



DOPING CONTROL MANUAL

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ABOUT DOPING CONTROL GUIDE

This Publication outlines policies and provides information relating to doping control services for the 18th Indonesia Asian Games 2018.

All doping control policies have been designed under the guidance of the Chairman of the OCA Medical Committee and in accordance with the requirements according to the "OCA guidelines for Medical Services and Anti-Doping Program for the Asian Games".

This Doping Control Guide is intended to be a useful resource for doping control professionals involved with the Asian Games.

I. Applicable Rules for the Games

Pursuant to Articles (5.2.3) and (5.3) of the World Anti-Doping Code (The Code) , the OCA is the governing authority of the Asian Games. Any person or organization belonging in any capacity to the OCA is bound by the provisions of the OCA Constitution and must abide by the decisions of the OCA.

The OCA Constitution reflects the importance that the OCA places on the fight against doping in sport and its support for the World Anti-Doping Agency (WADA) and its Code. The Code was accepted by the OCA at its 23rd General Assembly in Qatar on 1 July, 2004.

The OCA signed the Code during its 24th General Assembly in China on 9 September 2005.

The OCA Executive Board is responsible for establishing policies, guidelines and procedures to support the fight against doping, including analysis of results, and anti-doping rule violation management and compliance with internationally accepted regulations, including the Code. The OCA has enacted and approved anti-doping rules in compliance with the Code. These Rules are applicable during the period of the Asian Games (also known as the 'games period'). The 2018 Indonesia Asian Games Period is defined as "is the period starts from the date of the opening of the athlete's village for the Asian Games, August 2, 2018 up until and including the day of the closing ceremony of the Asian Games, September 2, 2018".

These rules are also adopted for the 2018 Indonesia Asian Games and shall apply without limitation to all doping controls over which the OCA has jurisdiction in connection with the 2018 Indonesia Asian Games.

Athletes participating in the 2018 Indonesia Asian Games or otherwise subject to the authority of the OCA in connection with the Games are bound by these rules

as a condition of eligibility to take part in the 2018 Indonesia Asian Games. Athletes shall, without limitation, be subject to the authority of the OCA upon being put forward by their NOC as potential participants in the 2018 Indonesia Asian Games in advance of the period of the 2018 Indonesia Asian Games, and shall in particular be considered to be entered into the Games upon being included on the final NOC delegation list or upon their signature of an entry-by-name form.

The OCA has formulated these rules to contribute to the fight against doping in the sport movement in Asia. They are complemented by other relevant OCA documents and all International Standards issued by WADA, including the International Standards for Testing and Investigations referred to throughout the rules.

The rules, like competition rules, govern the conditions under which sport is played. All participants accept these rules as a condition of participation, and are presumed to have agreed to comply with them.

II. INASGOC Support of the WADA Code and OCA Anti-Doping Rules

The Doping Control Program will be implemented in accordance with the Code, the International Standards, Technical Documents and Guidelines issued by WADA and the OCA Anti-Doping Rules.

The 18th Indonesia Asian Games Organizing Committee 2018 (INASGOC) acknowledges its support for the World Anti-Doping Code and its support in assisting the OCA to fulfil its role and responsibilities under the Code and the rules. The OCA will arrange with INASGOC to facilitate the participation of OCA's Asian Doping Control Officer (ADCO) Exchange Program, and where requested, the presence of WADA's Independent Observer (IO) Team or/and its Outreach Program at the Games.

III. Outline of the Doping Control Program

The OCA shall have the right to conduct doping controls during the period of the 2018 Indonesia Asian Games, and is responsible for the subsequent handling of cases that arise during this time.

The OCA is solely responsible for the initiation and direction of testing during the Games. INASGOC is responsible for all doping control requirements and financial costs. Doping control procedures will be undertaken in conformity with the OCA Anti-Doping Rules and the World Anti-Doping Code (The Code).

The OCA shall have the right to re-analyse samples (taken during the period of the 2018 Indonesia Asian Games) subsequent to the closing ceremony of 2018 Indonesia Asian Games. Any anti-doping rule violations discovered as a result shall be dealt with in accordance with these rules.

All athletes participating in the 2018 Indonesia Asian Games shall be subject, during the period of the Games, to doping controls initiated by the OCA at any time or place with No Advance Notice.

During the period of the Games, doping control incorporate testing for all Prohibited Substances and all Prohibited Methods referred to in the applicable Prohibited List during the Asian Games

The OCA will delegate responsibility for the planning and implementing doping control to the organizing committee in confirmatory to the International Standard of Testing & Investigation , Technical Document for Sport Specific Analysis(TDSSA) and other technical documents and Guidelines issued by WADA ; and in accordance with OCA Anti-Doping Guidelines .The planning and the implementation processes shall be approved by the chairman of the Medical Committee and Anti-Doping Commission of the Olympic Council of Asia (OCA-MCADC).

The Chairman of the OCA-MCADC shall be responsible for overseeing all doping control conducted by INASGOC and any other anti-doping organizations providing services under its authority. Doping control may be monitored by OCA-MCADC members or by other qualified individuals authorized by the OCA.

The OCA has the authority to appoint other anti-doping organizations it deems appropriate to carry out doping control on its behalf. Such anti-doping organization shall comply with the Code and the International Standard for Testing and Investigations and all applicable Technical Documents and guidelines issued by WADA and OCA Anti-Doping Rules.

IV. Doping Control Program for the 2018 Indonesia Asian Games

INASGOC will implement doping control with the supervision of the OCA-MCADC in cooperation with the Indonesia Anti-Doping Agency (LADI), which will be responsible for the organization of testing. Samples will be analysed by the Anti-Doping Lab Qatar, which is accredited by WADA. All samples collected during the Games Period will be analysed as per the menu for In-Competition Testing even though they may be taken pre-or post-competition.

Testing window under the doping control program is commencing on the date of the official opening of the Athletes' Village for the 2018 Indonesia Asian Games and end of the day of the Closing Ceremony (this window is referred to as the "Games Period").

Doping Control Stations (DCS) will be set up at all competition venues and at the Athletes' Village. The testing program will be based on a Test Distribution Plan which will be established in confidence on the basis of the consultation and other communication between INASGOC and OCA in accordance with the OCA guidelines for medical services and the doping control program for the 2018 Indonesia Asian Games. Athletes will be selected by target testing and weighted selection as well as random selection, or selection on the basis of finishing positions.

All athletes participating in the Games must be in possession of the Therapeutic Use Exemption (TUE) if the athlete needs to use medication that is included on the List of Prohibited Substances and Methods issued and published by WADA (which is in force from as of January 1, 2018).

V. Prohibited Substances and Prohibited Methods

The WADA Prohibited List – an International Standard of the Code – will be applicable and enforced during the Games. The applicable Prohibited List is the 2018 Prohibited List International Standard (which is in force from as of January 1, 2018).

It is important to note that all samples collected on behalf of the OCA-MCADC during the period of the Games will be analysed for substances and methods on the applicable Prohibited List under the heading "In competition" during the Games.

VI. How to check the status of medications

It is the personal responsibility of athletes to determine whether a substance they are using, or considering using, for medical purposes is prohibited or not prohibited.

Advice for Athletes: Before and during the Games, athletes are strongly advised (in addition to discussing with their doctor) to check the status of any medication they are taking or intend to take through the following website:

Global Drug Reference Online <http://www.globaldro.com/>

*If a substance is found to be prohibited, the athlete must apply for Therapeutic Use Exemption (TUE) to their IFs or NADOs or if that is not possible, then the application should be forwarded to the OCA Therapeutic Use Exemption Sub-Commission (TUEC). If further clarification is required, the athlete should check with the OCA-MCADC and/or its Therapeutic Use Exemption Sub-Commission (TUEC).

VII. Guidelines for Therapeutic Use Exemption (TUE)

The OCA would like to remind athletes who may be selected to represent their country to participate in 2018 Indonesia Asian Games to verify the status of any medication they are taking or intend to take. If the substance is on the WADA Prohibited List, they must apply for permission (TUE) to use the medication before and during the Games. This process should be started immediately to ensure permission is granted in time.

TUE Requirements

- a. Athletes with a documented medical condition requiring the use of a Prohibited Substance or a Prohibited Method must obtain a TUE in advance of the Games from their International Federation (IF) or National Anti-Doping Organisation (NADO).
- b. Athletes granted approval of a TUE by the IF or NADO are required to provide a copy of the approval to the OCA Headquarters at least thirty (30) days in advance of the start of the Games Period (In this case by 17 July) for review by the OCA-TUEC.
- c. The athletes belonging to an IF that does not have a mechanism to issue TUEs or representing a country without a NADO or equivalent should submit their TUE application with all supporting documents directly to the OCA Headquarters at least thirty (30) days in advance of the start of the Games Period, in this case by 17 July 2018.
- d. The Chairman of the OCA-MCADC will appoint a TUEC which will then review TUE applications.
- e. The OCA-TUEC will then inform the athlete, the athlete's NOC, WADA and the relevant IF/NADO of its decision. Any decision granting a TUE by any relevant agency can be reversed by WADA upon review.

