Doping Control Manual

1. Introduction

The Doping Control manual is based on the Urine and Blood Sample collection Guidelines and expands upon the WADA International Standard for testing and Investigation (ISTI). It aims to assist both Doping Control Officers (DCOs) and Blood Control Officers as well as when a DCO or BCO performs the duties of a Chaperone in a professional and qualified manner.

1.2 Definitions

1.2.1 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.

**Anti-Doping Organization (ADO)**: A *Signatory* that is responsible for adopting rules for initiating, implementing or enforcing any part of the *Doping Control* process. This includes, for example, the International Olympic Committee, the International Paralympic Committee, and other *Major Event Organizations* that conduct *Testing* at their *Events*, WADA, International Federations, and *National Anti-Doping Organizations*.

**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 Athlete: 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 Biological Passport (ABP):** The program and methods of gathering and collating data as described in the International Standard for Testing and Investigations and International Standard for Laboratories.

**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.

**Consequences of Anti-Doping Rule Violations (Consequences, Consequences of ADVRs):** An Athlete’s or other Person’s violation of an anti-doping rule may result in one or more of the following: (a) Disqualification means the Athlete’s results in a particular Competition or Event are invalidated, with all resulting Consequences including forfeiture of any medals, points and prizes; (b) Ineligibility means the Athlete or other Person is barred on account of an anti-doping rule violation for a specified period of time from participating in any Competition or other activity or funding as provided in Article 10.12.1; (c) Provisional Suspension means the Athlete or other Person is barred temporarily from participating in any Competition or activity prior to the final decision at a hearing conducted under Article 8; (d) Financial Consequences means a financial sanction imposed for an anti-doping rule violation or to recover costs
associated with an anti-doping rule violation; and (e) Public Disclosure or Public Reporting means the dissemination or distribution of information to the general public or Persons beyond those Persons entitled to earlier notification in accordance with Article 14. Teams in Team Sports may also be subject to Consequences as provided in Article 11.

**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.]

**Independent Observer Program (IO):** A team of observers, under the supervision of WADA, who observe and provide guidance on the Doping Control process at certain Events and report on their observations.

**International Standard:** 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.

**Marker:** A compound, group of compounds or biological variable(s) that indicates the Use of a Prohibited Substance or Prohibited Method.

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

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

**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.]
**Tampering**: Altering for an improper purpose or in an improper way; bringing improper influence to bear; interfering improperly; obstructing, misleading or engaging in any fraudulent conduct to alter results or prevent normal procedures from occurring.


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

**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.

### 1.2.2 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.

**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.

**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.

**No Advance Notice Testing**: Sample collection that takes place with no advance warning to the Athlete and where the Athlete is continuously chaperoned from the moment of notification through Sample provision.
Random Selection: Selection of Athletes for Testing which is not Target Testing.

Results Management Authority (RMA): The organization that is responsible, in accordance with Code Article 7.1, for the management of the results of Testing (or other evidence of a potential anti-doping rule violation) and hearings, whether (1) an Anti-Doping Organization (for example, the International Olympic Committee or other Major Event Organization, WADA, an International Federation, or a National Anti-Doping Organization); or (2) another organization acting pursuant to the authority of and in accordance with the rules of the Anti-Doping Organization (for example, a National Federation that is a member of an International Federation). In respect of Whereabouts Failures, the Results Management Authority shall be as set out in Article I.5.1.

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 leave 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).

Testing Authority: The organization that has authorized a particular Sample collection, whether (1) an Anti-Doping Organization (for example, the International Olympic Committee or other Major Event Organization, WADA, an International Federation, or a National Anti-Doping Organization); or (2) another organization conducting Testing pursuant to the authority of and in accordance with the rules of
the Anti-Doping Organization (for example, a National Federation that is a member of an International Federation).

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.

1.2.3 Guidelines Defined Terms

Athlete Representative: A person designated by the Athlete to assist with the verification of the Sample collection procedure, (not including the passing of the Sample). This person may be a member of the Athlete’s Support Personnel, such as a coach or team doctor, a family member, or other. For In-Competition Testing the Athlete Representative must have the appropriate accreditation to access the Doping Control Station.

Blood Collection Facility: The place where the Blood Sample is collected. This may differ from the Doping Control Station where urine samples are collected, or may be a separate, dedicated area of the Doping Control Station.

Blood Collection Procedure: The procedure for taking a Blood Sample from an Athlete, from the Athlete’s arrival at the Blood Collection Facility to the Athlete’s departure from the Blood Collection Facility.

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

Butterfly Needle: A small needle with two plastic wings attached which are squeezed together to form a tab used to manipulate the needle. A long 6-12” plastic tubing is attached to offer better manipulation.

Venipuncture: The process of collecting a sample of blood from an Athlete’s vein.

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

1.2.4 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.
**WADA-Approved Laboratory for the ABP:** Laboratory(ies) not otherwise accredited by WADA; applying test methods and processes in support of an Athlete Biological Passport program and in accordance with the criteria for approval of non-accredited laboratories for the Athlete Biological Passport.

2. **Roles and Responsibilities**

2.1 **Doping Control Officer**

One lead/senior DCO oversees the Sample Collection Session, ensuring that each Sample is properly collected, identified and sealed, and that all Samples have been properly stored and dispatched in accordance to the relevant analytical guidelines.

Either the DCO or Chaperone assumes Athlete notification, chaperoning and Sample collection responsibilities. BUL-NADO prefer the Chaperone notify the Athlete only and not be present as a Witness during Sample provision.

If professionally qualified, a DCO may also perform the duties of a Blood Collection Officer. **On-site preparation:**

- Organize and check the equipment, including all relevant documentation.
- Organize and brief Sample Collection Personnel on their roles and responsibilities prior to or upon arrival at the Blood Collection Facility/ Doping Control Station, including Athlete notification, chaperoning and Sample collection.
- Ensure that Chaperones are trained in carrying out relevant activities (if applicable).
- Assess and organize the Testing facilities.

**Athlete notification:**

- Arrange or perform notification and escorting of Athletes. The DCO should escort the athlete from notification to Sample provision. A request the presence of an Athlete Representative, if desired.
- Liaise with sport representatives, if relevant.
- Ensure that the Athlete’s rights and responsibilities are explained.
- Explain, or arrange explanation of, the process for Blood/Urine Sample collection to Athletes and Athlete Representatives, as necessary.

**Sample collection:**
• Collect and/or oversee the Sample collection.
• Coordinate collection of accompanying urine Sample, if necessary.
• Witness, or arrange the witnessing of, urine Sample provision.
• Ensure that each Sample is properly collected, identified and sealed.

Post-test administration:
• Oversee the post-collection process.
• Ensure all Samples have been properly stored and dispatched in accordance with the relevant analytical guidelines.
• Complete, or arrange completion of, and verify, the relevant documentation.
• Dispose of the Sample Collection Equipment used in Sample collection.
• Verify the Chain of Custody.
• Organize courier services, if necessary, and transport the Sample/s. Or organize on-site screening of Sample.

2.2 Blood Collection Officer
As mentioned, a qualified DCO may perform the duties assigned to the BCO.

Qualifications:
• Possesses qualifications in phlebotomy recognized by the relevant public authorities, with experience in Sample collection.
• Approved by BUL-NADO to conduct the Blood Collection Procedure.

Sample collection:
• Answer relevant questions from Athletes about the procedure.
• Prepare the Athlete, collect a Blood Sample and advise the Athlete on after care procedures.
• Perform first aid on the Athlete if required.
Post-test administration:

- Dispose of the Sample Collection Equipment used in Sample collection as per the required local standards for handling blood.
- Verify the collection procedure and sign the relevant documentation.

2.3 Chaperone

A Chaperone may be assigned additional duties for urine/blood Sample collection. The duties listed below relate to Sample collection.

On-site preparation:

- Receive training from the DCO/BCO. Chaperones with no experience are to be trained by the DCO/BCO on site.
- Training will include the requirements for notification, chaperoning and witnessing Sample provision (if applicable), and confidentiality obligations.

Athlete notification:

- Notify the Athlete in person as instructed by the DCO/BCO.
- Escort the Athlete from notification until arrival at the Blood Collection Facility/Doping Control Station

Sample collection:

- Act as the Witness for urineSample provision as instructed by the DCO and complete the relevant section of the Doping Control form(s) as instructed by the DCO (if appropriately trained and authorized).

3.0 Preparation for the Sample Collection Session

The protocol for the Sample Collection Session is divided into the following areas.

