

World Anti-Doping Program
**GUIDELINES FOR URINE SAMPLE
COLLECTION**

WADA Version 4 June 2004

Relative to Doping Control of Dogs

IFSS Adaptation August 2008

Revised January 2019



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1. Objectives

This guideline expands upon the International Standard for Testing and details the recommended process for the collection of urine for doping control purposes **in which dogs are concerned**.

The guideline includes on-site preparation, sample collection and post-test administration.

With the exception of those mandatory areas which are part of the World Anti-Doping Program, the processes outlined in this document are not mandatory, but are aimed at assisting *Anti-Doping Organizations* in the development of systems and protocols for urine sample collection **Dogs participating in Sled Dog Sports**. The method of sample collection may vary from these recommendations in some circumstances; however, minimum standards should apply to ensure that the integrity of the sample is maintained.

2. Scope

This Guideline begins with the arrival of *Sample Collection Personnel* at the *Doping Control Station (DCS)*, and ends with the dispatch of the urine sample to the laboratory.

3. Responsibility

3.1. Doping Control Officer (DCO)

(One lead/senior DCO shall take responsibility for sample collection services)

- Organize and brief *Sample Collection Personnel*.
- Liaise with sport representatives, if relevant.
- Organize equipment, including all relevant documentation.
- Assess and organize the facilities.
- Arrange or perform notification of *Athletes*.
- Ensure that the *Athlete's* rights and responsibilities are explained.
- Explain, or arrange explanation of, the process for urine sample collection to *Athletes* and Athlete Representatives, as necessary.
- Witness, or arrange the witnessing of, sample provision.
- Co-ordinate collection of accompanying blood sample if necessary.
- Complete, or arrange completion of, and verify, the relevant paperwork.
- Verify the chain of custody.
- Organize courier services, if necessary.

3.2. DCO Assistant

- Notify the *Athlete* in person as instructed by the DCO.
- Inform about time and place for Doping Control
- If appropriately trained and authorized (see Appendix 1), act as the Witness for sample provision as instructed by the DCO and complete the relevant section of the doping control documentation as instructed by the DCO.
- **In the absence of an assistant these tasks will be performed by the DCO.**

3.3. Athlete

- Request the presence of an Athlete Representative, if desired.
- Report the dog for doping control within the specified time frame at the specified place.
- Be responsible for any food or beverage consumed by the dog prior to sample provision.

- Be (or become) familiar with the sample collection process.
- Collect the urine from the dog as instructed by the DCO.
- Be responsible at all times for his/her dog's sample(s) from provision to final sealing.
- Observe the procedure and ensure there are no irregularities.
- Declare **any medication administered to the dog** as specified on the doping control documentation.
- Provide a TUE certificate for the dog if applicable.
- Make comments relating to the sample collection process on the doping control documentation, if applicable.
- Sign documentation as requested by the DCO.

3.4. Athlete's Representative (*presence optional, at Athlete's request*)

- Accompany the *Athlete* during notification.
- Accompany the *Athlete* to the *Doping Control Station*.
- Be familiar with the sample collection process.
- Observe the sample collection process and ensure there are no irregularities.
- Assist in the selection of equipment and the sealing process if asked to do so by the *Athlete*.
- Assist the *Athlete* in the completion of paperwork if asked to do so by the *Athlete*.
- Sign documentation as requested by the DCO.

4. Definitions

"*Anti-Doping Organization*" (**ADO**) means a Signatory of the World Anti-Doping Code that is responsible for adopting rules, for initiating, implementing or enforcing any part of the doping control process. This includes, for example, WADA, International Federations, and National Anti-Doping Organizations for humans and/or animals.

"*Athlete*" means, for the purposes of doping control, any person who participates with a dog or dogs in sport at the international level (as defined by each International Federation), or national level (as defined by each National Anti-Doping Organization) and any additional person who participates in sport at the lower level if designated by the person's National Anti-Doping Organization. (For purposes of anti-doping information and education, any person who participates in sport is under the authority of any signatory, government, or other sports organization accepting the Code.)