The Guidelines for TUE:

For any treatment involving a substances or method on the Prohibited List. The following steps will be considered and followed:

1. An athlete is advised first to check if any medications used are prohibited on Global DRO. If the medication is not prohibited, then the Athlete can start using the prescribed medication or treatment.
2. If the medication is prohibited, athlete should check with the prescribing physician to see if there are any alternative medications or treatments that are not prohibited.
3. If it is prohibited and there are no permitted alternatives, then the Athlete needs to work out if he/she needs a TUE in advance or a retroactive TUE.
4. A TUE application form signed by both Athlete & doctor including an approved medical report and other medical investigations if available; should be submitted.
5. OCA-TUEC shall review and render its decision.
6. If TUE is approved, the athlete can begin treatment only after receiving the authorization notice from the relevant organization (except in the rare cases of acute life-threatening conditions, for which retroactive approval may be considered).

Retroactive TUE is a Therapeutic Use Exemption approved by a TUEC based on a documented medical file due to exceptional circumstances. Exceptional circumstances are those in which there was insufficient time or opportunity for an applicant to submit, or for a TUEC to consider, an application prior to sample collection, or cases in which approval is issued after treatment is given in an emergency situation.

For Emergency treatment requirements

In the event of emergency treatment or treatment of an acute medical condition provided to an athlete resulting in the administration of a Prohibited Substance, the attending physician (from either INASGOC or the NOC) is responsible for completing a TUE application form. This form can be obtained from Games Venue clinics, at the Medical Command Centre – INASGOC Headquarters and on the OCA website (www.ocasia.org) and the INASGOC website

(<https://asiangames2018.id/>). The form must be completed as soon as practicable after the incident and forwarded to the Medical Command Centre. The Medical Command Centre will forward the completed TUE to the OCA TUE Sub-Commission for review.

To whom should athletes submit applications?

If it is discovered that an athlete's medication or intended medication is prohibited in sport, the athlete must apply for a TUE.

- Apply directly to your IF or NADO.
- Once you receive your TUE, send a copy to OCA HQ at least (30) days in advance of the start of the Games for review by the OCA TUE Sub Commission (In this case by 17 July 2018).

If it is not possible for you to apply your TUE application to the above-mentioned anti-doping organizations, then you should forward your application to the OCA-TUEC at least 30 days before the start of the Games to:

Attention:

Ms. Nadia Al Shamali
 Manager, Doping-Control Dept.
 Olympic Council of Asia
 E-mail: nadia@ocasia.org
 Mobile: +96555667969
 Fax: +965 22274280/22274290
 Mail: P.O. Box 6706, Hawalli, 32042 Kuwait

During the Games Period (opening of the Athletes' Village to the Closing Ceremony; 7

August – 4 September 2018)

Attention:

Dr. Abdulwahab Al-Musleh
Chairman, OCA TUE Sub Commission
c/o OCA Medical Commission Office
HQ Hotel
Email: almusleh@gmail.com, almusleh@hamad.qa

Where to submit: (Games Period)

- OCA-MCADC Office (HQ Hotel).
- Medical Command Centre INASGOC
- INASGOC Medical Officers at medical clinics in the Athlete Hotels and medical rooms at venues

Forms are available from the following sources:

- OCA website: www.ocasia.org
- INASGOC medical clinic in the Athlete Hotels and medical rooms at venues
- Medical Command Centre INASGOC
- OCA Medical Committee and Anti-Doping Office in HQ hotel

What if I have an existing TUE?

A TUE issued by NADO is not automatically recognized internationally. It is your responsibility to determine whether your IF recognizes your NADO TUE, and if not, you must apply directly to your IF as described in this advisory.

If you have a valid TUE approved by your IF, send a copy to:

<p><u>Attention:</u> Ms. Nadia Al Shamali Manager, Doping Control Dept. Olympic Council of Asia Mobile: +965 55667969 Fax: +965 222 74 280/ 222 74 290 Email: nadia@ocasia.org Mail: P.O. Box 6706 Hawalli, 32042 Kuwait</p>	<p><u>Attention:</u> Dr. Abdulwahab Al-Musleh Chairman, OCA TUE Sub Commission c/o OCA Medical Commission Office Email: almusleh@gmail.com & almusleh@hamad.qa</p>
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REMEMBER:

All games athletes must carry a copy of their TUE certificate to the Games and present it if selected for doping control.

VIII. Collection of Whereabouts Information

Athletes entered to participate in the 2018 Asian Games may be tested by OCA on a "No Advance Notice" basis at anytime and anywhere during the Games Period. For this purpose it will be mandatory for all NOCs to submit 'whereabouts' of all their participants during the Games Period as per a circular that will be issued by OCA-MCADC and circulated by INASGOC at the appropriate time.

The NOC must provide the OCA with detailed information by 5 August 2018, two days before the opening of the Athletes' Hotels for the 2018 Asian Games about their flight details and the intended locations of their selected athletes during the Games Period. The forms must then be updated and re-submitted daily by midday until the day before the athletes leave Indonesia.

NOCs are expected to monitor and manage whereabouts information during the Games Period for all participating athletes, specifying on a daily basis locations and times where the athlete will be residing. If they are at Athletes' Hotels, indication of residence and providing the rooming list will be sufficient. For those staying outside Athletes' Hotels or outside the host city or country during this period, whereabouts information on training will also be needed. This information must be updated as necessary to ensure athletes' availability for testing at all times during the Games Period. Although ultimate responsibility for the provision of whereabouts information rests with individual athletes, NOCs are responsible for obtaining whereabouts information as requested by the OCA.

If necessary, the OCA may access the Athlete's Whereabouts information to carry out doping tests before the Games Period, not via the athlete but rather via International Federations or the national anti-doping organization, which is receiving the Whereabouts information.

Whereabouts information provided pursuant to Article 5.6 shall be shared with WADA and other anti-doping organizations having jurisdiction to test athletes on the strict condition that it be kept confidential and used only for doping control purposes.

The form is available from:

- OCA Website: www.ocasia.org

Where to submit:

(Before the Games Period):

- OCA: By e-mail to nadia@ocasia.org and juliet@ocasia.org
- INASGOC: By e-mail to medicaldopingcontrol@asiangames2018.id

(During the Games Period):

- By e-mail to nadia@ocasia.org and juliet@ocasia.org
- By e-mail to medicaldopingcontrol@asiangames2018.id
- Clinics in the Athletes' Hotel
- OCA Medical Committee & Anti-Doping Commission Office (HQ)

APPENDIX 1: DEFINITIONS

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

Administration: Providing, supplying, supervising, facilitating, or otherwise participating in the Use or Attempted Use by another Person of a Prohibited Substance or Prohibited Method. However, this definition shall not include the actions of bona fide medical personnel involving a Prohibited Substance or Prohibited Method used for genuine and legal therapeutic purposes or other acceptable justification and shall not include actions involving Prohibited Substances which are not prohibited in Out-of-Competition Testing unless the circumstances as a whole demonstrate that such Prohibited Substances are not intended for genuine and legal therapeutic purposes or are intended to enhance sport performance.

Adverse Analytical Finding: A report from a WADA-accredited laboratory or other WADA-approved entity that, consistent with the International Standard for Laboratories and related Technical Documents, identifies in a Sample the presence of a Prohibited Substance or its Metabolites or Markers (including elevated quantities of endogenous substances) or evidence of the Use of a Prohibited Method.

Adverse Passport Finding: A report identified as an Adverse Passport Finding as described in the applicable International Standards.

Anti-Doping Organization: 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, other Major Event Organizations that conduct Testing at their Events, WADA, International Federations, and National Anti-Doping Organizations.

Athlete: Any Person who competes in sport at the international level (as defined by each International Federation), or the national level (as defined by each National Anti-Doping Organization). An Anti-Doping Organization has discretion to apply anti-doping rules to an Athlete who is neither an International-Level Athlete nor a National-Level Athlete, and thus to bring them within the definition of "Athlete."

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

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

Attempt: Purposely engaging in conduct that constitutes a substantial step in a course of conduct planned to culminate in the commission of an anti-doping rule violation. Provided, however, there shall be no anti-doping rule violation based solely on an Attempt to commit a violation if the Person renounces the Attempt prior to it being discovered by a third party not involved in the Attempt.

Atypical Finding: A report from a WADA-accredited laboratory or other WADA-approved laboratory which requires further investigation as provided by the International Standard for Laboratories or related Technical Documents prior to the determination of an Adverse Analytical Finding.

Atypical Passport Finding: A report described as an Atypical Passport Finding as described in the applicable International Standards.

