any *Signatory*, government, or other sports organization accepting the *Code* is an *Athlete*.

[Comment to Athletes: This definition makes it clear that all International- and National-Level Athletes are subject to the anti-doping rules of the Code, with the precise definitions of international- and national-level sport to be set forth in the anti-doping rules of the International Federations and National Anti-Doping Organizations, respectively. The definition also allows each National Anti-Doping Organization, if it chooses to do so, to expand its anti-doping program beyond International- or National-Level Athletes to competitors at lower levels of Competition or to individuals who engage in fitness activities but do not compete at all. Thus, a National Anti-Doping Organization could, for example, elect to test recreational-level competitors but not require advance TUEs. But an anti-doping rule violation involving an Adverse Analytical Finding or Tampering, results in all of the Consequences provided for in the Code (with the exception of Article 14.3.2). The decision on whether Consequences apply to recreational-level Athletes who engage in fitness activities but never compete is left to the National Anti-Doping Organization. In the same manner, a Major Event Organization holding an Event only for masters-level competitors could elect to test the competitors but not

analyze Samples for the full menu of Prohibited Substances. Competitors at all levels of Competition should receive the benefit of anti-doping information and education.]

Athlete Support Personnel: Any coach, trainer, manager, agent, team staff, official, medical, paramedical personnel, parent or any other *Person* working with, treating or assisting an *Athlete* participating in or preparing for sports *Competition*.

Code: The World Anti-Doping Code.

Competition: A single race, match, game or singular sport contest. For example, a basketball game or the finals of the Olympic 100-meter race in athletics. For stage races and other sport contests where prizes are awarded on a daily or other interim basis the distinction between a *Competition* and an *Event* will be as provided in the rules of the applicable International Federation.

Doping Control: All steps and processes from test distribution planning through to ultimate disposition of any appeal including all steps and processes in between such as provision of whereabouts information, *Sample* collection and handling, laboratory analysis, *TUEs*, results management and hearings.

Event: A series of individual *Competitions* conducted together under one ruling body (e.g., the Olympic Games, FINA World Championships, or Pan American Games).

In-Competition: Unless provided otherwise in the rules of an International Federation or the ruling body of the *Event* in question, "In-Competition" means the period commencing twelve hours before a *Competition* in which the *Athlete* is scheduled to participate through the end of such *Competition* and the *Sample* collection process related to such *Competition*.

[Comment: An International Federation or ruling body for an Event may establish an "In-Competition" period that is different than the Event Period.]

Ineligibility: See *Consequences of Anti-Doping Rule Violations* above.

International Standard (IS): A standard adopted by WADA in support of the *Code*. Compliance with an *International Standard* (as opposed to another alternative standard, practice or procedure) shall be sufficient to conclude that the procedures addressed by the *International Standard* were performed properly. *International Standards* shall include any Technical Documents issued pursuant to the *International Standard*.

Minor: A natural *Person* who has not reached the age of eighteen years.

Out-of-Competition: Any period which is not In-Competition.

Prohibited List: The List identifying the Prohibited Substances and Prohibited Methods.

Sample or Specimen: Any biological material collected for the purposes of *Doping Control*.

[Comment: It has sometimes been claimed that the collection of blood Samples violates the tenets of certain religious or cultural groups. It has been determined that there is no basis for any such claim.]

Target Testing: Selection of specific *Athletes* for *Testing* based on criteria set forth in the International Standard for Testing and Investigations.

Testing: The parts of the *Doping Control* process involving test distribution planning, *Sample* collection, *Sample* handling, and *Sample* transport to the laboratory.

TUE: Therapeutic Use Exemption, as described in Article 4.4.

Use: The utilization, application, ingestion, injection or consumption by any means whatsoever of any *Prohibited Substance* or *Prohibited Method*.

WADA: The World Anti-Doping Agency.

[Comment: Defined terms shall include their plural and possessive forms, as well as those terms used as other parts of speech.]