3.1 Required Equipment and Supplies

The DCO ensures the required equipment and supplies are in place for the Sample Collection Session. There may be slight variations in equipment.

As a general rule, FOR URINE the following are to be available:

a. Clean, sealed urine collection vessels.
b. Partial Sample kits.

c. Equipment for measuring specific gravity.

d. Sealed, tamper-evident bottles/containers for A and B Samples.

e. Secure courier transport bags/containers.

f. Disposable gloves providing barrier protection.

g. Soap, hand wash or anti-bacterial gel/liquid.

h. Paper towels or other absorbent material.

i. Garbage bin/ bags.

j. Individually sealed non-alcoholic beverages.

k. Scissors, pens and other applicable stationary.

l. All Doping Control documentation.*

m. Other equipment specified by the relevant Laboratory.

* Includes Doping Control forms, Athlete notification forms (if not part of the Doping Control form), supplementary report forms, Chain of Custody forms, DCO report forms, etc.

As a general rule, FOR BLOOD the following are to be available:

a. Sterile needles.

b. Butterfly Needles.

c. Disposable plastic syringes.

d. Appropriate Vacutainer® collection tubes to draw a predetermined volume of blood. These may include serum separator tubes or and/or EDTA (anti-coagulant) tubes, as required.

e. Sterile disinfectant pads.

f. Disposable gloves providing barrier protection.

g. Tourniquets.

h. A disposal container for bio-hazardous waste.

i. A bio-hazard spill kit.
j. Adhesive bandage and gauze.

k. A refrigerator, insulated cool box or isotherm bag.*

l. Secure courier transport bags and seals.

m. Transport temperature data logger.

n. Soap, hand wash or anti-bacterial gel/liquid.

o. Paper towels or other absorbent material.

p. Garbage bin/ bags.

q. Individually sealed non-alcoholic beverages.

r. Scissors, pens and other applicable stationary.

s. All Doping Control documentation.**

t. Other equipment specified by the relevant Laboratory.

*Or any other storage and transport device capable of maintaining Blood Samples at a cool temperature during storage. Whole blood Samples shall not be allowed to freeze.

** Includes Doping Control forms, Athlete notification forms (if not part of the Doping Control form), supplementary report forms, Chain of Custody forms, DCO report forms, etc.

3.2 Sufficient Quantities

Sufficient quantities of Sample Collection Equipment should be made available to ensure:

In relation to the specific gravity requirements and the sufficient quantity of sample kits is highly recommendable that the minimum quantity of at least 3 samples to be multiplied 2.5 times. For example, if 3 athletes are going to be tested, the minimum number of samples is 5 (as for the last athlete shall remain 3 kits). In order to have sufficient number of kits for all of the athletes, the kits to be provided is 5×2.5, i.e 12 or 13 sample kits.

An Athlete selected for Testing has a choice of at least 3 blood/urine Sample collection kits and partial urine Sample kits at all times.

The amount of Doping Control documentation supplied is based upon the number of tests being conducted.
Insufficient choice will not invalidate the legitimacy of the collection process, however it is recommended that both the Athlete and DCO or Athlete Representative (as assigned by the DCO) attest in writing to the adequacy of the equipment used.

3.3 Basics aspects during doping procedure

1. Incorporate unique numbering systems into all bottles, containers or other items used to identify the Sample.

2. Provide a tamper-evident sealing system.

3. Ensure the identity of the Athlete is not evident from the equipment itself.

4. Ensure that all equipment is clean and intact prior to use by the Athlete.

3.4 Sample Collection Personnel Briefing

The DCO briefs the Sample Collection Personnel on their roles and responsibilities prior to or upon arrival at the Blood Collection Facility/Doping Control Station.

This includes Athlete notification, chaperoning, urine Sample collection, and blood Sample collection, if applicable. (See ISTI Article 7 and WADA’s Sample Collection Personnel: Recruitment, Training, Accreditation, and Re-Accreditation Guidelines.)

Chaperones with no experience are trained by the DCO on site. During the briefing, the DCO presents official documentation provided by BUL-NADO (e.g. Mission order and/or an authorization letter from the Testing Authority) to Sample Collection Personnel that details the DCO’s authority to collect a Sample from the Athlete.

3.5 Facilities

Privacy, sole use and a high standard of cleanliness are required for a facility to be used as a Blood Collection Facility. The requirements are necessarily more stringent than for a Doping Control Station used for urine Sample collection.

If the facility does not offer the Athlete privacy, and/or is intended to be used for purposes other than Doping Control while Sample collection is being carried out, the DCO should locate an alternative location. If the facility does not meet these minimum requirements, the DCO/BCO may decide not to proceed with Testing. The DCO/BCO documents the reasons for such a decision. BUL-NADO can request that a sketch of the Blood Collection Facility be included in the DCO’s report.

3.5.1 In-Competition Testing Criteria

In addition to meeting privacy, sole use and cleanliness requirements, Blood Collection Facilities/Doping Control Station are to:
a. Maintain Athlete confidentiality.

b. Be well lit and well ventilated.

c. Provide managed entry with access restricted to authorized personnel.

d. Be lockable and provide secure storage for Samples and Sample Collection Equipment.

e. Contain a comfortable chair or bed for Sample provision and any aftercare that may be required. (Applies only for blood)

f. Contain a refrigerator, insulated cool box or isotherm bag.* (applies only for blood)

g. Include a waiting area with chairs; a separate administration work area with a table and chairs for completion of paperwork; and adjacent toilet facilities for Sample provision that allow the Athlete to wash his/her hands, with cubicles large enough to accommodate the Witness (if applicable) and the Athlete.

h. Be sized according to the number of Athletes, Athlete Representatives and Sample Collection Personnel who will occupy the area.

i. Be suitably located in relation to the field of play or other location where Athletes will be notified.

j. Contain a selection of sealed, non-alcoholic drinks for Athletes, if possible.

*Or any other storage and transport device capable of maintaining Blood Samples at a cool temperature during storage. Whole blood Samples shall not be allowed to freeze.

**Athlete Transportation**

Should the Blood Collection Facility/ Doping Control Station be some distance from the sporting venue where the Athletes compete/finish, the BCO/ DCO is to arrange with the Event organizer appropriate transportation for Athletes, Athlete Representatives and Sample Collection Personnel – both to the Blood Collection Facility/ Doping Control Station and either back to the venue or other agreed location/s upon completion of the Sample collection process.

**3.5.2 Out-of-Competition Testing Criteria**

Blood Collection Facilities/ Doping Control Station used are to:

a. Meet the privacy, the relevant cleanliness and sole use requirements; and

b. Provide a suitable waiting area and work station, where possible.

For Out-of-Competition Testing, the facility serving as the ‘Blood Collection Facility’/ Doping Control Station might be an Athlete’s home or a hotel room vs. an officially designated Blood Collection Facility/ Doping Control Station.
3.5.3 Access Restrictions

The DCO/BCO can assign Sample Collection Personnel to monitor access to the Blood Collection Facility/Doping Control Station to ensure admission of authorized persons only, or request the Event organizer to assign personnel.

Blood Collection Facility/Doping Control Station access is restricted to the Athlete, the Athlete Representative, an interpreter (if required), and Sample Collection Personnel, unless otherwise approved by the BCO/DCO.

Additional personnel requesting access may include an International Federation (IF) representative, an ADO observer, a Testing Authority or Sample Collection Authority observer, an auditor, or a WADA observer, where applicable under the Agency’s Independent Observer Program (ISTI 6.3.3 (d)). The WADA observer shall not directly observe the passing of a urine Sample.

These personnel are required to present the BCO/DCO with adequate identification and accreditation upon arrival at the Blood Collection Facility/Doping Control Station.

Members of the media are not allowed entry to the Blood Collection Facility/Doping Control Station at any time.

4.0 Athlete Selection

The DCO follows the Athlete selection policy of BUL-NADO. The athletes shall be selected as follows:

4.1. In-competition, at events of the State Sports Calendar:

a) In individual sports, the athletes shall be selected by ranking, by draw lots, by target testing or any combination of them; under target testing could be selected certain disciplines, categories or athletes in relation to the BUL-NADO criteria for target testing and WADA ISTI and the applicable technical documents; the selection shall not be revealed to the athlete until notification;

b) In team sports, athletes included in team lists for the competition, selected by draw lots or target testing or combination of them; under target testing could be selected certain athletes in relation to the BUL-NADO criteria for target testing and WADA ISTI and the applicable technical documents; the selection shall not be revealed to the athlete until notification;

c) The Chair of the Antidoping team shall have the right to select athletes for target testing at his/her own discretion.