CAS: The Court of Arbitration for Sport.

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"): 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 of the Code; (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 13. Teams in Team Sports may also be subject to Consequences as provided in Article 11.

Contaminated Product: A product that contains a Prohibited Substance that is not disclosed on the product label or in information available in a reasonable Internet search.

Disqualification: See Consequences of Anti-Doping Rule Violations above.

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).

Event Venues: Those venues so designated by OCA.

Fault: Fault is any breach of duty or any lack of care appropriate to a particular situation. Factors to be taken into consideration in assessing an Athlete or other Person's degree of Fault include, for example, the Athlete's or other Person's experience, whether the Athlete or other Person is a Minor, special considerations such as impairment, the degree of risk that should have been perceived by the Athlete and the level of care and investigation exercised by the Athlete in relation to what should have been the perceived level of risk. In assessing the Athlete's or other Person's degree of Fault, the circumstances considered must be specific and relevant to explain the Athlete's or other Person's departure from the expected standard of behaviour. Thus, for example, the fact that an Athlete would lose the opportunity to earn large sums of money during a period of Ineligibility, or the fact that the Athlete only has a short time left in his or her career, or the timing of the sporting calendar, would not be relevant factors to be considered in reducing the period of Ineligibility under Article 10.5.1 or 10.5.2 of the Code.

Financial Consequences: See Consequences of Anti-Doping Rule Violations above.

Games Period: The period commencing on the date of the opening of the athlete hotel for the Event up until and including the day of the closing ceremony of the Event.

INASGOC: 18th Indonesia Asian Games Organizing Committee

In-Competition: The period of the Asian Games is defined as "the period of opening of the Athlete Hotel of Asian Games, until the day of closing ceremony of the Games.

Independent Observer Program: 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.

Individual Sport: Any sport that is not a Team Sport.

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

International Event: An Event or Competition where the International Olympic Committee, the International Paralympic Committee, an International Federation, a Major Event Organization, or another international sport organization is the ruling body for the Event or appoints the technical officials for the Event.

International-Level Athlete: Athletes who compete in sport at the international level, as defined by each International Federation, consistent with the International Standard for Testing and Investigations.

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.

Major Event Organizations: The continental associations of National Olympic Committees and other international multi-sport organizations that function as the ruling body for any continental, regional or other International Event. For the purposes of these Anti-Doping Rules, the Major Event Organization is Olympic Council of Asia.

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

Metabolite: Any substance produced by a biotransformation process.

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

National Anti-Doping Organization: The entity (ies) designated by each country as possessing the primary authority and responsibility to adopt and implement anti-doping rules, direct the collection of Samples, the management of test results, and the conduct of hearings at the national level. If this designation has not been made by the competent public authority (ies), the entity shall be the country's National Olympic Committee or its designee.

National Event: A sport Event or Competition involving International- or National-Level Athletes that is not an International Event.

National Federation: A national or regional entity which is a member of or is recognized by an International Federation as the entity governing the International Federation's sport in that nation or region.

National-Level Athlete: Athletes who compete in sport at the national level, as defined by each National Anti-Doping Organization, consistent with the International Standard for Testing and Investigations.

National Olympic Committee: The organization recognized by the International Olympic Committee. The term National Olympic Committee shall also include the National Sport Confederation in those countries where the National Sport Confederation assumes typical National Olympic Committee responsibilities in the anti-doping area.

No Fault or Negligence: The Athlete or other Person's establishing that he or she did not know or suspect, and could not reasonably have known or suspected even with the exercise of utmost caution, that he or she had Used or been administered the Prohibited Substance or Prohibited Method or otherwise violated an anti-doping rule. Except in the

case of a Minor, for any violation of Article 2.1, the Athlete must also establish how the Prohibited Substance entered his or her system.

No Significant Fault or Negligence: The Athlete or other Person's establishing that his or her Fault or Negligence, when viewed in the totality of the circumstances and taking into account the criteria for No Fault or Negligence, was not significant in relationship to the anti-doping rule violation. Except in the case of a Minor, for any violation of Article 2.1, the Athlete must also establish how the Prohibited Substance entered his or her system.

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

Participant: Any Athlete or Athlete Support Person.

Person: A natural Person or an organization or other entity.

Possession: The actual, physical Possession, or the constructive Possession (which shall be found only if the Person has exclusive control or intends to exercise control over the Prohibited Substance or Prohibited Method or the premises in which a Prohibited Substance or Prohibited Method exists); provided, however, that if the Person does not have exclusive control over the Prohibited Substance or Prohibited Method or the premises in which a Prohibited Substance or Prohibited Method exists, constructive Possession shall only be found if the Person knew about the presence of the Prohibited Substance or Prohibited Method and intended to exercise control over it. Provided, however, there shall be no anti-doping rule violation based solely on Possession if, prior to receiving notification of any kind that the Person has committed an anti-doping rule violation, the Person has taken concrete action demonstrating that the Person never intended to have Possession and has renounced Possession by explicitly declaring it to an Anti-Doping Organization. Notwithstanding anything to the contrary in this definition, the purchase (including by any electronic or other means) of a Prohibited Substance or Prohibited Method constitutes Possession by the Person who makes the purchase.

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

Prohibited Method: Any method so described on the Prohibited List.

Prohibited Substance: Any substance, or class of substances, so described on the Prohibited List.

Provisional Hearing: For purposes of Article 7.6, an expedited abbreviated hearing occurring prior to a hearing under Article 8 that provides the Athlete with notice and an opportunity to be heard in either written or oral form.

Provisional Suspension: See Consequences of Anti-Doping Rule Violations above.

Publicly Disclose or Publicly Report: See Consequences of Anti-Doping Rule Violations above.

Regional Anti-Doping Organization: A regional entity designated by member countries to coordinate and manage delegated areas of their national anti-doping programs, which may include the adoption and implementation of anti-doping rules, the planning and collection of Samples, the management of results, the review of TUEs, the conduct of hearings, and the conduct of educational programs at a regional level.

Registered Testing Pool: The pool of highest-priority Athletes established separately at the international level by International Federations and at the national level by National Anti-Doping Organizations, who are subject to focused In-Competition and Out-of-Competition Testing as part of that International Federation's or National Anti-Doping Organization's test distribution plan and therefore are required to provide whereabouts information as provided in Article 5.6 of the Code and the International Standard for Testing and Investigations.

Sample or Specimen: Any biological material collected for the purposes of Doping Control. Signatories: Those entities signing the Code and agreeing to comply with the Code, as provided in Article 23 of the Code.

Specified Substance: See Article 4.2.3.

Strict Liability: The rule which provides that under Article 2.1 and Article 2.2, it is not necessary that intent, Fault, negligence, or knowing Use on the Athlete's part be demonstrated by the Anti-Doping Organization in order to establish an anti-doping rule violation.

Substantial Assistance: For purposes of Article 10.6.1 of the Code, a Person providing Substantial Assistance must: (1) fully disclose in a signed written statement all information he or she possesses in relation to anti-doping rule violations, and (2) fully cooperate with the investigation and adjudication of any case related to that information, including, for example, presenting testimony at a hearing if requested to do so by an Anti-Doping Organization or hearing panel. Further, the information provided must be credible and must comprise an important part of any case which is initiated or, if no case is initiated, must have provided a sufficient basis on which a case could have been brought.

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.

Team Sport: A sport in which the substitution of players is permitted during a Competition.

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

Trafficking: Selling, giving, transporting, sending, delivering or distributing (or Possessing for any such purpose) a Prohibited Substance or Prohibited Method (either physically or by any electronic or other means) by an Athlete, Athlete Support Person or any other Person

subject to the jurisdiction of an Anti-Doping Organization to any third party; provided, however, this definition shall not include the actions of "bona fide" medical personnel involving a Prohibited Substance used for genuine and legal therapeutic purposes or other acceptable justification, and shall not include actions involving Prohibited Substances which are not prohibited in Out-of-Competition Testing unless the circumstances as a whole demonstrate such Prohibited Substances are not intended for genuine and legal therapeutic purposes or are intended to enhance sport performance.

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

UNESCO Convention: The International Convention against Doping in Sport adopted by the 33rd session of the UNESCO General Conference on 19 October 2005 including any and all amendments adopted by the States Parties to the Convention and the Conference of Parties to the International Convention against Doping in Sport.

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.