"*Athlete's Representative*" means a person designated by the *Athlete* to assist with the verification of the sample collection procedure. This person may be a member of the *Athlete's* support personnel, such as a coach or team doctor, a family member, or other.

"*Doping Control Officer*" means an official who has been trained and authorized by the ADO with delegated responsibility for the on-site management of a sample collection session.

"*Doping Control Station*" (**DCS**) means the location where the *dividing of the urine sample, the sealing and the paperwork* will be conducted.

"*In-Competition*" means for purposes of differentiating between *In Competition* and *Out of Competition* testing, unless provided otherwise in the rules of an ADO. **An In-Competition** test is a test where a *Athlete's dog* is selected for testing in connection with a specific competition.

'*Minor*' means a person who has not reached the age of maturity as established by the applicable laws of his or her country of residence.

'*Out of Competition*' means any doping control which is not *In-Competition*.

'*No-Advance-Notice*' means a doping control which takes place with no advance warning to the *Athlete*.

'*TUE*' means a Therapeutic Use Exemption (see International Standard for Therapeutic Use Exemptions).

'*Sample Collection Personnel*' is a collective term for qualified officials authorized by the ADO who may carry out or assist with duties during the sample collection session.

'*Urine Sample Collection Session*' means the sequential activities that directly involve the *Athlete and the Athlete's dog* from notification until the *Athlete* leaves the *Doping Control Station* having provided his/her *dog's* sample(s).

5. Protocol for the Urine Sample Collection Session

The protocol for the *urine sample collection session* is divided into the following steps:

5.1. Briefing of personnel on roles and responsibilities

5.1.1. The Lead DCO shall brief the *Sample Collection Personnel* on their roles and responsibilities prior to or upon arrival at the *Doping Control Station*. This will include *Athlete's* notification, information about time and place for reporting with the dog, urine sample collection and related blood sample collection, if applicable.

5.1.3. The DCO shall provide required documentation such as proof of authority to conduct sample collection, to the *Sample Collection Personnel* if applicable.

5.2 Access to the facilities

5.2.1 The minimum requirements **for** use of a facility as a *Doping Control Station* are privacy and sole-use. If the facility is intended to be used for purposes other than doping control whilst sample collection is being carried out, the Lead DCO may decide not to proceed with testing. The reasons for such a decision must be documented.

5.2.2 For *In-Competition* testing, where possible, the *Doping Control Station* should meet the following criteria:

- Be solely reserved for doping control purposes
- Be accessible only to authorized personnel
- Be secure enough to store sample collection equipment
- Be comprised of an administration area with a table and chairs for dividing of samples, sealing and completion of paperwork.
- Include – if possible – facilities or other provisions to allow the *Athlete* to wash his/her hands.
- Be suitably located in relation to the location where *Athletes* will be notified.

5.2.3 *not applicable on Dogs*

5.2.4 *not applicable on Dogs*

5.2.5 Access to the *Doping Control Station* is restricted to the *Athlete*, the *Athlete's* Representative, an interpreter if required, and *Sample Collection Personnel*, unless otherwise authorized by the Lead DCO. Additional personnel requesting access may include an IF representative, an ADO observer, an auditor or a WADA Independent

Observer. These personnel shall have adequate authorization available for the Lead DCO to review upon arrival at the *Doping Control Station*.

5.2.6 *not applicable on Dogs*

5.2.7 Members of the media must not be allowed to enter the *Doping Control Station* at any time.

5.3 Preparation of the necessary equipment

5.3.1 The DCO shall ensure equipment supplies are adequate for the sample collection session. The type of equipment may vary but, as a guideline, will include:

- Separately packed (sterile) **non-powdered** gloves.
- Sealed, sterile urine collection vessels.
- Partial sample kits.
- Sealed, tamper-evident containers for A and B samples.
- Sealed, tamper-evident transport containers (if applicable).
- Secure transport bags or cases.
- Soap or hand wash
- Paper towels
- Garbage bin or similar for disposal
- All doping control documentation, including doping control forms, notification forms, supplementary report forms, chain of custody forms, etc.