4.2. out-of-competition, including athletes listed in the Registered Testing Pool of the Antidoping Centre:

a) athletes, including athletes who are serving a period of ineligibility or provisional suspension, shall be selected on a random basis;
b) athletes, including athletes who are serving a period of ineligibility or provisional suspension, shall be selected for target testing.

c) athletes from certain disciplines/categories or certain athletes in relation to the BUL-NADO criteria for target testing

4.3 save in exceptional circumstances, all testing under paragraph 1 above shall be no-advance notice.

4.4 when Antidoping rule violations committed by two or more members of a team are established following testing conducted as set forth in paragraphs 1 and 2 above, expanded testing may be conducted to encompass all athletes on the team.

4.5. In individual sports, when the selection of athletes for testing is done by draw lots shall be conducted by the Chair of the Antidoping team together with the main referee of the competition; in team sports a representative of each team shall also be allowed to be present.

4.6. In individual sports, when the selection of athletes for testing is done by draw lots, it shall be conducted before the start of the competition or event in order to determine the disciplines and/or categories and at the end of the competition or event in order to select the athletes.

4.7. In team sports, sortation to select athletes for in-competition testing, when the selection of athletes for testing is done by draw lots, shall be conducted:

a) During the regular half-time break or directly after the end of the match in football competitions – drawing lots from the start lists in the presence of the match delegate and representatives of the two teams. Equal number of chips for each team (including one reserve) would be drawn. The pulled numbers would be immediately put in two envelopes (the reserves being in two separate envelopes), keeping the drawn numbers absolutely secret. The envelopes are to be directly sealed and signed by each one of the present persons.

After the match is over, the envelopes would be opened in the presence of the match delegate and the representatives of the two teams. The DCOs/chaperones are the first to notify the players who should undergo doping control in order to ensure No Advance Notice Testing. In case that any of the drawn players needs urgent medical help, the corresponding reserve is to be tested.

b) In any other team sport - during the break preceding the end of the match or directly after its end.

For the other team sports the procedure is the same, as the lots would be drawn during the break preceding the end of the match.

4.8 When IC or OOC testing is target, the DCOs shall follow the instructions provided by BUL-NADO.
5.0 Athlete Notification

The Sample Collection Authority, DCO or Chaperone, as applicable, performs the following sequence of actions:

1. Establish the location of the selected Athlete, and plan the approach and timing of notification, taking into account the specific circumstances of the sport/Competition/training session/etc., and the situation, as per No Advance Notice Testing.

The DCO takes into consideration all logistical factors, (e.g. venue-specific, sport-specific, etc.) when planning the appropriate timing and approach for Athlete notification. Among the factors to consider:

- Challenges faced in sports with mass finishes.
- The presence of a mixed zone at the venue.
- Using Technical Delegates of the Competition to assist in identifying/confirming final positions.
- Sports where it’s common that Athletes are Minors and/or have an impairment that may require a third party present during notification.

2. The DCO communicates relevant factors to all Sample Collection Personnel in advance.
3. The DCO identifies themselves and shows the Athlete an accreditation card of BUL-NADO or Sample Collection Authority (e.g. authorization letter). Chaperones are not required to provide name or photo ID.
4. The DCO/Chaperone ensures that the Athlete is the first person notified that he/she has been selected for Sample collection.

Exceptions: The Athlete is a Minor, has an impairment and/or an interpreter is needed, and the BCO/DCO/Chaperone considers it a requirement to notify a third party prior to the notification of the Athlete. Any third party notification must be conducted in a secure and confidential manner so that there is no risk that the Athlete will receive any advance notice of his/her selection for Sample collection. Generally, notification should occur at the end of the Competition in which the Athlete is competing.

- The BCO/DCO/Chaperone requires assistance from a third party (e.g. sport representative) in locating, identifying and/or notifying the Athlete(s) selected for Testing, due to the BCO/DCO/Chaperone being unfamiliar with the Athlete or the venue at which the Sample Collection Session is taking place (e.g. In-Competition Testing or Testing at training camps). In either scenario, the BCO/DCO/Chaperone provides the initial notification directly to the Athlete and, where applicable, through an interpreter.

5. The DCO/Chaperone verbally confirms the Athlete’s identity as per the criteria set by BUL-NADO and records the form of ID in the Doping Control documentation (ISTI Article 5.3.4).
**Formal identification:** Formal identification can be established by photo ID, starting number, accreditation or third party Witness. If the Athlete’s identity is unknown and cannot be confirmed, the DCO documents this and contacts BUL-NADO for instructions.

DCOs with a cell phone can take a photograph of the Athlete and forward the photo with their report.

**An Athlete’s inability to provide photo ID shall not invalidate a test.**

6. The BCO/DCO/Chaperone shows the Athlete the notification form and then notifies the Athlete of the following:

a. The Athlete has been selected for Testing and is required to undergo Sample collection.

b. BUL-NADO conducting the Sample collection. c. The type of Sample collection (i.e. blood, urine or both) and any mandatory conditions prior to Sample collection, including the requirement for the Athlete to provide their Sample in direct observation of a DCO.

d. The requirement to undergo Testing without delay.

e. The BCO/DCO shall use their discretion if an Athlete cannot undergo a test without delay. The BCO/DCO/Chaperone shall inform the Athlete of the possible Consequences of Anti-Doping Rule Violations (Consequences) for failing to submit to Blood/Urine Sample Testing.

f. The Athlete’s rights, including the right to:

- Have an Athlete Representative present throughout the course of the entire Sample collection process (other than Sample provision) and, if available, an interpreter.

- Ask questions and request additional information about the Sample collection process.

- Request a delay in reporting to the Blood Collection Facility/Doping Control Station for valid reasons (ISTI Article 5.4.4 (a), (b) and Manual Section 5.1.3).

- Request modifications to the Sample collection procedure if the Athlete is a Minor and/or has impairment (ISTI Annex B -Modifications for Athletes with Impairments and Annex C -Modifications for Athletes who are Minors) Manual 10.0

g. The Athlete’s responsibilities, including the requirement to:

- Remain within direct observation of the DCO/Chaperone at all times from the point of notification by the DCO/Chaperone until the completion of the Sample collection process.

- Produce appropriate and valid ID.

- Be familiar and comply with the Sample collection procedures. (The Athlete should be advised of the possible Consequences of Failure to Comply.)
-Report for *Doping Control* immediately, unless there are valid reasons for a delay (ISTI Article 5.4.4 (a), (b) and Manual Section 5.1.3).

h. The location of the Blood Collection Facility/Doping Control Station

i. The *Athlete* consumes food or fluids prior to providing a *Sample* at his/her own risk. The *Athlete* is not to hydrate excessively, since this may delay the production of a suitable *Sample*.

k. Any urine *Sample* provided by the *Athlete* to the *Sample* Collection Personnel is to be the first urine passed by the *Athlete* subsequent to notification, i.e. he/she should not pass urine in the shower or otherwise, prior to providing a *Sample* to the *Sample* Collection Personnel.

7. The BCO/DCO/Chaperone provides the *Athlete* notification form to the *Athlete* to read and sign.

8. The BCO/DCO/Chaperone provides a copy of the official notification to the *Athlete*.

**5.1 Reporting Delays**

The *Sample* Collection Personnel documents any reasons for the *Athlete’s* delay in reporting to the Blood Collection Facility/Doping Control Station and/or reasons for leaving the Blood Collection Facility/Doping Control Station that may require further investigation by BUL-NADO. Failure of the *Athlete* to remain under constant observation is also recorded in the DCO report.

**5.1.1 Inability to Locate the *Athlete***

If a selected *Athlete* is not located based on available Whereabouts Filing, the DCO attempts to locate the *Athlete* by other means, based on the circumstances (i.e. the nature of the specified location), with No Advance Notice *Testing* the method of notification. The DCO contacts the *Testing* Authority or the *Sample* Collection Authority for further instructions if he/she is unable to locate the *Athlete*.