APPENDIX 2: TECHNICAL PROCEDURE FOR DOPING CONTROL BY INASGOC

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1. INTRODUCTION

- a. The OCA Doping Control Program for the 2018 Indonesia Asian Games complies with the World Anti-Doping Code and the mandatory International Standards, Technical Documents and Guidelines that comprise the World Anti-Doping Program.
- b. INASGOC, under the OCA's authority, shall implement the following sections of the World Anti-Doping Code's the mandatory International Standard for Testing and Investigation (ISTI):
 - Notification of Athletes
 - Preparing for the Sample Collection Session
 - Conducting the Sample Collection Session
 - Security/Post-Test Administration
 - Transport of Samples and Documentation
 - Ownership of Samples
 - Annex 1: Investigating a Possible Failure to Comply
 - Annex 2: Modifications for Athletes Who Are Minors
 - Annex 3: Collection of Urine Samples
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- c. These Technical Procedures for Doping Control outline INASGOC's implementation of the aforementioned areas of the Code and WADA's ISTI.
- d. These Technical Procedures for Doping Control do not address the requirements within the ISTI relating to Section 4 – Planning and Section 11 – Athlete Whereabouts. These requirements are the sole responsibility of the OCA.
- e. INASGOC shall carry out Doping Control in accordance with these Technical Procedures for Doping Control on behalf of the OCA at INASGOC's 2018 Indonesia Asian Games Venues only.

- f. In implementing these Technical Procedures for Doping Control, INASGOC complies with the WADA's International Standard on Athlete Privacy and the Protection of Personal Data.
- g. As part of the OCA Anti-Doping Program, the purpose of these Technical Procedures for Doping Control is to plan for an effective Testing and to maintain the integrity and identity of the Samples collected, from the point the Athlete is notified of the test to the point the Samples are transported to the laboratory for analysis.

2. DEFINITIONS

Unless defined in the OCA Anti-Doping Rules, the definitions of the Code and the International Standards apply, *mutatis mutandis*, to the capitalized terms appearing in italics throughout Appendix 2.

3. NOTIFICATION OF ATHLETES

Objective

3. To ensure that reasonable attempts are made to locate the Athlete, the selected Athlete is notified, the rights of the Athlete are maintained, there are no opportunities to manipulate the Sample to be provided, and the notification is documented.

General

3.1 Notification of Athletes starts when INASGOC initiates the notification of the selected Athlete and ends when the Athlete arrives at the Doping Control Station or when the Athlete's possible failure to comply is brought to the attention of the OCA.

3.2 The main activities are:

- a) Appointing Venue Doping Control Managers (VDCMs), Doping Control Officers (DCOs), Chaperones and other Sample Collection Personnel;
- b) Locating the Athlete and confirming his/her identity;
- c) Informing the Athlete that he/she has been selected to provide a Sample and of his/her rights and responsibilities;
- d) For No Advance Notice Sample collection, continuously chaperoning the Athlete from the time of notification to the arrival at the designated Doping Control Station and
- e) Documenting the notification or notification attempts.

Requirements Prior to the Notification of the Athletes

3.3 Save in exceptional and justifiable circumstances, No Advance Notice shall be the notification method for Sample collection whenever possible.

3.4 To conduct or assist with Sample Collection Sessions, INASGOC shall appoint and authorize Sample Collection Personnel who have been trained for their

assigned responsibilities, who do not have a conflict of interest in the outcome of the Sample collection, and who are not Minors.

- a. DCOs/Chaperones shall have official identification that is provided and controlled by INASGOC. The minimum identification requirement is an official card naming INASGOC and the OCA.
 - b. INASGOC has established criteria to validate the identity of an Athlete selected to provide a Sample. This ensures the selected Athlete is the Athlete who is notified. Identification will typically be done through the Athlete's Games-time accreditation or through an alternative reliable piece of photo identification. The method of identification of the Athlete shall be documented on the Doping Control documentation.
- 3.5 INASGOC or the VDCM/DCO/Chaperone, as applicable, shall establish the location of the selected Athlete and plan the approach and timing of notification, respectfully taking into consideration the specific circumstances of the sport/Competition/training session and the situation in question.
- 3.6 INASGOC shall ensure that reasonable attempts are made to notify Athletes of their selection for Sample collection. INASGOC shall record in detail Athlete notification attempt(s) and outcome(s). In locating Athletes using Athlete whereabouts information, INASGOC will ensure its VDCMs/DCOs adhere to the OCA Requirement which specifies 2 hours as a time slot.
- 3.7 The Athlete shall be the first one notified that he/she has been selected for Sample collection except where prior contact with a third party is required as specified in Procedure 3.10.
- 3.8 INASGOC or the VDCM/DCO/Chaperone, as applicable, shall consider whether a third party is required to be notified prior to notification of the Athlete. This may include situations where the Athlete is a Minor as provided for in Annex B: Modifications for Athletes who are Minors or in situations where an interpreter is required and available for the notification.
- 3.9 INASGOC or the VDCM/DCO may change a Sample collection from No Advance Notice to Advance Notice. Any such occurrence shall be recorded.

3.10 Notification for Advance Notice Sample collection shall be by any means that indicates the Athlete received the notice.

3.11 When initial contact is made, INASGOC or the DCO/Chaperone, as applicable, shall ensure that the Athlete and/or a third party, if required, is informed:

- a) that the Athlete is required to undergo a Sample collection;
- b) that the Sample collection is being conducted under the authority of the OCA
- c) of the type of Sample collection and any conditions that need to be adhered to prior to the Sample collection;
- d) of the Athlete's rights, including the right to:
 - (i) have a representative and, if available, an interpreter;
 - (ii) ask for additional information about the Sample collection process;
 - (iii) request a delay in reporting to the Doping Control Station for valid reasons; and
 - (iv) request modifications as provided for in Annex B: Modifications for Athletes who are Minors;
- e) of the Athlete's responsibilities, including the requirement to:
 - (i) remain within direct observation of the DCO/Chaperone at all times from the first moment of in-person notification by the DCO/Chaperone until the completion of the Sample collection procedure;
 - (ii) produce identification;
 - (iii) comply with Sample collection procedures and the possible consequences of Failure to Comply and;
 - (iv) report immediately to the Doping Control Station for Testing, unless delayed for valid reasons;
- f) of the location of the Doping Control Station
- g) that should the Athlete choose to consume food or fluids prior to providing a Sample, he/she does so at his/her own risk;

that the Athlete should avoid excessive hydration since this may delay the production of a suitable sample,

- h) that the Sample provided by the Athlete to the Sample Collection Personnel should 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.

3.12 When in-person contact is made, the DCO/Chaperone shall:

- a) identify themselves to the Athlete using their official INASGOC identification card;
- b) keep the Athlete under observation at all times from the time of such contact until the completion of his/her Sample Collection Session and;
- c) confirm the Athlete's identity. Any failure to confirm the identity of the Athlete shall be documented and reported to INASGOC and OCA. In such cases the OCA shall decide whether it is appropriate to report the situation in accordance with Annex A: Investigating a Possible Failure to Comply.

3.13 The DCO/Chaperone shall have the Athlete sign on the Doping Control documentation to acknowledge and accept the notification. If the Athlete refuses to sign that he/she has been notified or evades the notification, the DCO/Chaperone shall inform the Athlete of the consequences of a Failure to Comply if possible, and the Chaperone (if not the DCO) shall immediately report all relevant facts to the VDCM/DCO. When possible the DCO shall continue to collect a Sample. The VDCM/DCO shall document the facts and report the circumstances to INASGOC and the OCA as soon as possible. The OCA shall follow the steps as prescribed in Annex A: Investigating a Possible Failure to Comply.

3.14 The VDCM/DCO/Chaperone may at their discretion consider any valid third party requirement or any valid request by the Athlete for permission to delay reporting to the Doping Control Station following acknowledgement and acceptance of notification, and/or to leave the Doping Control Station temporarily after arrival, and may grant such

permission if the Athlete can be continuously chaperoned and kept under direct observation during the delay and if the request relates to the following activities:

For Testing carried out directly after a Competition:

- a) participation in a Victory Ceremony;
- b) fulfilment of media commitments;
- c) competing in further Competitions
- d) performing a warm down;
- e) obtaining necessary medical treatment;
- f) locating a representative and/or interpreter;
- g) obtaining photo identification; or
- h) any other reasonable circumstances which can be justified, and which shall be documented; taking into account any instruction of OCA-MCADC.

For Testing not carried out directly after a Competition:

- a) locating a representative and/or an interpreter;
- b) completing a training session;
- c) receiving necessary medical treatment;
- d) obtaining photo identification; or
- e) any other reasonable circumstances which can be justified, and which shall be documented; and taking into account any instruction of OCA-MCADC.

- 3.15 The DCO or other Sample Collection Personnel shall document the reasons for a delay in reporting to the Doping Control Station and/or reasons for leaving the Doping Control Station once arriving that may require further investigation by the OCA. Any failure by the Athlete to remain under constant observation should be recorded.
- 3.16 A VDCM/DCO/Chaperone shall reject a request for delay from an Athlete if it will not be possible for the Athlete to be continuously chaperoned.
- 3.17 When an Athlete notified of an advance notice Sample collection does not report to the Doping Control Station at the designated time, the DCO shall

use his/her judgment whether to attempt to contact the Athlete. At a minimum, the DCO shall wait 30 minutes after the appointed time before departing. If the Athlete still has not reported by the time the DCO departs, the DCO shall follow the requirements of Annex A: Investigating a Possible Failure to Comply.