ISTI Defined Terms

Blood Collection Officer (BCO): An official who is qualified to and has been authorized by the Sample Collection Authority to collect a Blood Sample from an *Athlete*.

Blood Sample: An aliquot of whole blood, plasma or serum appropriately collected to perform one or more Laboratory tests.

Chain of Custody: The sequence of individuals or organizations who have responsibility for the custody of a *Sample* from the provision of the *Sample* until the *Sample* has been delivered to the *Laboratory* for analysis.

Chaperone: An official who is trained and authorized by the Sample Collection Authority to carry out specific duties including one or more of the following (at the election of the Sample Collection Authority): notification of the *Athlete* selected for *Sample* collection; accompanying and observing the *Athlete* until arrival at the Doping Control Station; accompanying and/or observing *Athletes* who are present in the Doping Control Station; and/or witnessing and verifying the provision of the *Sample* where the training qualifies him/her to do so.

Code Article 2.4 Whereabouts Requirements: The whereabouts requirements set out in Annex I of the International Standard for Testing and Investigations, which apply to *Athletes* who are included in the *Registered Testing Pool* of an International Federation or a *National Anti-Doping Organization*.

Doping Control Officer (DCO): An official who has been trained and authorized by the Sample Collection Authority to carry out the responsibilities given to DCOs in the International Standard for Testing and Investigations.

Doping Control Station: The location where the Sample Collection Session will be conducted.

Failure to Comply: A term used to describe anti-doping rule violations under *Code* Articles 2.3 and/or 2.5.

Sample Collection Authority: The organization that is responsible for the collection of *Samples* in compliance with the requirements of the International Standard for Testing and Investigations, whether (1) the Testing Authority itself; or (2) another organization (for example, a third Party contractor) to whom the Testing Authority has delegated or sub-contracted such responsibility (provided that the Testing Authority always remains ultimately responsible under the *Code* for compliance with the requirements of the International Standard for Testing and Investigations relating to collection of *Samples*).

Sample Collection Equipment: Containers or apparatus used to collect or hold the *Sample* at any time during the Sample Collection Session. Sample Collection Equipment shall, as a minimum, consist of:

- For urine *Sample* collection:
 - Collection vessels for collecting the *Sample* as it leaves the *Athlete's* body;
 - Suitable kit for storing partial *Samples* securely until the *Athlete* is able to provide more urine; and
 - Sealable and tamper-evident bottles and lids for storing and transporting the complete *Sample* securely.
- For blood *Sample* collection:
 - Needles for collecting the *Sample*;
 - Blood tubes with sealable and tamper-evident devices for storing and transporting the *Sample* securely.

Sample Collection Personnel: A collective term for qualified officials authorized by the Sample Collection Authority to carry out or assist with duties during the Sample Collection Session.

Sample Collection Session: All of the sequential activities that directly involve the *Athlete* from the point that initial contact is made until the *Athlete* leaves the Doping Control Station after having provided his/her *Sample(s)*.

Suitable Specific Gravity for Analysis: Specific gravity measured at 1.005 or higher with a refractometer, or 1.010 or higher with lab sticks.

Suitable Volume of Urine for Analysis: A minimum of 90 mL, whether the laboratory will be analysing the *Sample* for all or only some *Prohibited Substances* or *Prohibited Methods*.

Test Distribution Plan: A document written by an *Anti-Doping Organization* that plans *Testing* on *Athletes* over whom it has Testing Authority, in accordance with the requirements of Article 4 of the International Standard for Testing and Investigations.

Unsuccessful Attempt Report: A detailed report of an unsuccessful attempt to collect a *Sample* from an *Athlete* in a *Registered Testing Pool*, setting out the date of the attempt, the location visited, the exact arrival and departure times at the location, the steps taken at the location to try to find the *Athlete* (including details of any contact made with third parties), and any other relevant details about the attempt.

Whereabouts Filing: Information provided by or on behalf of an *Athlete* in a *Registered Testing Pool* that sets out the *Athlete's* whereabouts during the following quarter, in accordance with Article I.3 of the International Standard for Testing and Investigations.