If the DCO attempts to locate the *Athlete* for *Out-of-Competition Testing* during a specific 60-minute timeslot designated in the *Athlete’s* Whereabouts Filing, the DCO follows the procedures in the ISTI I.4.3 (b) and (c)

**Note:** Where an *Athlete* has not been located despite the DCO’s reasonable efforts, and there are only five minutes left within the 60-minute time slot, then as a last resort the DCO may (but does not have to) telephone the *Athlete* (assuming he/she has provided his/her telephone number in his/her Whereabouts Filing) to see if he/she is at the specified location. If the *Athlete* answers the DCO’s call and is available at (or in the immediate vicinity of) the location for immediate testing (i.e., within the 60 minute time slot), then the DCO should wait for the *Athlete* and should collect the *Sample* from him/her as normal. However, the DCO should also make a careful note of all the circumstances, so that it can be decided if any further investigation should be conducted. In particular, the DCO should make a note of any facts suggesting that there could have been tampering or manipulation of the Athlete’s urine or blood in the time that elapsed between the phone call and the *Sample* collection. If the *Athlete* answers the DCO’s call and is not at the specified location or in the immediate vicinity, and so
cannot make himself/herself available for testing within the 60-minute time slot, the DCO should file an Unsuccessful Attempt Report.

5.1.2 Athlete Failure to Comply

If the Athlete refuses to sign that he/she has been notified, or evades notification, the BCO/DCO/Chaperone shall make all reasonable attempts to persuade the Athlete to comply, including re-informing the Athlete of the Consequences of refusing or Failure to Comply. If the Athlete continues to refuse, the BCO/DCO/Chaperone report all relevant facts. The DCO shall endeavor to obtain Athlete/Witness signatures to confirm the Athlete’s refusal, and shall contact BUL-NADO for further instructions as soon as possible.

5.1.3 Requests for Delay or Departure

Delayed reporting to and/or temporary departure from the Blood Collection Facility/Doping Control Station may be permitted for the following activities:

In-Competition Testing:

1. Participating in a presentation ceremony.
2. Fulfilling media commitments.
3. Competing in further Competitions.
4. Performing a warm down.
6. Locating a representative and/or interpreter.
7. Obtaining photo ID.
8. Any other reasonable circumstances, as determined by the DCO, taking into account any instructions of the Testing Authority.

Such permission shall only be granted if the Athlete can be continuously chaperoned and kept under direct observation during the delay.

Out-of-Competition Testing:

1. Locating an Athlete Representative.
2. Completing a training session.
4. Obtaining photo ID.
Any other reasonable circumstances, as determined by the DCO, taking into account any instructions of BUL-NADO.

6.0 Athlete Chaperoning

6.1. Timing of Notification Considerations

It is recommended that the DCO consider in advance relevant sport-specific and venue-specific factors that could affect the timing of notification and the chaperoning process, e.g.:

• Sports in which Athletes frequently compete in more than one Event, potentially prolonging the chaperoning process; or

• Post-Event activities required to be performed by the Athlete, and their timing (i.e. a presentation ceremony or press conference).

6.2 Food and Drink Precautions

The BCO/DCO/Chaperone can’t prevent the Athlete eating or drinking products of his/her choice, but is to recommend that the Athlete choose from a selection of individually sealed, non-alcoholic beverages to hydrate.

The BCO/DCO/Chaperone should not handle food or drink items for the Athlete.

6.3 Irregularities in Notification and/or Suspicious Behavior

With discretion and without leaving the Athlete unattended, the Chaperone is to inform the DCO as soon as possible of any irregularities in notification and/or suspicious Athlete behavior during the observation period.

If relevant, the DCO documents the irregularities and determines if investigating a Possible Failure to Comply (ISTI Annex A) is appropriate, if he/she believes the irregularities and/or suspicious behavior may have compromised the Sample Collection Session.

The DCO is to attempt to complete the Sample Collection Session.

6.4 Arrival at the Blood Collection Facility/Doping Control Station

Upon the Athlete’s arrival at the Blood Collection Facility Doping Control Station with a DCO/Chaperone and, if applicable, an Athlete Representative and/or interpreter, the Athlete’s photo ID or other means of identification shall be provided to the DCO.

If the Athlete is also providing a blood Sample at the same session, the DCO may request that the Athlete provide the Urine Sample first.
Irrespective of the Testing type, once the Athlete has arrived at the Blood Collection Facility/Doping Control Station he/she must be under observation at all times until Sample collection is completed.

The DCO/BCO ensures the Athlete is offered comfortable conditions and instructs the Athlete to remain in a normal seated position with feet on the floor for at least 10 minutes prior to providing a Blood Sample. Where possible, the DCO assigns the role of monitoring each Athlete’s 10-minute seated rest period to a member of the Sample Collection Personnel. This duty may be conducted in conjunction with maintaining an entry and exit log.

A Blood Sample shall be collected from one Athlete at a time, and each Athlete’s privacy ensured.

[Comment: the Athlete shall not stand up at any time during the 10 minutes prior to ABP Sample collection. To have the Athlete seated during 10 minutes in a waiting room and then to call the Athlete out in a blood test room is not acceptable.]

The Athlete may request to temporarily leave the Blood Collection Facility Doping Control Station for a period of time, for reasons defined in Manual Section 5.1.3.

If the DCO approves the Athlete’s request, the DCO shall agree with the Athlete on the following conditions of leave:

a. The purpose of the Athlete leaving the Blood Collection Facility/Doping Control Station;

b. The time of return upon completion of an agreed activity;

c. The Athlete must remain under continuous observation throughout.

d. The Athlete shall not pass urine until he/she returns to the Doping Control Station. If a Chaperone is not available to escort the Athlete, the DCO asks the Athlete to remain in the Doping Control Station until one is available.

If an Athlete insists on leaving the Blood Collection Facility Doping Control Station without a Chaperone, the DCO is to advise the Athlete of the possible Consequences of Failure to Comply and document the circumstances.

7.0 Conducting the Urine Sample Collection Session

7.1 Selection of the Sample Collection Equipment

Selection of Sample Collection Equipment follows this sequence of actions:

1. The Athlete is given a choice of Sample collection vessels and other Sample Collection Equipment from which to select. The Athlete has to be provided with at least 3 Sample Collection Equipment vessels from which to choose.
Note: If the Athlete has an impairment that requires he/she must use additional or other equipment as provided for in ISTI Annex B – Modifications for Athletes with Impairments, the DCO shall inspect that equipment to ensure that it will not affect the identity or integrity of the Sample.

2. The Athlete and DCO check that all Sample Collection Equipment is clean and that all seals on the selected equipment are intact and have not been tampered with.

3. If either the Athlete or DCO is not satisfied with the equipment, the Athlete should make another selection.

4. If the Athlete is not satisfied with any of the equipment, and the DCO doesn’t agree with the Athlete’s opinion that all of the available equipment is unsatisfactory, the DCO instructs the Athlete to proceed with the Sample Collection Session.

5. The Athlete’s views are recorded by the DCO on the Doping Control documentation.

6. Should the Athlete not wish to proceed with the Sample Collection Session, the DCO advises the Athlete of the possible Consequences of Failure to Comply.

7. If both the DCO and the Athlete agree that none of the equipment available is satisfactory, the DCO ends the Sample Collection Session, and records the reasons for termination.

8. After the Athlete has selected his/her Sample collection vessel, the Athlete retains control of the vessel until the Sample (or partial Sample) is sealed, unless assistance is required by reason of an Athlete’s impairment.

### 7.2 Sample Provision

The Witness who observes the provision of the urine Sample by the Athlete is to be of the same gender as the Athlete, and accompanies the Athlete to an area of privacy (e.g. the toilet facility) to collect the Sample. The Athlete carries his/her Sample collection vessel at all times.

Where possible, the DCO ensures the Athlete:

a. Washes his/her hands thoroughly with water only before providing a Sample; or

b. Wears suitable (e.g., latex) gloves during the provision of the Sample.

Once in the Sample Collection area the DCO instructs the Athlete to remove or adjust any clothing that restricts the DCO’s clear, unobstructed view of Sample provision.

The DCO ensures that all urine passed by the Athlete at the time of Sample provision is collected in the collection vessel.
The DCO advises the Athlete of the amount of urine required to meet the Suitable Volume of Urine for Analysis and encourages the Athlete to provide a greater volume of urine if possible. In full view of the Athlete, the DCO verifies that the Suitable Volume of Urine for Analysis has been provided. Should the volume of urine provided by the Athlete be insufficient, the DCO follows the partial Sample collection procedure detailed in Manual Section 7.3.

The DCO escorts the Athlete back to the administration area in full view of the Witness if either:

a. the Suitable Volume of Urine for Analysis requirements (90mL) have been met, or

b. the Athlete has provided an insufficient amount of urine, a partial Sample, and is unable to provide any more urine at that time.

In either scenario, the Athlete carries his/her own Sample, back to the administration area in full view of the Witness. Where possible the Athlete is encouraged to wash his/her hands after passing the Sample.