- 3.18 If the Athlete delays reporting to the Doping Control Station other than in accordance with Procedure 3.17 but arrives prior to the VDCM's/DCO's departure, the VDCM/DCO shall decide whether to report a possible Failure to Comply. If at all possible the DCO shall proceed with collecting a Sample and shall document the details of the delay in the Athlete reporting to the Doping Control Station.
- 3.19 If, while keeping the Athlete under observation, Sample Collection Personnel observe any matter with potential to compromise the test, the circumstances shall be reported to and documented by the VDCM/DCO. If deemed appropriate by the VDCM/DCO, the VDCM/DCO shall follow the requirements of Annex A: Investigating a Possible Failure to Comply and/or consider if it is appropriate to collect an additional Sample from the Athlete.

4. PREPARING FOR THE SAMPLE COLLECTION SESSION

Objective

4. To prepare for the Sample Collection Session in a manner that ensures that the session can be conducted efficiently and effectively.

General

4.1 Preparing for the Sample Collection Session starts with the establishment of a system for obtaining relevant information for effective conduct of the session and ends when it is confirmed that the Sample Collection Equipment conforms to the specified criteria.

4.2 The main activities are:

- a) establishing a system for collecting details regarding the Sample Collection Session
- b) establishing criteria for who may be present during a Sample Collection Session
- c) ensuring that the Doping Control Station meets the minimum criteria prescribed in Procedure 4.4 and;
- d) ensuring that Sample Collection Equipment used by INASGOC meets the minimum criteria prescribed in Procedure 4.7.

Requirements for preparing for the sample collection session

- 4.3 INASGOC shall obtain all the information necessary to ensure that the Sample Collection Session can be conducted effectively and efficiently, including special requirements to meet the needs of Athletes who are Minors as provided in Annex B: Modifications for Athletes who are Minors.
- 4.4 The DCO shall use a Doping Control Station which at a minimum, ensures the Athlete's privacy and where possible is used solely as a Doping Control Station for the duration of the Sample Collection Session. The DCO shall record any significant deviations from these criteria.

4.5 Doping Control Stations will be located at all Competition venues and at the Athletes' Village. The VDCM is responsible for managing the Doping Control operations and the Doping Control workforce at a venue and in the Doping Control Station.

4.6 These procedures establish the minimum criteria for who may be present during the Sample Collection Session in addition to the Sample Collection Personnel and members of the INASGOC Anti-Doping function, including:

- a) an Athlete's entitlement to be accompanied by a representative and/or interpreter during the Sample Collection Session except when the Athlete is passing a urine Sample.
- b) a Minor Athlete's entitlement, and the witnessing DCO's entitlement to have a representative observe the witnessing DCO when the Minor Athlete is passing a urine Sample, but without the representative directly observing the passing of the Sample unless requested to do so by the Minor Athlete.
- c) A Representative from OCA-MCADC, relevant Asian and International Federation shall not directly observe the passing of a urine Sample and;
- d) a WADA Independent Observer where applicable under the Independent Observer Program. The WADA Independent Observer shall not directly observe the passing of a urine Sample.

4.7 The DCO shall only use Sample Collection Equipment systems that are authorized by INASGOC, which at a minimum, shall:

- a) have a unique numbering system incorporated into all bottles, containers, tubes or any other item used to seal the Athlete's Sample;
- b) have a sealing system that is tamper evident;
- c) ensure the identity of the Athlete is not evident from the equipment itself;
- d) be clean and sealed prior to use by the Athlete.

4.8 INASGOC will use Berlinger Sample Collection Equipment.

4.9 No photographs, video or tape recordings may be taken once the Doping Control Station is in operation. Mobile phones may be used as phones but not cameras, however, all mobile phones must be turned off during the processing of the Sample.

5. CONDUCTING THE SAMPLE COLLECTION SESSION

Objective

5. To conduct the Sample Collection Session in a manner that ensures the integrity, security and identity of the Sample and respects the privacy of the Athlete.

General

- 5.1 The Sample Collection Session starts with defining overall responsibility for the conduct of the Sample Collection Session and ends once the Sample collection documentation is complete.

- 5.2 The main activities are:

- a) preparing for collecting the Sample
- b) collecting and securing the Sample and;
- c) documenting the Sample collection.

Requirements Prior to Sample Collection

- 5.3 INASGOC and the VDCM shall be responsible for the overall conduct of the Sample Collection Session with specific responsibilities delegated to the DCO.
- 5.4 The DCO shall ensure that the Athlete is informed of his/her rights and responsibilities as specified in Procedure 3.13.
- 5.5 The DCO shall provide the Athlete with the opportunity to hydrate. The Athlete should avoid excessive hydration, having in mind the requirement to provide a Sample with a Suitable Specific Gravity for Analysis.
- 5.6 The Athlete shall only leave the Doping Control Station under continuous observation by the DCO/Chaperone and with the approval of the VDCM. The VDCM shall consider any reasonable request, as specified in Procedure 3.16 and Procedure 3.17, by the Athlete to leave the Doping Control Station, until the Athlete is able to provide a Sample.
- 5.7 If the VDCM gives approval for the Athlete to leave the Doping Control Station, the VDCM shall agree with the Athlete on the following conditions of leave:
- a) the purpose of the Athlete leaving the Doping Control Station

- b) the time of return (or return upon completion of an agreed activity);
- c) that the Athlete must remain under observation at all times; and
- d) that the Athlete shall not pass urine until he/she gets back to the Doping Control Station.

- 5.8 The VDCM/DCO/Sample Collection Personnel shall document this information agreed to and the actual time of the Athlete's departure and subsequent return.

Requirements for Sample Collection

- 5.9 The DCO shall collect the Sample from the Athlete according to the following procedures for the specific type of Sample collection:
- a) Annex C: Collection of Urine Samples and
 - b) Annex D: Collection of Blood Samples.
- 5.10 Any behaviour by the Athlete and/or Persons associated with the Athlete or anomalies with potential to compromise the Sample collection shall be recorded by the DCO. If appropriate, INASGOC and/or the VDCM/DCO shall apply Annex A: Investigating a Possible Failure to Comply.
- 5.11 If there are doubts as to the origin or authenticity of the Sample, the Athlete shall be asked to provide an additional Sample. If the Athlete refuses to provide an additional Sample the DCO shall document in detail the circumstances around the refusal and INASGOC shall apply Annex A: Investigating a Possible Failure to Comply.
- 5.12 The DCO shall provide the Athlete with the opportunity to document any concerns he/she may have about how the Sample Collection Session was conducted.
- 5.13 In conducting the Sample Collection Session the following information shall be recorded as a minimum:
- a) date, time and type of notification (No Advance Notice, advance notice, pre- or post-Competition);
 - b) arrival time at the Doping Control Station
 - c) date and time of Sample provision;
 - d) the name of the Athlete

- e) the date of birth of the Athlete
 - f) the gender of the Athlete
 - g) the Athlete's accreditation number, which, when linked to the INASGOC database, can provide the Athlete's home address and telephone number;
 - h) the Athlete's sport and discipline;
 - i) the name of the Athlete's coach and doctor;
 - j) the Sample code number;
 - k) the name and signature of the DCO who witnessed the urine Sample provision;
 - l) the name and signature of the Blood Collection Officer who collected the blood Sample, where applicable;
 - m) required laboratory information on the Sample
 - n) medications and supplements taken, as declared by the Athlete, and recent blood transfusion details if applicable, within the timeframe specified by the laboratory;
 - o) any irregularities in procedures;
 - p) Athlete comments or concerns regarding the conduct of the Sample Collection Session, if provided;
 - q) Athlete consent for the processing of test data in ADAMS
 - r) Athlete consent, or refusal to consent, for the use of the Sample(s) for research purposes;
 - s) the name and signature of the Athlete
 - t) the name and signature of the Athlete's representative, if applicable;
 - u) the name and signature of the DCO
 - v) the name of the Testing Authority, Result Management Authority and
 - w) the name of the Sample Collection Authority.
- 5.14 At the conclusion of the Sample Collection Session the Athlete and DCO shall sign appropriate documentation to indicate their satisfaction that the documentation accurately reflects the details of the Athlete's Sample Collection Session, including any concerns recorded by the Athlete. The Athlete's representative (if any) and the Athlete shall both sign the documentation if the

- Athlete is a Minor. Other Persons present who had a formal role during the Athlete's Sample Collection Session may sign the documentation as a witness of the proceedings.
- 5.15 The DCO shall provide the Athlete with a copy of the records of the Sample Collection Session that have been signed by the Athlete.

6. SECURITY/POST-TEST ADMINISTRATION

Objective

6. To ensure that all Samples collected at the Doping Control Station and Sample collection documentation are securely stored prior to their departure from the Doping Control Station.