5.3.2 Any sample collection equipment systems used shall meet the following minimum criteria:

- Have a unique numbering system incorporated into all containers in which the *Athlete's dog's* sample is sealed.
- Have a sealing system that is tamper-evident.
- Ensure that the identity of the *Athlete or the dog* is not evident from the equipment itself.
- Ensure that all equipment is clean and sealed prior to use.

5.4 Dog Selection

5.4.1 The DCO will select *dogs* according to the selection policy indicated by the ADO. This may include one or all of the following: target testing (named *dog, selection only by a vet in justified cases*) and random selection.

5.4.2 In the case of random selection, the ADO/DCO may choose to use one of the following selection criteria. The criteria chosen shall be appropriate for the sport, e.g.:

- Finishing position
- Any other fair and transparent criteria for selection

5.4.3 Once the criteria has been determined, the actual selection shall be documented and sealed in an envelope and given to the race marshal who is not allowed to open it until the first Athletes begin to approach the finish line.

5.5 Athlete notification

5.5.1 The DCO/DCO Assistant shall establish the location of the selected Athlete, and plan the approach and timing of notification, such that the notification will be carried out as *No-Advance-Notice* notification.

5.5.2 The DCO/DCO Assistant shall identify himself/herself and shall, on request, show the *Athlete* the official card/document naming the ADO which has granted the

authority to test. Additional identification proving affiliation to the authorized sample collection authority shall also be provided, if this authority is not the ADO which authorized the test. DCO identification documents shall include name, photograph, and the documents' expiry date.

5.5.3 The DCO/DCO Assistant shall, at a minimum, verbally confirm the *Athlete's* identity. If the *Athlete* is carrying photo ID, this may be checked at this stage. A *Athlete's* inability to provide photo ID shall not invalidate a test. Formal identification can be established by starting number, accreditation, third party witness, if the *Athlete* is known to the DCO/DCO Assistant, or other viable method. If the *Athlete's* identity is unknown and cannot be established in any manner, the DCO must contact the ADO for further instructions.

5.5.4 The DCO/DCO Assistant shall show the *Athlete* the notification form (which may be part of the doping control form), and notify the *Athlete* of his/her dog's selection for testing, the authority under which sample collection is to be conducted, and the requirement to provide a urine (and blood, if applicable) sample from the selected dog.

The selected dog shall immediately be identified by the DCO/DCO Assistant by scanning its intradermal identification number (microchip.) At the minimum the last six numbers of the microchip number shall be written on the notification or doping control form and the *Athlete* shall be asked to verify these numbers. This must be done before the signing as per 5.5.7.

The DCO/DCO Assistant shall inform the *Athlete* of the following rights and responsibilities:

a) For all types of testing

- The right to have a representative and, if required, an interpreter present.
- The right to ask for additional information about the sample collection process
- The possible consequence of an anti-doping rules violation for failing to submit to sample collection.
- The requirement to follow the instructions regarding the dog as given in the notification form.
- The requirement to bring satisfactory identification to the *Doping Control Station* if this has not already been provided.

b) For the purpose of *In-Competition* Testing

- The requirement to report to the *Doping Control Station* (collecting the sample from the dog at a vehicle or not, depending on what is decided at the moment of notification) at the appointed time.
 - The DCO shall consider reasonable requests to delay the reporting time, to enable the *Athlete* to complete one or more of the following:
 - locate a representative and/or interpreter
 - cool down from his/her race
 - attend an awards ceremony
 - fulfill media commitments
 - receive treatment for injury of the dog or himself/herself
 - any other reason authorized by the DCO
- The DCO shall document reasons for any delay that may require further investigation by the ADO.

c) For the purpose of *Out of Competition* Testing

- The required time to report to the doping control station and commence sample provision from the dog begins about one hour after notification. The DCO shall consider requests to delay reporting to enable the *Athlete* to complete one or more of the following:
 - locate a representative, if available
 - complete a training session for the dog
 - receive treatment for injury of the dog or him/herself
 - any other reason authorized by the DCO
- The DCO shall document reasons for any delay that may require further investigation by the ADO.