The Sample is placed in a safe, secure location in full view of both the Athlete and the Witness. The Witness then signs the Doping Control form to verify that he/she witnessed Sample provision in accordance with ISTI procedures.

Sample Collection Personnel are to note if an Athlete makes attempts to provide only the bare minimum of urine.

Any unusual behavior by the Athlete observed by the Witness during the passing of the Sample, is to be discretely reported to the DCO as soon as possible and recorded in the DCO report.

7.3 Insufficient Sample Volume

If an Athlete is unable to provide 90 mL of urine, the DCO follows this sequence of actions:

1. Advises the Athlete that the partial Sample provided shall be secured and a further Sample or Samples collected until a Suitable Volume for Urine Analysis is provided.

2. Instructs the Athlete to select partial Sample Collection Equipment

3. Instructs the Athlete to select a Urine Sample Collection Kit

4. Instructs the Athlete to open the relevant kit, pour the insufficient Sample into the A container, and close it via the equipment for partial sample collection as directed by the DCO and after that instructs the athlete to close the whole equipment with all elements of the urine sample collection kit (including the top of A container).

5. In full view of the Athlete, checks that the container has been properly closed.
6. With the Athlete, checks that the equipment code number, the volume and identity of the insufficient Sample are recorded accurately on the Doping Control form.

7. With the Athlete, initials or signs the Doping Control form to show both are satisfied with the temporary closing procedure. The Athlete then return to the waiting area, and remains under continuous observation until ready to provide a further Sample.

Subject to the color or the initial Testing of any residue of the Athlete’s partial urine Sample, the Athlete should be advised if further hydration is appropriate or not, to avoid providing a Sample that doesn’t have a Suitable Specific Gravity for Analysis. Either the Athlete or the DCO retains control of the Sample.

The DCO ensures that the closed partial Sample is securely stored under continuous observation or in a secure area within the Doping Control Station. If the Athlete retains control of the Sample, he/she must remain with the partial Sample within the Doping Control Station, under the continuous observation of Sample Collection Personnel.

When the Athlete is ready to provide more urine, the Sample provision process is repeated until the DCO is satisfied that Suitable Volume for Urine Analysis has been met by combining the subsequent Sample/s with the stored partial Sample.

To ensure process continuity and for the Athlete’s comfort, the same Witness of the initial attempt is used if possible. However, a change of Witness in no way affects process integrity.

The Athlete selects a new Sample collection vessel each time he/she attempts to pass an additional Sample.

Once the Athlete has provided a further Sample, the DCO asks the Athlete to inspect the container used to temporarily store his/her their partial Sample, to ensure the seals are secure and consistent with the information recorded on the Doping Control form.

Any irregularities in seal integrity are recorded by the DCO, either on the Doping Control form or in a separate report to the Sample Collection Authority, and investigated according to ISTI Annex A - Investigating a Possible Failure to Comply.

The DCO then directs the Athlete to remove/break the seal of the partial Sample container(s) and combine the Sample with the partial Sample until the desired volume is reached or, if additional volume is available, until the maximum level of the Sample collection vessel is reached.

If a subsequent Sample provided by the Athlete looks more diluted than the Sample stored in the partial Sample kit, the DCO is to advise the Athlete to pour only the amount of urine required to meet the Suitable Volume for Analysis.

Otherwise there is a risk that the specific gravity of the Sample may be reduced to an unacceptable level, which then requires the Athlete to provide an additional Sample or Samples.
Once a minimum of 90 mL of urine or greater is collected, the DCO and Athlete proceed with the doping control procedure.

7.4 Dividing and Sealing the Sample

The Athlete and the DCO check the Sample collection kit to ensure that the kit numbers correspond to the numbers on the A and B bottles. (If the numbers don’t correspond, the DCO instructs the Athlete to select a new Sample collection kit. The DCO then reports this incident to BUL-NADO). The DCO records the Sample collection kit number on the Doping Control form, and with the Athlete, checks that the number has been accurately recorded.

The Athlete pours the required minimum volume of urine into the two bottles: 60mL for the A bottle and 30mL for the B bottle.

7.4.1 Disposal of Excess Urine

If the Athlete provided more than the minimum Suitable Volume for Analysis, the DCO ensures that the Athlete fills the A bottle to capacity, as recommended by the equipment manufacturer.

Any excess urine is discarded only when both the A and B bottles have been filled to capacity, and the residual urine has been tested for its specific gravity as per Manual Section 7.4.2.

The DCO instructs the Athlete to leave a small amount of urine in the Sample collection vessel. The DCO uses this urine to measure the specific gravity of the Sample to ensure it is suitable for Laboratory analysis.

The DCO instructs the Athlete to seal the A and B bottles. In full view of the Athlete, the DCO checks that the bottles are properly sealed.

Assistance with the pouring of the Athlete’s Sample or closing of the A and B bottles may be provided by the Athlete’s Representative or Sample Collection Personnel in exceptional circumstances, where authorized by the Athlete and agreed by the DCO. This assistance should be noted on the Doping Control form.

Such situations may involve an Athlete with an impairment or with an injury sustained from Competition or other activity.

7.4.2 Testing Sample for Suitable Specific Gravity for Analysis

The DCO tests the residual volume of urine remaining in the Sample collection vessel to determine if the Sample has a Suitable Specific Gravity for Analysis.

The specific gravity measurement must be greater than or equal to 1.005 if using a refractometer, or greater than or equal to 1.010 with lab sticks.

If the DCO’s specific gravity reading indicates that the Sample doesn’t have a Suitable Specific Gravity for Analysis, then the DCO informs the Athlete that he/she is required to provide a further Sample.
The DCO continues to collect additional Samples until the requirement for Suitable Specific Gravity for Analysis is met, or until the DCO determines that there are exceptional circumstances, i.e. for logistical reasons it’s impossible to continue with the Sample Collection Session.

The Athlete remains under continuous observation by a DCO/Chaperone and athletes shall be advised to not hydrate any further when their sample is too dilute.

The Athlete’s responsible for providing a Sample with a Suitable Specific Gravity for Analysis.

When the Athlete can provide an additional Sample, the DCO repeats the procedures for Sample collection, with the provision of additional Samples observed by the same Witness as for the first, if possible. The Witness signs the relevant documentation to verify that he/she witnessed Sample provision in accordance with ISTI procedures. (Manual Sections 7.2)

The DCO sends all Samples collected for analysis, irrespective of whether or not the Samples meet the requirement for Suitable Specific Gravity for Analysis.

The DCO may end the Sample Collection Session if:

a. None of the Samples collected from the Athlete meet the requirement for Suitable Specific Gravity for Analysis; and

b. The DCO determines that for logistical reasons it is impossible to continue.

7.5 Completing the Doping Control Form

The DCO instructs the Chaperone to sign the Doping Control form to confirm that he/she collected a urine Sample from the Athlete in accordance with ISTI mandatory procedures.

The DCO requests the Athlete to provide information on all medications and/or supplements taken within the time period specified on the Doping Control form. The recommended period for medication information is 7 days.

The DCO checks all information on the form with the Athlete and the Athlete’s Representative to confirm that it accurately reflects the details of the Sample Collection Session, and fills in any incomplete areas in view of the Athlete. The Witness then signs to confirm that he/she witnessed the provision of the Sample in accordance with ISTI procedures.

If the Athlete provided more than one Sample and the Witness was not the same individual that witnessed provision of the first Sample, the signatures of all Witnesses are required on the Doping Control form.

The DCO can require the Athlete to provide an additional Sample if:

a. The Witness is unable to verify that he/she observed the passing of the Sample;
b. The Witness sports unusual behavior by the Athlete; or

c. There are doubts as to the origin or authenticity of the Sample.

This must be documented by the DCO, and all Samples collected sent to the Laboratory for analysis. If appropriate, BUL-NADO may investigate a possible Failure to Comply.

The Athlete is given the opportunity to complete the comments section of the form if he/she has any concerns or comments regarding how the Sample Collection Session was conducted. If there is insufficient space on the form, the Athlete is provided a supplementary report form.

If present, the Athlete’s Representative signs the Doping Control form. The DCO and Athlete then sign the Doping Control form. The DCO provides the Athlete with a full copy of the Doping Control form, the supplementary report form (if used) and any other documentation signed by the Athlete. Unless also required to provide a blood Sample, the Athlete can leave the Doping Control Station. If an Athlete 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.