Witness: The member of Sample Collection Personnel who observes the passing of the *Sample* by the *Athlete* in accordance with the procedures for observation.

ISL Defined Terms

Laboratory(ies): (A) WADA-accredited laboratory(ies) applying test methods and processes to provide evidentiary data for the detection of *Prohibited Substances*, *Methods* or *Markers* on the *Prohibited List* and, if applicable, quantification of a Threshold Substance in *Samples* of urine and other biological matrices in the context of anti-doping activities.

Annex H: Sample Collection Personnel Requirements

H.1 Objective

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

H.2 Scope

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

H.3 Responsibility

The Sample Collection Authority has the responsibility for all activities defined in this Annex H.

H.4 Requirements - Qualifications and Training

H.4.1 The Sample Collection Authority shall:

- a. determine the necessary competence and qualification requirements for the positions of DCO, Chaperone and BCO; and
- b. develop duty statements for all Sample Collection Personnel that outline their respective responsibilities. As a minimum:
 - i. Sample Collection Personnel shall not be *Minors*; and
 - ii. BCOs shall have adequate qualifications and practical skills required to perform blood collection from a vein.

H.4.2. The Sample Collection Authority shall ensure that Sample Collection Personnel that have an interest in the outcome of a Sample Collection Session are not appointed to that Sample Collection Session. Sample Collection Personnel are deemed to have such an interest if they are:

- a. involved in the administration 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.4.3 The Sample Collection Authority shall establish a system that ensures that Sample Collection Personnel are adequately qualified and trained to carry out their duties.

- H.4.3.1 The training program for BCOs shall include, as a minimum, studies of all relevant requirements of the *Testing* process and familiarization with relevant standard precautions in healthcare settings.

H.4.3.2 The training program for DCOs shall include, as a minimum:

- a. Comprehensive theoretical training in different types of *Testing* activities relevant to the DCO position;
- b. Observation of all *Doping Control* activities that are the responsibility of the DCO as set out in this International Standard for Testing and Investigations, preferably on-site; and
- c. 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 a urine *Sample* shall not be included in the onsite observations.

H.4.3.3 The training program for Chaperones shall include studies of all relevant requirements of the *Sample* collection process.

H.4.3.4 A Sample Collection Authority that collects *Samples* from *Athletes* who are of a different nationality to its Sample Collection Personnel (e.g., at an *International Event* or in an *Out-of-Competition* context) should establish additional systems² to ensure that such Sample Collection Personnel are adequately trained to carry out their duties in respect of such *Athletes*.

H.4.4 The Sample Collection Authority shall maintain records of education, training, skills and experience of all Sample Collection Personnel.

H.5 Requirements - Accreditation, re-accreditation and delegation

H.5.1 The Sample Collection Authority shall establish a system for accrediting and re-accrediting Sample Collection Personnel.

H.5.2 The Sample Collection Authority shall ensure that Sample Collection Personnel have completed the training program and are familiar with the requirements of this International Standard for Testing and Investigations (including, where Article H.4.3.4 applies, in relation to the collection of *Samples* from *Athletes* who are of a different nationality to the Sample Collection Personnel) before granting accreditation.

H.5.3 Accreditation shall only be valid for a maximum of two years. Sample Collection Personnel shall be required to repeat a full training program if they have not participated in *Sample* collection activities within the year prior to re-accreditation.

² DCOs might be required to: review an *Athlete's* whereabouts information, ensure notification and mission order information is translated into the language of the *Athlete*, ensure the special needs of *Athletes* with impairments are considered in relation to the provision of a *Sample*.

H.5.4 Only Sample Collection Personnel who have an accreditation recognized by the Sample Collection Authority shall be authorized by the Sample Collection Authority to conduct Sample collection activities on behalf of the Sample Collection Authority.

H.5.5 DCOs may personally perform any activities involved in the Sample Collection Session, with the exception of blood collection unless particularly qualified, or they may direct a Chaperone to perform specified activities that fall within the scope of the Chaperone's authorized duties.