5.5.5 If a selected dog cannot be located based on available information, the DCO shall attempt to locate the *Athlete* by other means, but ensure that *No-Advance-Notice* notification is used as a notification method. The DCO shall notify the ADO for further instructions if the *Athlete* cannot be located. (See WADA's No-Advance Notice Testing Guidelines).

5.5.6. The DCO shall report any decision to the ADO if an unexpected situation arises requiring the notification to become advance notice.

5.5.7. The *Athlete* shall read and sign the *Athlete* notification form or doping control form as directed by the DCO/DCO Assistant.

5.5.8. If a *Athlete's* copy of the official notification record is provided for, this copy will be given to the *Athlete*.

5.5.9 If the *Athlete* refuses to sign that he/she has been notified, or evades notification, the DCO/DCO Assistant shall make all reasonable attempts to persuade the *Athlete* to comply, including informing the *Athlete* again that failure to comply may result in sanction for an anti-doping rule violation. If the *Athlete* continues to refuse, the *DCO Assistant* must report this to the Lead DCO immediately, and the DCO shall attempt to notify the *Athlete*. If the *Athlete* still refuses to be notified, the DCO shall document the facts, including the reasons for refusal given by the *Athlete*. The DCO shall endeavor to obtain witness signatures to confirm the *Athlete's* refusal, and shall contact the ADO for further instructions as soon as possible.

5.6 Information about handling the dog before reporting to the Doping Control Station.

5.6.1 The DCO/DCO Assistant shall ensure that the *Athlete* understands the importance of preventing the dog from urinating prior to the sample collection.

5.6.2 The DCO/DCO Assistant shall inform the *Athlete* about his/her duty to follow the instructions given on the notification form about handling the dog prior to the sample collection and his/her duty to ask for clarification or translation, if he/she has any difficulty understanding. It is important to ensure that the first urine sample from the dog post notification shall – if possible - be collected.

5.6.3 The DCO/DCO Assistant shall encourage the *Athlete* or his/her Representative to give the dog pure water to drink in order to hydrate it. However, baiting the water with food or other products of the *Athlete's* choice will be allowed provided the *Athlete* is informed of his/her responsibility if those products give a positive result in the doping control. The DCO/DCO Assistant shall not handle food or drink items for the dog.

5.6.4 not applicable on Dogs

5.6.5 The DCO Assistant shall inform the Lead DCO as soon as practical of any irregularities in notification. Irregularities shall be documented by the Lead DCO if relevant.

5.6.6 If a *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 judgment as to whether to attempt to contact the *Athlete*. At a minimum, the DCO shall wait 30 minutes after the appointed time before departing.

5.6.7 If a *Athlete* reports to the *Doping Control Station* after the minimum waiting time has elapsed, but prior to the DCO's departure, the Lead DCO shall decide whether to process a possible failure to comply. Where possible, the DCO shall proceed with collecting a sample, and shall document the details of the delay.

5.7 Arrival at the Doping Control Station

5.7.1 The *Athlete* arrives at the *Doping Control Station* with a Representative and/or interpreter. At this time, the *Athlete* should present photo ID to the DCO. A *Athlete's* inability to provide photo ID shall not invalidate a test. Alternative methods of *Athlete* identification may be applied as in 5.5.3.

5.7.2 The times of arrival at and departure from the *Doping Control Station* shall be noted on the control form.

5.7.3 *not applicable on Dogs*

5.7.4 *not applicable on Dogs*

5.7.5. Once the *collection vessel is opened it* must be under observation at all times until sample collection is completed.