8.0 Conducting the Blood Sample Collection Session

8.1 Venipuncture

The type of equipment used for blood collection and the post-collection process differs depending on the type of analysis required. The Blood Sample collection kit typically includes a sterile needle, syringe and the relevant Vacutainer® tube(s) packaged together in a sealed bag.

8.1.1 Whole Blood or Plasma

Collection of blood for analysis of Prohibited Substances and Methods in whole blood (e.g. detection of blood transfusion) or in plasma (e.g. HBOCs and ESAs):

• Number of Samples: 2 (A Sample and B Sample).

• Volume required: 2 x 3mL (or as specified by relevant Laboratory).

• BD Vacutainer®: K2EDTA (K2) CE cat no 368856/ref US 367856.

• The tube used contains EDTA as anti-coagulant. The contents must be homogenized as soon as possible after collection (e.g. tubes should be gently inverted at least three times). The contents shall then be sent with no further action.

8.1.2 Serum

Collection of blood for analysis of Prohibited Substances and Methods in serum (e.g. detection of GH, HBOCs and ESAs):
Number of Samples: 2 (A Sample and B Sample).

Volume required: 2 x 5mL (or as specified by relevant Laboratory).

BD Vacutainer® SSTTM-II, EU ref 367955 or BD Vacutainer® SSTTM-II PlusAdvance tubes, EU ref 367954).

Blood is drawn into a tube that has an inert polymeric serum separator gel and a clotting activation factor.

The contents must be homogenized as soon as possible after collection.

Collection of blood for analysis of the variables of the ABP:

Number of Samples: 1 (no B Sample required).

Volume required: 1 x 3mL (or as specified by relevant Laboratory).

The tube used contains solid EDTA as anti-coagulant.

The contents must be homogenized as soon as possible after collection (e.g. tubes should be gently inverted at least three times).

8.2 Selection of Sample Collection Equipment

Selection of Sample Collection Equipment follows this sequence of actions:

1. After the required rest period, and the BCO explanation of the Blood Collection Procedure, the BCO directs the Athlete to choose the appropriate number of Blood Sample collection kits2. The Athlete and BCO check that the selected equipment is clean and all seals are intact and have not been tampered with.

3. If either the Athlete or BCO is not satisfied with a selected kit, the Athlete may select another. If the Athlete is not satisfied with any kits and no others are available, the BCO records this.

Recommended: Provide the Athlete with at least 3 Blood Sample collection kits from which to select.

4. If the BCO does not agree with the Athlete’s opinion that all of the available kits are unsatisfactory, the BCO instructs the Athlete to proceed with the Sample Collection Session.

5. Should the Athlete not wish to proceed with the Sample Collection Session, the BCO advises the Athlete of the possible Consequences of Failure to Comply.

6. If the BCO agrees that none of the equipment is satisfactory, he/she ends the Sample Collection Session, and records the reasons for termination.

7. Once the Sample collection kit has been selected, the BCO labels the collection tubes with a unique Sample code number if not pre-labelled.
8. If the kit includes pre-printed bar code labels, the *Athlete* removes these labels and verifies with the DCO that the code numbers match.

9. If the *Athlete* or BCO finds that the numbers do not match, the BCO instructs the *Athlete* to choose another kit, and documents the occurrence.

10. The *Athlete* places one label longitudinally on each of the Vacutainer® tubes. The label is to be placed towards the top of the tube(s), near the cap. The *Athlete* may authorize the BCO/DCO, or the *Athlete* Representative to place the labels on the tubes.

11. The DCO records the numbers, and the *Athlete* and the DCO check the documentation to ensure that the DCO accurately recorded the information.

12. The *Athlete* gives the BCO the Blood Sample Collection Equipment, including the Vacutainer(s)®. The BCO assembles the equipment in sight of the *Athlete*.

**8.3 Blood Sample Provision**

*Blood Sample* provision follows this sequence of actions:

1. The BCO assesses the most suitable arm for Venipuncture. This will always be the non-dominant arm, unless the BCO assesses the other arm to be more suitable or the *Athlete* requests a specific arm.

2. If the BCO believes that a Butterfly Needle is required for Venipuncture, the *Athlete* will be asked to select a Butterfly Needle from a selection of sealed needles. The Blood Collection Procedure then continues.

3. The BCO cleans 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, applies a tourniquet. The BCO takes the Blood *Sample* from a superficial vein. The tourniquet, if applied, shall be immediately removed following the Venipuncture. It is recommended that the tourniquet, if applied, should be released when the blood starts to flow and no more than 1 min after application.

4. The BCO collects the amount of blood adequate to satisfy the relevant analytical requirements for the type of *Sample* analysis to be conducted. The collection vessel(s) are always to be kept in full view of the *Athlete*.

5. If the BCO is unable to draw sufficient blood from the first attempt, the procedure is repeated up to a maximum of 3 attempts in total. Should all 3 attempts fail to produce a sufficient amount of blood, the BCO informs the DCO, who terminates collection and records the reasons for terminating the collection.

6. The BCO applies a dressing to the puncture site(s).

7. The BCO disposes of used Blood *Sample* Collection Equipment in accordance with the required standards for handling blood.
8. The recommended temperature data logger used to monitor storage and transport conditions should be turned on to ensure cool conditions before Samples are placed inside the cool box.

9. If the Sample requires further on-site processing, such as centrifugation or separation of serum (e.g., in the case of a Sample intended for use in connection with the ABP Program, after the blood flow into the tube ceases, the BCO shall remove the tube from the holder and homogenize the blood in the tube manually by inverting the tube gently at least 3 times), the Athlete shall remain to observe the Sample until final sealing in secure, tamper-evident kit.

8.4 Aftercare Procedure

After withdrawing the needle from the Athlete’s arm, the BCO places a pad over the puncture site and instructs the Athlete to press firmly on the pad. The BCO may also choose to apply pressure to the wound.

If necessary, pressure shall be applied for 2 to 3 minutes prior to the Sample sealing procedure. The BCO assesses the wound and indicates to the Athlete and the DCO when the Athlete is ready to proceed.

The BCO/DCO advises the Athlete not to undertake any strenuous exercise using the arm for at least 30 minutes to minimize potential bruising.

The BCO is to be prepared to conduct first aid if necessary.

8.5 Post-Collection Processing

8.5.1 Analysis of Whole Blood or Plasma

For the analysis of whole blood or plasma, the 2 x 3mL Blood Samples, comprising of an A and B Sample (or the Sample collected for the purposes of the ABP) invert gently at least three times to mix the blood with the anti-coagulant contained in the tube in order to avoid clot formation. This step shall be taken as soon as possible.

The Blood Samples are then be sealed and prepared for transportation

8.5.2 Analysis of Serum

For the analysis of serum, the 2 x 5mL Blood Samples, comprising of an A and B Sample should be inverted gently to initiate clotting and remain at room temperature for the time recommended by the tube manufacturer (15 minutes for BD Vacutainer® SST II advance tubes) before being sealed and made ready for transportation.

Samples collected that require being left at room temperature for a pre-determined length of time are monitored by the BCO.

The Athlete is asked and encouraged to remain and observe his/her Samples during this time. If the Athlete declines to do so, this in no way invalidates the test.
The BCO may record details of any Athlete who does not remain to observe their Samples during this period.

8.6 Sealing of the Blood Samples

The Athlete seals his/her Sample into the Sample collection kit as directed by the BCO. The Athlete may request the BCO or the Athlete Representative to complete this process on his/her behalf.

In full view of the Athlete, the BCO checks that the sealing is satisfactory.

The BCO ensures the Blood Samples are stored upright in a secure, preferably cool, location (i.e. transport bag) until ready to proceed to transport of Samples.

8.7 Completing the Doping Control Form

The DCO instructs the BCO to sign the Doping Control form to confirm that he/she collected a Blood Sample from the Athlete in accordance with ISTI mandatory procedures.

The DCO requests the Athlete to document any blood transfusions over the last three months and to provide information on all medications and/or supplements taken within the time period specified on the Doping Control form, including those which may affect the blood’s ability to clot. The recommended period for medication information is 7 days.

The DCO checks all information on the form with the Athlete and the Athlete’s Representative (if applicable) to confirm that it accurately reflects the details of the Sample Collection Session, and fills in any incomplete areas in view of the Athlete.

The Athlete is given the opportunity to complete the comments section of the form if he/she has any concerns or comments regarding how the Sample Collection Session was conducted. If there is insufficient space on the form, the Athlete is provided a supplementary report form.