General

6.1 Post-test administration begins when the Athlete leaves the Doping Control Station after providing a Sample, and ends with preparation of all of the collected Samples and documentation for transport.

Requirements for Security/Post-Test Administration

6.2 INASGOC has established criteria to ensure that any Sample will be stored in a manner that protects its integrity, identity and security prior to transport from the Doping Control Station. The VDCM/DCO shall ensure that any Sample is stored in accordance with these criteria. These criteria are ensuring the Samples are placed in a lockable refrigerator within the Doping Control Station prior to transport.

6.3 Without exception, all Samples collected shall be sent for analysis to a WADA-accredited laboratory or as otherwise approved by WADA.

6.4 The VDCM/DCO shall ensure that the documentation for each Sample is completed and securely handled.

6.5 INASGOC shall ensure that, where required, instructions for the type of analysis to be conducted are provided to the WADA-accredited laboratory.

7. TRANSPORT OF SAMPLES AND DOCUMENTATION

Objective

7. To ensure that Samples and related documentation arrive at the Anti-Doping Laboratory Qatar, a WADA-accredited laboratory, in proper condition to do the necessary analysis.

7.1 To ensure the Sample Collection Session documentation is sent by the VDCM/DCO to the INASGOC's Doping Control Command Centre in a secure and timely manner and hence then, the INASGOC's Doping Control Command Centre should provide the Chairman of OCA-MCADC with the originals of all test documentations.

General

7.2 Transport starts when the Samples and documentation leave the Doping Control Station and ends with the confirmed receipt of the Samples and Sample collection documentation at their intended destinations.

7.3 The main activities are arranging for the secure transport of Samples and related documentation to Anti-Doping Laboratory Qatar, a WADA-accredited laboratory, and arranging for the secure transport of Sample collection documentation to the OCA.

Requirements for Transport and Storage of Samples and Documentation

7.4 INASGOC has authorized a transport system that ensures Samples and documentation will be transported in a manner that protects their integrity, identity and security.

7.5 Samples shall always be transported to the WADA-accredited Anti-Doping Laboratory Qatar using an INASGOC authorized transport method as soon as practicable after the completion of the Sample Collection Session. Samples shall be transported in a manner which minimizes the potential for Sample degradation due to factors such as time delays and extreme temperature variations.

7.6 Documentation identifying the Athlete shall not be included with the Samples or documentation sent to the Anti-Doping Laboratory Qatar or as otherwise approved by WADA.

7.7 a) INASGOC shall send all relevant Sample Collection Session documentation to the OCA using an INASGOC authorized transport method as soon as practicable after the completion of the Sample Collection Session.

b) When required, the VDCM/DCO shall complete all necessary documentation for customs purposes.

7.8 a) Chain of Custody shall be checked by INASGOC if receipt of either the Samples with accompanying documentation or Sample collection documentation is not confirmed at their intended destination or a Sample's integrity or identity may have been compromised during transport. In this instance, INASGOC shall inform the OCA and the OCA shall consider whether the Sample should be voided.

b) The opening of the transport bag by customs, border authorities or INASGOC security staff will not, in itself, invalidate laboratory results.

7.9 Documentation related to a Sample Collection Session and/or an anti-doping rule violation shall be stored by the OCA for a minimum of ten (10) years.

8. OWNERSHIP OF SAMPLES

8. The OCA owns the Samples collected from the Athlete.

ANNEX 1: INVESTIGATING A POSSIBLE FAILURE TO COMPLY

Objective

1.1 To ensure that any matters occurring before, during or after a Sample Collection Session that may lead to a determination of a Failure to Comply are assessed, acted upon and documented.

Scope

1.2 Investigating a possible Failure to Comply begins when the OCA, INASGOC or a VDCM/DCO becomes aware of a possible Failure to Comply and ends when the OCA takes appropriate follow up action based on the outcome of its investigation into the possible Failure to Comply.

Responsibility

1.3 The OCA is responsible for ensuring that:

- a) any matters with the potential to compromise an Athlete's test are assessed by means of an initial review according to the OCA Anti-Doping Rules to determine if a possible Failure to Comply has occurred;
- b) all relevant information and documentation, including information from the immediate surroundings when applicable, is obtained as soon as possible or practical to ensure that all knowledge of the matter can be reported and be presented as possible evidence;
- c) appropriate documentation is completed to report any possible Failure to Comply
- d) the Athlete or other Person is informed of the possible Failure to Comply in writing and has the opportunity to respond; and
- e) the final determination is made available to other Anti-Doping Organisations in accordance with the Code.

1.4 The VDCM/DCO is responsible for:

- a) informing the Athlete or other Person that a Failure to Comply could result in an anti-doping rule violation;

- b) completing the Athlete's Sample Collection Session where possible; and
- c) providing a detailed written report of any possible Failure to Comply.

1.5 The other Sample Collection Personnel are responsible for:

- a) informing the Athlete or other Person that a Failure to Comply could result in an anti-doping rule violation; and
- b) reporting to the VDCM/DCO any possible Failure to Comply.

Requirements

1.6 Any potential Failure to Comply shall be reported by the VDCM/DCO and/or followed up by the OCA as soon as practical.

1.7 If the OCA determines that there has been a potential Failure to Comply, the Athlete or other Person shall be notified in the course of the initial review of:

- a) the possible consequences; and
- b) that a potential Failure to Comply is being investigated by the OCA and appropriate follow-up action will be taken.

1.8 Any additional necessary information about the possible Failure to Comply shall be obtained from all relevant sources, including the Athlete or other Person, as soon as possible and recorded.

1.9 The OCA shall ensure that the outcomes of its initial review into the potential Failure to Comply are considered for results management action and, if applicable, for further planning and Target Testing.

ANNEX 2: MODIFICATIONS FOR ATHLETES WHO ARE MINORS

Objective

2.1 To ensure that the needs of Athletes who are Minors are met, in relation to the provision of a Sample, without compromising the integrity of the Sample Collection Session.

Scope General

2.2 Determining whether modifications are necessary starts with identification of situations where Sample collection involves Athletes who are Minors and ends with modifications to Sample collection procedures where necessary and where possible.

Responsibility

2.3 The OCA has responsibility for ensuring, when possible, that the VDCM/DCO has any information necessary to conduct a Sample Collection Session with an Athlete who is a Minor. This includes confirming wherever necessary that parental consent clauses are in place when arranging Testing at an Event.

Requirements

2.4 All aspects of notification and Sample collection for Athletes who are Minors shall be carried out in accordance with the standard notification and Sample collection procedures unless modifications are necessary due to the Athlete being a Minor.

2.5 In planning or arranging Sample collection, the OCA, INASGOC, the VDCM and the DCO shall consider whether there will be any Sample collection for Athletes who are Minors that may require modifications to the standard procedures for notification or Sample collection.

2.6 The VDCM/DCO and INASGOC shall have the authority to make modifications as the situation requires when possible and as long as such modifications will not compromise the identity, security or integrity of the Sample.

2.7 Athletes who are Minors should be accompanied by a representative throughout the entire Sample Collection Session. The representative shall not witness the passing of a urine Sample unless requested to do so by the Minor. The objective is to ensure that the DCO is observing the Sample provision correctly. Even if the Minor declines a representative, the OCA/ VDCM/DCO, as applicable, shall consider whether a third party ought to be present during notification of and/or collection of the Sample from the Athlete.

2.8 For Athletes who are Minors, the VDCM/DCO shall determine who, in addition to the Sample Collection Personnel, may be present during the Sample Collection Session, namely a Minor's representative to observe the Sample Collection Session (including observing the DCO when the Minor is passing the urine Sample, but not to directly observe the passing of the urine Sample unless requested to do so by the Minor) and the DCO's representative, to observe the DCO when a Minor is passing a urine Sample, but without the representative directly observing the passing of the Sample unless requested by the Minor to do so.

2.9 Should a Minor decline to have a representative present during the Sample Collection Session, this should be clearly documented by the DCO/Chaperone. This does not invalidate the test, but must be recorded. If a Minor declines the presence of a representative, the representative of the DCO must be present.

2.10 Should a Minor fall within a Registered Testing Pool, the preferred venue for all Testing is a location where the presence of an adult is most likely, e.g. at a training venue. However, Testing at any other venue will not invalidate the test.

2.11 The OCA and INASGOC shall consider the appropriate course of action when no adult is present at the Testing of an Athlete who is a Minor and shall accommodate the Athlete in locating a representative in order to proceed with Testing.