5.7.6 *not applicable on Dogs*

5.7.7. Before sample collection, the DCO shall ask the *Athlete* whether his/her dog(s) have been tested before, and whether they require an explanation of the collection procedure.

5.7.8 *not applicable on Dogs*

5.7.9. As a minimum, the DCO shall ensure that the *Athlete* has been informed of his/her rights and responsibilities

5.8 Selection of the sample collection vessel

5.8.1 The *Athlete* shall be given a choice of sample collection vessels, from which they will be asked to choose one. It is recommended that there are at least 3 sample collection vessels from which to choose.

5.8.2 The *Athlete* and DCO shall check that the equipment is clean and intact. If either the *Athlete* or DCO is not satisfied with the equipment, the *Athlete* shall make another selection.

5.8.3 If the *Athlete* is not satisfied with any of the equipment, and the DCO does not agree with the *Athlete's* opinion that all of the available equipment is unsatisfactory, the DCO shall instruct the *Athlete* to proceed with the sample collection session and the *Athlete's* views must be recorded on the doping control documentation by the DCO.

5.8.4 If both the DCO and the *Athlete* agree that none of the equipment is satisfactory, the DCO shall terminate sample collection, and record the reasons.

5.8.5 From this point, the sample collection vessel shall be handled only by the Athlete unless the *Athlete* authorizes the DCO or the *Athlete* Representative to handle the vessel on his/her behalf. Such authorization must be documented.

5.9 Sample Provision

5.9.1 Sample collection should, ideally, take place at the DCS. However, the DCO may decide to collect samples at the Athlete's dog transport vehicle. In this case, the DCO and the Athlete shall go to the Athlete's vehicle and the dog is to be taken out by either the Athlete or, if the Athlete is the one collecting the sample, by someone else requested to do so by the Athlete. In all cases, the *Athlete* or the person authorized to collect the sample will carry his/her own sample collection vessel and his/her own gloves.

5.9.2 *not applicable on Dogs*

5.9.3 *not applicable on Dogs*

5.9.4 *not applicable on Dogs*

5.9.5 The DCO shall directly observe the *Athlete's dog* providing the urine sample, adjusting his/her position so as to have a clear view of the sample leaving the *dog's* body.

5.9.6 The volume of urine collected should be that specified by the relevant laboratory.

NOTE: As a guideline, it is suggested that between 75ml and 100ml of urine be collected, depending on laboratory requirements. However, the *collector* should be encouraged to fill the collection vessel.

5.9.7 Once a urine sample which satisfies the volume requirements has been collected, or the *Athlete's dog* has provided a partial sample and is unable to provide any more urine at this time, the identity of the dog shall be checked with a scanner and validated in writing by the DCO on the notification/control form.

5.9.8 *not applicable on Dogs*

5.9.9 If the DCO observes any unusual behavior by the *Athlete* while collecting the sample, this should be documented.

5.10. Insufficient Volume

5.10.1 In the event that a *Athlete's dog* is unable to provide the required volume of urine, the DCO shall follow the procedure for a partial sample.

5.10.2 The DCO shall advise the *Athlete* that the partial sample provided by the *dog* shall be secured and a further sample collected.

5.10.3 The DCO shall instruct the *Athlete* to select partial sample equipment, as per the procedure in 5.8. It is recommended that there are at least 3 partial sample kits from which to choose.

5.10.4 The DCO shall then instruct the *Athlete* to open the relevant equipment, pour the insufficient sample into the container, and seal it as directed by the DCO. The DCO shall check, in full view of the *Athlete*, that the container has been properly sealed.

5.10.5 The DCO and the *Athlete* shall check that the equipment code number and the volume and identity of the insufficient sample are recorded accurately by the DCO.

The *Athlete* and DCO may initial or sign the documentation to show they are satisfied with the procedure.