The Athlete and the Athlete Representative (if present) are invited to check that all information on the form accurately reflects the details of the Sample Collection Session. The Athlete is 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 is provided a supplementary report form.

If present, the Athlete’s Representative signs the Doping Control form.

The Athlete and DCO then sign the Doping Control form.

The DCO provides the Athlete with a full copy of the Doping Control form, the supplementary report form (if used) and any other documentation signed by the Athlete.

The BCO, the Athlete Representative (if present) and the Athlete then sign the Doping Control form. Unless also required to provide a urine Sample, the Athlete can leave the Doping Control Station.
If an Athlete is also required to provide a urine Sample, and the Doping Control form records both blood and urine collection, the paperwork will not be fully completed until after collection of both urine and blood Samples. If the urine Sample has already been collected, the DCO, the Athlete Representative (if present) and the Athlete sign the Doping Control form.

If the urine Sample has not yet been collected, the Athlete provides a urine Sample. The DCO, the Athlete Representative (if present) and the Athlete then sign the Doping Control form.

The DCO gives the Athlete a full copy of the form.

The Athlete can now leave the Blood Collection Facility.

9.0 Sample Storage, Laboratory Documentation and Transport of Samples

BUL-NADO has criteria for ensuring that each Sample collected is stored in a manner that protects its identity, integrity and security prior to transport from the Blood Collection Facility/ Doping Control Station.

At a minimum, these criteria should include detailing and documenting up until the Sample arrives at its intended destination, the location where Samples are stored; how the Samples are stored; who has custody of the Samples; and/or who is permitted access to the Samples. The DCO ensures that any Sample stored complies with these criteria.

The DCO shall keep the Samples secure and under his/her control until they are passed to the courier.

The Blood Samples must be stored in a cooled state, preferably in a refrigerator or cool box. Where possible, Urine Samples are to be stored in a cool environment, with warm conditions avoided.

If storage conditions did not meet the requirements for temperature, the DCO shall document this, and shall also contact BUL-NADO immediately to inform them of the variation in temperature, and the length of time the Samples were affected.

If the temperature deviates from a cool and consistent temperature as identified by the data logger, for a period of time likely to affect the composition of a Blood Sample as determined by the recipient Laboratory, BUL-NADO and Laboratory determine if Sample analysis should proceed.

The DCO completes the appropriate documentation for each transport bag/container to ensure that the Laboratory can verify the contents, and follows the BUL-NADO analysis instructions (e.g. type of analysis required).

The DCO completes the Chain of Custody form, and if relevant, records the time(s) the transport bag is opened and resealed.

The Laboratory copies of this form and the Doping Control form are placed in the transport bag with the Samples. The transport bag is then sealed, preferably in the presence of a Witness. The minimum level of
documentation the Sample Collection Authority provides to the Laboratory is outlined in ISTI Articles 7.4.5 c), f), h), j), k), l),o) , p), q), y), z), and aa) for result reporting and statistical purposes.

For Blood Samples collected for the analysis of GH in serum using the Biomarkers method, the age of the athlete (rounded down to the nearest year) needs to be included in the documentation that will accompany the Samples to the Laboratory.

Documentation identifying the Athlete is not included with the Samples or documentation sent to the Laboratory analyzing the Samples.

All documentation relevant to the Sample Collection Session should be forwarded to BUL-NADO as soon as practicable upon completion of the Sample Collection Session.

Documentation related to a Sample Collection Session and/or an ADRV shall be stored by BUL-NADO and/or the Sample Collection Authority for the period specified in the ISPPPI.

Due to the more stringent temperature and analysis requirements for blood, Blood Samples and urine Samples may be transported separately. However, the relevant paperwork linking the two Samples shall be included with each shipment.

9.1 Transport of Samples

The DCO is responsible for Sample transport and ensures the transport procedure follows ISTI Article 9.0 criteria.

Anti-Doping Organizations should discuss transportation requirements for particular missions (e.g., where the Sample has been collected in less than hygienic conditions, or where delays may occur in transporting the Samples to the laboratory) with the laboratory that will be analyzing the Samples, to establish what is necessary in the particular circumstances of such mission (e.g., refrigeration or freezing of the Samples).

Samples shall be transported in a device that maintains the integrity of Samples and minimizes the potential for Sample degradation due to factors such as time delays and extreme temperature variations.

If the Samples are not to be handed over to the courier immediately and subsequently transported to the WADA accredited Laboratory without delay, the DCO is to consider refrigerating or freezing the Samples to minimize Sample degradation due to factors like time delays and hot temperature conditions.

Blood Samples are to be dispatched as soon as possible after collection, ideally arriving at the Laboratory on the same day.
If the Sample is intended for GH analysis with the Differential Immunoassays (Isoforms) method, the Sample shall be analyzed within 96 hours from collection (for more details, please refer to the TD GH in effect).

If the Sample is intended for GH analysis with the Biomarkers method, the Sample shall be analyzed with 120 hours from collection (for more details, please refer to the Guidelines on hGH Biomarkers Test in effect).

If the Sample is intended for ESAs, HBOCs or Blood transfusions analysis, the Sample shall be analyzed with 72 hours from collection.

If the Sample is intended for use in connection with an ABP Program, see the art.10 or ISTI – Annex K.4 for the specific transportation requirements.

The Blood Samples shall be transported to the Laboratory in a refrigerated state. No sample should be allowed to freeze.

It is advisable to include a temperature data logger with the transported Samples to ensure the appropriate temperature range has been maintained during transport. In addition to capturing the temperature during transport, the temperature data logger should be used to assess the time from Sample collection to the time received by the Laboratory (‘turnaround time’). Record all time in GMT to address any potential time zone conflicts.

Samples should remain in an upright position during transport, whenever possible.

Samples may be taken directly to the Laboratory by the DCO, or handed over to a BUL-NADO Representative appointed by the Executive director of BUL-NADO. The BUL-NADO representative should record the waybill number of the shipment in the Chain of Custody of Samples form. An approved courier is used for transportation.

10. Athlete Biological Passport

10.1 Requirements

- If collection occurs after training or Competition, test planning shall consider the Athlete’s whereabouts information to ensure Testing does not occur within two hours of such activity. If the Athlete has trained or competed less than two hours before the time the Athlete has been notified of his/her selection, the DCO or other designated Sample Collection Personnel shall chaperone the Athlete until this two-hour period has elapsed.
- If the Sample was collected within two hours of training or Competition, the nature, duration and intensity of the exertion shall be recorded by the DCO to make this information available to the APMU and subsequently to the Experts.
- Although a single blood Sample is sufficient within the framework of the ABP, it is recommended to collect an additional “B” Sample for a possible subsequent analysis of Prohibited Substances and Methods in whole blood (e.g. detection of Homologous Blood Transfusion (HBT), and/or Erythropoiesis Stimulating Agents (ESAs).
• For Out-of-Competition Testing, “A” and “B” urine Samples should be collected together with the blood Sample(s) in order to permit Analytical Testing for ESAs unless otherwise justified by a specific intelligent testing strategy.

[Comment: WADA’s Blood Sample Collection Guidelines reflect these protocols and include practical information on the integration of ABP Testing into “traditional” Testing activities. A table has been included within the Blood Sample Collection Guidelines that identifies which particular timelines for delivery are appropriate when combining particular test types (i.e. ABP + Growth Hormone (GH), ABP + HBT, etc.), and which types of Samples may be suited for simultaneous transport.]

• The Sample shall be refrigerated from its collection until its analysis with the exception of when the Sample is analyzed at the collection site without delay. The storage procedure is the DCO’s responsibility.

The storage and transport device shall be capable of maintaining blood Samples at a cool temperature during storage. Whole blood Samples shall not be allowed to freeze at any time. In choosing the storage and transport device, the DCO shall take into account the time of storage, the number of Samples to be stored in the device and the prevailing environmental conditions (hot or cold temperatures). The storage device shall be:
  a) Refrigerator.
  b) Insulated cool box.
  c) Isotherm bag.
  d) Any other device that possesses the capabilities mentioned below.

• A temperature data logger shall be used to record the temperature from the collection to the analysis of the Sample except when the Sample is analyzed at the collection site without delay. The temperature data logger shall be able to:
  a) record the temperature in degrees Celsius at least once per minute;
  b) record time in GMT;
  c) report the temperature profile over time in text format with one line per measurement following the format “YYYY-MM-DD HH:MM T”;
  d) have a unique ID of at least six characters.