ANNEX 3: COLLECTION OF URINE SAMPLES

Objective

- 3.1 To collect an Athlete's urine Sample in a manner that ensures:
- a) consistency with relevant principles of internationally recognized standard precautions in healthcare settings so that the health and safety of the Athlete and Sample Collection Personnel are not compromised;
 - b) the Sample meets the Suitable Specific Gravity for Analysis and the Suitable Volume of Urine for Analysis. Failure of a Sample to meet these requirements in no way invalidates the suitability of the Sample for analysis. The determination of a Sample's suitability for analysis is the decision of the relevant laboratory, in consultation with the OCA
 - c) the Sample has not been manipulated, substituted, contaminated or otherwise tampered with in any way;
 - d) the Sample is clearly and accurately identified; and
 - e) the Sample is securely sealed in a tamper-evident kit.

Scope

- 3.2 The collection of a urine Sample begins with ensuring the Athlete is informed of the Sample collection requirements and ends with discarding any residual urine remaining at the end of the Athlete's Sample Collection Session.

Responsibility

- 3.3 The DCO has the responsibility for ensuring that each Sample is properly collected, identified and sealed. The DCO has the responsibility for directly witnessing the passing of the urine Sample.

Requirements

- 3.4 The DCO shall ensure that the Athlete is informed of the requirements of the Sample Collection Session.

- 3.5 The DCO shall ensure that the Athlete is offered a choice of appropriate equipment for collecting the Sample.

- 3.6 The DCO shall instruct the Athlete to select a collection vessel.

- 3.7 When the Athlete selects a collection vessel and for selection of all other Sample Collection Equipment that directly holds the urine Sample, the DCO will instruct the Athlete to check that all seals on the selected equipment are intact and the equipment has not been tampered with. If the Athlete is not satisfied with the selected equipment, he/she may select another. If the Athlete is not satisfied with any of the equipment available for the selection, this shall be recorded by the DCO.

- 3.8 If the DCO does not agree with the Athlete's opinion that all of the equipment available for the selection is unsatisfactory, the DCO shall instruct the Athlete to proceed with the Sample Collection Session. If the DCO agrees with the reasons put forward by the Athlete that all of the equipment available for the selection is unsatisfactory, the DCO shall terminate the collection of the Athlete's urine Sample and this shall be recorded by the DCO.

- 3.9 The Athlete shall retain control of the collection vessel and any Sample provided until the Sample is sealed. Additional assistance may be provided in exceptional circumstances to any Athlete 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.

- 3.10 The DCO who witnesses the passing of the Sample shall be of the same gender as the Athlete providing the Sample.

- 3.11 The DCO will ensure the Athlete thoroughly washes his/her hands or wears a pair of gloves prior to the provision of the Sample.

- 3.12 The DCO and Athlete shall proceed to an area of privacy to collect a Sample.

- 3.13 The DCO shall ensure an unobstructed view of the Sample leaving the Athlete's body and must continue to observe the Sample after provision until the Sample is securely sealed, and the DCO shall record the witnessing in writing. In order to ensure a clear and unobstructed view of the passing of the Sample, the DCO shall instruct the Athlete to remove or adjust clothing which restricts the clear

view of Sample provision. Once the Sample has been provided, the DCO shall also ensure that no additional volume is passed by the Athlete at the time of provision, which could have been secured in the collection vessel.

- 3.14 The DCO shall verify, in full view of the Athlete, that a Suitable Volume of Urine for Analysis has been provided.
- 3.15 Athletes shall be required to provide as much urine as possible and no less than the Suitable Volume of Urine for Analysis (a minimum of 90ml). The DCO shall verify, in full view of the Athlete, that the Suitable Volume of Urine for Analysis has been provided. Where the volume of the urine is insufficient, the DCO shall conduct a partial Sample collection procedure in accordance with the procedure set out below (see ANNEX E: Urine Samples – insufficient volume).
- 3.16 The DCO shall instruct the Athlete to select a Sample collection kit containing A and B containers in accordance with Procedure C.7.
- 3.17 Once a Sample collection kit has been selected, the DCO and the Athlete shall check that all code numbers match and that this code number is recorded accurately by the DCO.
- 3.18 If the Athlete or DCO finds that the numbers are not the same, the DCO shall instruct the Athlete to choose another kit in accordance with Procedure C.7. The DCO shall record the matter.
- 3.19 The Athlete shall pour the minimum Suitable Volume of Urine for Analysis into the B bottle (to a minimum of 30 ml), and then pour the remainder of the urine into the A bottle (to a minimum of 60 ml). If more than the minimum Suitable Volume of Urine for Analysis has been provided, the DCO shall ensure that the Athlete fills the A bottle to capacity as per the recommendation of the equipment manufacturer. Should there still be urine remaining, the DCO shall ensure that the Athlete fills the B bottle to capacity as per the recommendation of the equipment manufacturer. The DCO shall instruct the Athlete to ensure that a small amount of urine is left in the collection vessel, explaining that this is to enable the DCO to test the specific gravity of that residual urine in accordance with Procedure C.22.

- 3.20 The Athlete shall seal the containers as directed by the DCO. The DCO shall check, in full view of the Athlete, that the containers have been properly sealed.
- 3.21 Urine should only be discarded when both the A and B bottles have been filled to capacity in accordance with Procedure C.19 and sealed in accordance with Procedure C.20, and after the residual urine has been tested in accordance with Procedure C.22. The Suitable Volume of Urine for Analysis shall be viewed as an absolute minimum.
- 3.22 The DCO shall test the residual urine in the collection vessel to determine if the Sample has a Suitable Specific Gravity for Analysis (1.005 or higher with a refract meter or 1.010 or higher with lab sticks). If the DCO's filed reading indicates that the Sample does not have a Suitable Specific Gravity for Analysis, then the DCO shall follow the procedure set out at Annex F (URINE SAMPLES- Samples that do not meet the required Suitable Specific Gravity for Analysis).
- 3.23 The DCO shall ensure that the Athlete has been given the option of requiring that any residual urine that will not be sent for analysis is discarded in full view of the Athlete.

ANNEX 4: COLLECTION OF BLOOD SAMPLES

Objectives

- 4.1 To collect an Athlete's blood Sample in a manner that ensures:
- a) consistency with relevant principles of internationally recognized standard precautions in healthcare settings so that the health and safety of the Athlete and Sample Collection Personnel are not compromised;
 - b) the Sample is of a quality and quantity that meets the relevant analytical guidelines;
 - c) the Sample has not been manipulated, substituted, contaminated or otherwise tampered with in any way;
 - d) the Sample is clearly and accurately identified; and
 - e) the Sample is securely sealed.

Scope

- 4.2 The collection of a blood Sample begins with ensuring the Athlete is informed of the Sample collection requirements and ends with properly storing the Sample prior to dispatch for analysis at the WADA-accredited laboratory.

Responsibilities

- 4.3 The VDCM/DCO has the responsibility for ensuring that:
- a) each Sample is properly collected, identified and sealed; and
 - b) all Samples have been properly stored and dispatched in accordance with the relevant analytical guidelines.
- 4.4 The Blood Collection Officer has the responsibility for collecting the blood Sample, answering related questions during the provision of the Sample, and proper disposal of used blood sampling equipment not required for completing the Sample Collection Session.

Requirements

- 4.5 Procedures involving blood shall be consistent with the local standards and regulatory requirements regarding precautions in healthcare settings.
- 4.6 Blood Sample Collection Equipment shall consist of: (a) a single Sample tube for blood profiling purposes; or (b) both an A and a B Sample tube for blood analysis; or (c) as otherwise specified by the relevant laboratory.
- 4.7 The DCO shall ensure that the Athlete is informed of the requirements of the Sample collection.
- 4.8 The DCO and Athlete shall proceed to the area where the Sample will be provided.
- 4.9 The DCO shall ensure the Athlete is offered comfortable conditions in accordance with the WADA Guidelines for Blood Sample Collection, prior to providing a Sample.
- 4.10 The DCO shall instruct the Athlete to select the Sample collection kit/s required for collecting the Sample and to check that the selected equipment has not been tampered with and the seals are intact. If the Athlete is not satisfied with a selected kit, he/she may select another. If the Athlete is not satisfied with any kits and no others are available, this shall be recorded by the DCO.
- 4.11 If the DCO does not agree with the Athlete that all of the available kits are unsatisfactory, the DCO shall instruct the Athlete to proceed with the Sample Collection Session. If the DCO agrees with the Athlete that all available kits are unsatisfactory, the DCO shall terminate the collection of the Athlete's blood Sample and this shall be recorded by the DCO.
- 4.12 When a Sample collection kit has been selected, the DCO and the Athlete shall check that all code numbers match and that this code number is recorded accurately by the DCO. If the Athlete or DCO finds that the numbers are not the same, the DCO shall instruct the Athlete to choose another kit. The DCO shall record the matter.
- 4.13 The Blood Collection Officer shall clean 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, apply a tourniquet. The Blood Collection Officer

shall take the blood Sample from a superficial vein into the tube. The tourniquet, if applied, shall be immediately removed after the venipuncture has been made.