5.10.6 The *Athlete's dog* shall be returned to the vehicle and be given more to drink until ready to provide a further sample.

5.10.7 The DCO shall retain control of the sample. The DCO shall ensure that the sealed partial sample is securely stored (under continuous observation or locked away in a secure area).

5.10.8 When the *Athlete's dog* is ready to provide more urine, the sample provision process shall recommence.

5.10.9 not applicable on Dogs

5.10.10 The *Athlete* shall select a new sample collection vessel and a new pair of gloves, and repeat the process as per 5.8.

5.10.11 This process shall be repeated until the DCO is satisfied that the *dog* has provided the required volume of urine once the initial and additional samples are combined. After each part of the process, the *dog's* identification shall be checked.

5.10.12 The DCO shall ask the *Athlete* to inspect their partial sample(s) to ensure that the seals are secure. Any irregularities shall be recorded by the DCO on the doping control documentation or in a separate report to the ADO.

5.10.13 The DCO shall then direct the *Athlete* to break the seal of the partial sample container(s) and combine the samples in a new collection vessel, beginning with the first partial sample provided and each subsequent partial sample until the desired volume is reached.

5.10.14 Once the required volume of urine has been collected, the DCO and *Athlete* shall, if the samples have been collected at the *Athlete's* vehicle, proceed to the Doping Control Station for the next stage.

5.11 Dividing and sealing the sample

5.11.1 The *Athlete* shall select, from a choice of urine kits, a kit consisting of A and B containers, in which the sample is to be divided and sealed. It is recommended that there are at least 3 urine kits from which to choose.

5.11.2 The *Athlete* and DCO shall check that the urine kit is clean and intact. If neither the *Athlete* nor the DCO is satisfied with the urine kit(s), the *Athlete* shall make another selection.

5.11.3 If the *Athlete* is not satisfied with any of the urine kits, and the DCO does not agree with the *Athlete's* opinion that all of the available urine kits are unsatisfactory, the DCO shall instruct the *Athlete* to proceed with the sample collection session, and the *Athlete's* views must be recorded on the doping control documentation by the DCO.

5.11.4 If both the DCO and the *Athlete* agree that none of the urine kits are satisfactory, the DCO shall terminate the session, and record the reasons.

5.11.5 The *Athlete* and the DCO shall check the urine kit to ensure that all the numbers of the A and B containers correspond.

5.11.6 If the numbers do not correspond, the DCO shall instruct the *Athlete* to select another kit. The DCO shall document this.

5.11.7 The DCO shall record the urine kit numbers on the doping control documentation and the *Athlete* and the DCO shall check the documentation to ensure that the DCO has accurately recorded the numbers of the A and B containers.

5.11.8 The *Athlete* shall open the **B container** and pour in the required minimum volume of urine. The recommended amount is 40% of the total.

5.11.9 The *Athlete* shall then open the **A container** and fill it with the remainder of the urine. The recommended amount is 60% of the total. The *Athlete* shall then pour any remaining urine into the **B container**.

5.11.10 The DCO shall instruct the *Athlete* in the sealing of the A and B containers. Both the DCO and the *Athlete* shall check that the bottles are securely sealed.

5.11.12 The DCO shall ensure that any residual urine that will not be sent for analysis is discarded in full view of the *Athlete*.

5.12 Samples not meeting laboratory guidelines for analysis

5.12.1 *not applicable on Dogs*

5.12.2 *not applicable on Dogs*

5.12.3 *not applicable on Dogs*

5.12.4 *not applicable on Dogs*

5.12.5 *not applicable on Dogs*

5.12.6 The Witness shall sign the relevant documentation to verify that he/she witnessed sample provision in accordance with procedures.

5.12.7 The DCO shall ensure that samples provided by the same *dog* can be linked through the documentation and that the laboratory is informed which one is the initial sample. All samples shall be sent to the laboratory for analysis with all related paperwork.

