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, *shar*ing, 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 Organizatiogfn* 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.

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

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

***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 *Athlete*s. 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 *Athlete*s 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 *Athlete*s 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 urine*Sample* 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 *Sample*s.

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 5x2,5, 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 *Athlete*s 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 a 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 *Competition*s.

4. Performing a warm down.

5. Receiving necessary medical treatment.

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.

3. Obtaining and receiving necessary medical treatment.

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 *Sample*s 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 *Sample*s 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 *Sample*s 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 Plus*Advance* tubes, EU ref 367954).

•Blood is drawn into a tube that has an inert polymeric serum separator geland 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 *Sample*s 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 *Sample*s 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.

*Sample*s 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 Vaccutainer®(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 **BSS = 3 * T + 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:

T [°C]	**CRT [h]**
15	**35**
12	**41**
10	**46**
9	**48**

8 **50**
7 **53**
6 **55**
5 **58**
4 **60**

- 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 *Athlete*s

11.1 Overview

*Athlete*s 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, *Athlete*s with Cerebal 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*.

*Athlete*s 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.