• Following notification to the Athlete that he/she has been selected for Doping Control, and following the DCO/BCO’s explanation of the Athlete’s rights and responsibilities in the Doping Control process, the DCO/BCO shall ask the Athlete to remain in a normal seated position with feet on the floor for at least 10 minutes prior to providing a blood Sample.

[Comment: the Athlete shall not stand up at any time during the 10 minutes prior to Sample collection. To have the Athlete seated during 10 minutes in a waiting room and then to call the Athlete into a blood collection room is not acceptable.]

• In addition to a regular Doping Control form, the DCO/BCO shall use the ABP Supplementary Form if such a form is available. If an ABP-specific Doping Control form is unavailable, the DCO/BCO shall still use a regular Doping Control form but he/she shall collect and record the following additional information on a related form or supplementary report to be signed by the Athlete and the DCO/BCO:
  a) Confirm that there was no training or Competition in the two hours prior to the blood test.
  b) Did the Athlete train, compete or reside at an altitude greater than 1,500 meters within the prior two weeks? If so, or if in doubt, the name and location of the place where the Athlete had been and the duration of his/her stay shall be recorded. The estimated altitude shall be entered, if known.
  c) Did the Athlete use any form of altitude simulation such as a hypoxic tent, mask, etc. during the prior two weeks? If so, as much information as possible on the type of device and the manner in which it was used (e.g. frequency, duration, intensity) should be recorded.
d) Did the Athlete receive any blood transfusion(s) during the prior three months? Was there any blood loss due to accident, pathology or donation in the prior three months? What was the estimated volume?
e) The DCO/BCO should record on the Doping Control form any extreme environmental conditions the Athlete was exposed to during the last two hours prior to blood collection, including any sessions in any artificial heat environment, such as a sauna.
f) Was the Sample collected immediately following at least three consecutive days of an intensive endurance Competition, such as a stage race in cycling?
   - The DCO/BCO shall start the temperature data logger and place it in the storage device. It is important to start recording the temperature before Sample collection.
   - The storage device shall be located in Doping Control Station and shall be kept secured appropriately in accordance with the ISTI.
   - The DCO/BCO instructs the Athlete to select the Sample Collection Equipment in accordance with ISTI Article E.4.6. If Vacutainer®(s) are not pre-labelled, the DCO/BCO shall label them with a unique Sample code number prior to the blood being drawn and the Athlete shall check that the code numbers match.

10.2. The Sample Collection Procedure
   - The Sample collection procedure for the collection of blood for the purposes of the ABP is consistent with the procedure set out in ISTI Articles E.4, with the following additional elements:
   a) The BCO ensures that the 10-minute (or more) seated period has elapsed prior to performing venipuncture and drawing blood; and
   b) The BCO ensures that the vacuum tubes were filled appropriately; and
   c) After the blood flow into the tube ceases, the BCO removes the tube from the holder and homogenizes the blood in the tube manually by inverting the tube gently at least three times.
   - The Athlete and the DCO/BCO sign the Doping Control and ABP supplementary form(s), when applicable.
   The blood Sample is sealed and deposited in the storage device next to the temperature data logger.

10.3. Transportation Requirements
   - Blood Samples shall be transported in a device that maintains the integrity of Samples over time, due to changes in external temperature.
   - The transport procedure is the DCO’s responsibility. The transport device shall be transported by secure means using an ADO-authorized transport method.
   - The integrity of the Markers used in the haematological module of the ABP is guaranteed when the Blood Stability Score (BSS) remains below 85, where the BSS is computed as \[ \text{BSS} = 3 \times T + \text{CAT} \] with CAT being the Collection to Analysis Time (in hours), and T the average Temperature (in degrees Celsius) measured by the data logger between Sample collection and analysis.
   - Within the framework of the BSS, the following table can be used by the DCO/BCO to estimate the maximal transport time to a Laboratory or WADA Approved Laboratory for the ABP, called the Collection to Reception Time (CRT), for a given average temperature T:

<table>
<thead>
<tr>
<th>T [°C]</th>
<th>CRT [h]</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>35</td>
</tr>
<tr>
<td>12</td>
<td>41</td>
</tr>
<tr>
<td>10</td>
<td>46</td>
</tr>
<tr>
<td>9</td>
<td>48</td>
</tr>
</tbody>
</table>
The DCO/BCO shall apply a conservative approach and rapidly transport the Sample to a Laboratory or WADA-Approved Laboratory for the ABP located close to the Sample collection site.

- The DCO, BCO or other Sample Collection Personnel shall report without delay into ADAMS:
  a) The Doping Control form;
  b) The ABP Supplementary form, and/or the additional information specific to the ABP collected on a related form or supplementary report;
  c) In the Chain of Custody, the temperature data logger ID (without any time reference) and the time zone of the testing location in GMT

11.0 Modifications for Athletes

11.1 Overview

Athletes with an impairment or who are Minors may require modifications to the Sample collection procedure. The modifications outlined below do not affect the identity, security or integrity of the Sample.

The DCO has the authority to make modifications to the Sample Collection Session as the situation requires, in accordance with ISTI Annex B - Modifications for Athletes with Impairments or Annex C - Modifications for Athletes who are Minors.

In some cases, with the DCO’s agreement, the Athlete may designate the Athlete Representative, or the DCO/Chaperone to assist with the Sample collection and sealing process. The DCO documents any modifications made to the standard Sample collection procedure.

11.2 Athletes with an Impairment

BUL-NADO and DCO have the authority to make modifications as the situation requires, and as long as such modifications will not compromise the Sample’s identity, security or integrity. All the modifications must be documented. For example, Athletes with Cerebral Palsy and/or significant lack of coordination may require the use of larger collection vessels, if available.

An Athlete with an intellectual, physical or sensorial impairment may be assisted by the Athlete’s Representative or Sample Collection Personnel during the Sample Collection Session, where authorized by the Athlete and agreed to by the DCO.

For example it may be appropriate for an Athlete with an intellectual impairment to obtain consent to Testing from his/her Athlete Representative.
Athletes with an intellectual, physical or sensorial impairment may be assisted by the Athlete’s Representative or Sample Collection Personnel during the Sample collection procedure, including in the toilet area. However, the Athlete Representative shall not directly observe the passing of the Sample. The objective is to ensure that the Witness is observing Sample provision correctly.

If necessary, the Athlete Representative or the DCO explains the Doping Control documentation to the Athlete.

Athletes with a visual or intellectual impairment must be accompanied by their representative for the Sample provision and sealing, and the signing of the Doping Control form. The Athlete Representative should sign on behalf of/in addition to the Athlete, as applicable.

11.2.1 Urine Collection or Drainage Systems

Athletes who use urine collection or drainage systems (of every type including but not limited to self-catheterization, condom or indwelling) are required to eliminate existing urine from such systems before providing a urine Sample for analysis.

Elimination of existing urine from a collection system should be conducted as soon as possible following the Athlete’s notification of his/her selection for Doping Control. Elimination must be conducted under the DCO’s/Chaperone’s direct observation.

Where possible, the existing urine collection or drainage system should be replaced with a new, unused catheter or drainage system prior to the Sample collection.

The catheter or drainage system is not included in the required Sample Collection Equipment to be provided by the Sample Collection Authority. The Athlete is responsible for having the necessary equipment available for this purpose.

11.3 Athletes Who Are Minors

Athletes who are Minors should be notified in the presence of an adult and may choose to be accompanied by an Athlete Representative at all times during the Sample Collection Session, including the Sample provision in the toilet area.

However, the Athlete Representative doesn’t directly observe the passing of the Sample, unless requested to do so by the Athlete. The objective is to ensure that the Witness is observing Sample provision correctly. Even if the Minor declines an Athlete Representative, the DCO or Chaperone, as applicable, should consider whether another third party ought to be present during notification of and/or during the collection of the Sample from the Athlete. Should an Athlete who is a Minor decline to have an Athlete Representative present during the Sample Collection Session, this shall be clearly documented by the DCO. Failure to do so does not invalidate the test.

If a Minor declines the presence of a representative, a Third Party representative of the Sample Collection Personnel must be present.
If necessary, the DCO/Chaperone explains the Doping Control documentation and Athlete’s rights and responsibilities to the Athlete and the Athlete Representative.

If an Athlete who is a Minor is accompanied to the Sample Collection Session, the Athlete Representative is to sign the Doping Control form in addition to the Athlete.

12.0 Ownership of Samples

Samples collected from an Athlete are owned by BUL-NADO for the Sample Collection Session in question. BUL-NADO may transfer ownership of the Samples to the Results Management Authority (RMA) or to another ADO upon request.