5.13 Documentation

NOTE: see WADA's standardized doping control documentation for an example of suitable documentation. See also the International Standard for Testing, 7.4.5. for minimum requirements.

5.13.1 If the *Athlete's dog* provided more than one sample and the Witness was not the same individual that witnessed provision of the first sample, all Witnesses shall sign the doping control form.

5.13.2 If the Witness is unable to verify that he/she observed the passing of the sample, or reports unusual behavior by the *Athlete*, the Lead DCO can require the *Athlete's dog* to provide a further sample. This must be documented, and all samples collected sent to the laboratory for analysis.

5.13.3 The DCO shall request the *Athlete* to provide information on all medications and/or supplements given to the *dog* within the time period specified on the doping control form.

NOTE: For dogs, it is recommended to provide information about any medical treatment administered in the 28 days prior to the sample collection.

5.13.4 The DCO shall check all information on the form, fill in any incomplete areas in view of the *Athlete*, and sign to confirm that sample collection was conducted in accordance with procedures.

5.13.5 The *Athlete* and the Athlete's Representative, if present, shall be invited to check that all information on the form accurately reflects the details of the sample collection session. The *Athlete* shall be invited to complete the comments section of the form if he/she has any concerns or comments regarding the procedure. If there is insufficient space on the form, the *Athlete* shall be invited to complete a supplementary report form.

5.13.6 The Athlete's Representative, if present shall sign the Doping Control Form.

5.13.7 The *Athlete* and DCO shall then sign the Doping Control Form.

5.13.8 The DCO must give a full copy of the form to the *Athlete*.

5.13.9 Unless the *dog* also is required to provide a blood sample, the *Athlete* is then free to leave the *Doping Control Station*.

NOTE: If an *dog* is also required to provide a blood sample, and the doping control form records both blood and urine collection, the paperwork will not be fully completed until after collection of both blood and urine samples.

5.14 Sample Storage

5.14.1 The Lead DCO has the responsibility for ensuring, in accordance with the ADO criteria for sample storage, that all samples are stored in a manner that protects their identity, integrity and security whilst in the *Doping Control Station*.

5.14.2 Samples must not be left unattended, unless they are locked away in a refrigerator or cupboard, for example. Access shall be restricted to authorized personnel.

5.14.3 Whenever possible, samples shall be stored in a cool environment. Warm conditions should be avoided.

5.14.4 The DCO shall accurately complete appropriate documentation for each transport bag/container to ensure that the laboratory can verify the contents of the bag/container.

5.14.5 The DCO shall follow the ADO's system to ensure that, where required, instructions for the type of analysis to be conducted are provided to the laboratory.

5.14.6 The DCO shall complete the laboratory advice form/chain of custody form. The laboratory copy of said form(s) and the laboratory copy of the doping control form shall be placed in the transport bag with the samples, and sealed, preferably in the presence of a second person. Documentation identifying the *Athlete* or the *Athlete's dog* shall not be included with the samples.

5.14.7 If relevant, the DCO shall record the times the transport bag is opened and re-sealed on the laboratory advice form or chain of custody form.

5.14.8 The DCO shall keep the samples secured and under his or her control until they are passed to the courier.

5.14.9 All documentation relevant to the testing session shall be forwarded to the ADO by the approved method as soon as possible after sample collection.

5.15. Transport of Samples

5.15.1 Samples shall be shipped to the IFSS-accredited laboratory as soon as practical, and whenever possible on the day of collection.

5.15.2 Samples may be taken directly to the laboratory by the DCO, or handed over to a third party for transportation. This third party must document the chain of

custody of the samples. If an approved courier company is used to transport the samples, the DCO shall record the waybill number.

5.16 Transfer of Samples to the IFSS-approved laboratory

5.16.1 Laboratories are required to document receipt and the subsequent chain of custody of samples. Samples are reviewed for evidence of tampering or damage, and stored in appropriate conditions in accordance with the International Standard for Laboratories.