- 4.14 The amount of blood drawn or collected from the Athlete shall be adequate to satisfy the relevant analytical requirements for the Sample analysis to be performed.
- 4.15 If the amount of the collected blood from the Athlete at the first attempt is insufficient, the Blood Collection Officer shall repeat the procedure. Maximum attempts shall be three. Should all attempts fail, then the Blood Collection Officer shall inform the DCO. The DCO shall terminate the collection of the blood Sample and record this and the reasons for terminating the collection.
- 4.16 The Blood Collection Officer shall apply a dressing to the puncture site(s).
- 4.17 The Blood Collection Officer shall dispose of used blood sampling equipment not required for completing the Sample Collection Session in accordance with the required local standards for handling blood.
- 4.18 If the Sample requires further on-site processing, such as centrifugation or separation of serum, the Athlete shall remain to observe the Sample until final sealing in a secure, tamper-evident kit.
- 4.19 The Athlete shall seal his/her Sample into the Sample collection kit as directed by the DCO. In full view of the Athlete, the DCO shall check that the sealing is satisfactory.
- 4.20 The sealed Sample shall be stored in a manner that protects its integrity, identity and security prior to transport from the Doping Control Station to the WADA-accredited laboratory.
- 4.21 The WADA Guidelines for Blood Sample Collection shall be a further source of information for blood collection and Testing.

ANNEX 5: URINE SAMPLES -- INSUFFICIENT VOLUME

Objective

- 5.1 To ensure that where a Suitable Volume of Urine for Analysis is not provided, appropriate procedures are followed.

Scope

- 5.2 The procedure begins with informing the Athlete that the Sample is not a Suitable Volume of Urine for Analysis and ends with the provision of a Sample of sufficient volume.

Responsibility

- 5.3 The DCO has the responsibility for declaring the Sample volume insufficient and for collecting the additional Sample(s) to obtain a combined Sample of sufficient volume.

Requirements

- 5.4 If the Sample collected is of insufficient volume (see C.15: Collection of Urine Sample); the DCO shall inform the Athlete that a further Sample shall be collected to meet the Suitable Volume of Urine for Analysis requirements.
- 5.5 The DCO shall instruct the Athlete to select a partial Sample Collection Equipment or Kit from a selection of sealed containers or Kits and to check that all these seals on the selected equipment are intact and that the equipment has not been tampered with.
- 5.6 The DCO shall then instruct the Athlete to open the relevant equipment, pour the insufficient Sample into the container and seal it as directed by the DCO. The DCO shall check, in full view of the Athlete, that the container has been properly sealed.
- 5.7 The DCO and the Athlete shall check that the equipment code number, the volume and identity of the insufficient Sample are recorded accurately by the

DCO. The DCO shall store the insufficient Sample securely to the satisfaction of the Athlete.

- 5.8 While waiting to provide an additional Sample, the Athlete shall remain under continuous observation and be given the opportunity to hydrate, if necessary.
- 5.9 When the Athlete is able to provide an additional Sample, the procedures for collection of the Sample shall be repeated as set out above, until a sufficient volume of urine will be achieved by combining the initial and additional Sample(s).
- 5.10 When the DCO is satisfied that the requirements for Suitable Volume of Urine for Analysis have been met, the DCO and Athlete shall check the integrity of the seal on the partial Sample collection vessel containing the previously provided insufficient Sample. Any irregularity with the integrity of the seal will be recorded by the DCO and investigated according to Annex A: Investigating a Possible Failure to Comply.
- 5.11 The DCO shall then direct the Athlete to break the seal and combine the Samples, ensuring that the additional Sample is added to the initial Sample(s) collected until, as a minimum, the requirement for Suitable Volume of Urine for Analysis is met.
- 5.12 The DCO and Athlete shall then continue with the appropriate sections of Annex C: Collection of Urine Samples.
- 5.13 The DCO shall check the residual urine to ensure that it meets the requirement for Suitable Volume of Urine for Analysis.
- 5.14 Urine should only be discarded when both the A and B containers have been filled to capacity in accordance with Procedure C.19 and sealed in accordance with Procedure C.20. The Suitable Volume of Urine for Analysis shall be viewed as an absolute minimum.

ANNEX 6: URINE SAMPLES THAT DO NOT MEET THE REQUIREMENT FOR SUITABLE SPECIFIC GRAVITY FOR ANALYSIS

Objective

- 6.1 To ensure that when the urine Sample does not meet the requirement for Suitable Specific Gravity for Analysis, appropriate procedures are followed.

Scope

- 6.2 The procedure begins with the DCO informing the Athlete that a further Sample is required and ends with the collection of a Sample that meets the requirements for Suitable Specific Gravity for Analysis, or appropriate follow-up action by the OCA if required.

Responsibility

- 6.3 INASGOC is responsible for establishing procedures to ensure that a suitable Sample is collected. If the original Sample collected does not meet the requirements for Suitable Specific Gravity for Analysis, the DCO is responsible for collecting additional Samples until a suitable Sample is obtained.

Requirements

- 6.4 If the DCO determines that the requirements for Suitable Specific Gravity for Analysis have not been met (see C.22), the DCO shall inform the Athlete that he is required to empty his bladder completely before going back to the waiting room, and then to wait to provide a further Sample.
- 6.5 While waiting to provide the further Sample, the Athlete shall remain under continuous observation. The Athlete shall be strongly encouraged not to hydrate excessively, since this may delay the production of a suitable Sample.
- 6.6 When the Athlete is able to provide an additional Sample; the DCO shall repeat the procedures for collection of the Samples as prescribed in ANNEX C: Collection of Urine Samples.

- 6.7 The Athlete shall have fulfilled his duty to submit to Doping Control only after delivered the required volume of acceptable urine, irrespective of the time and the number of attempts necessary for this. The DCO should continue to collect additional Samples until the requirement for Suitable Specific Gravity for Analysis is met.
- 6.8 The DCO shall record the fact that the Samples collected belong to the same Athlete and the order in which the Samples were provided.
- 6.9 The DCO shall ensure that any residual urine not to be sent for analysis is discarded.
- 6.10 The DCO and the Athlete shall then continue with the Sample Collection process as described in C.20 (Annex C: Collection of Urine Samples).
- 6.11 If it is determined that none of the Athlete's Samples meets the requirement for Suitable Gravity for Analysis and the VDCM/DCO determines that for exceptional circumstances or due to the logistical reasons, it is impossible to continue with the Sample Collection Session. Such exceptional circumstances shall be documented accordingly by the DCO. In such circumstances, if appropriate, the OCA may investigate a possible Failure to comply by the Athlete.
- 6.12 The VDCM/DCO shall send to the WADA-accredited laboratory for analysis all Samples which were collected, irrespective of whether or not they meet the requirement for Suitable Specific Gravity for Analysis.
- 6.13 The WADA-accredited laboratory shall, in conjunction with the OCA, determine which Samples shall be analysed.

ANNEX 7: SAMPLE COLLECTION PERSONNEL REQUIREMENTS

Objective

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

Scope

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

Responsibility

- 7.3 INASGOC has the responsibility for all activities defined in this Annex 7.

Requirements – Qualifications and Training

- 7.4 INASGOC shall determine the necessary competence and qualification requirements for the positions of DCO, Chaperone and Blood Collection Officer. INASGOC shall develop duty statements for all Sample Collection Personnel that outline their respective responsibilities. As a minimum:
- a) Sample Collection Personnel shall not be Minors and
 - b) Blood Collection Officers shall have adequate qualifications and practical skills required to perform blood collection from a vein.
- 7.5 INASGOC shall ensure that Sample Collection Personnel that have an interest in the outcome of the collection or Testing of a Sample from any Athlete who might provide a Sample at a session are not appointed to that Sample Collection Session. Sample Collection Personnel are deemed to have an interest in the collection of a Sample if they are:
- a) involved in the planning of the sport for which Testing is being conducted; or
 - b) related to, or involved in, the personal affairs of any Athlete who might provide a Sample at that session.

- 7.6 INASGOC shall ensure that Sample Collection Personnel are adequately qualified and trained to carry out their duties.
- 7.7 The training program for Blood Collection Officers as a minimum shall include studies of all relevant requirements of the Testing process and familiarization with relevant standard precautions in healthcare settings.
- 7.8 The training program for DCOs as a minimum shall include:
- a) comprehensive theoretical training in different types of Testing activities relevant to the DCO position;
 - b) observation of all Sample collection activities related to requirements in these Technical Procedures for Doping Control, preferably on site; and
 - c) the satisfactory performance of one complete Sample Collection Session on site under observation by a qualified DCO, or similar. The requirement related to the actual passing of Sample shall not be included in the on-site observations.
- 7.9 As a prerequisite to join the INASGOC anti-doping program as a DCO, the individual must already be a certified DCO in good standing with an Anti-Doping Organization.
- 7.10 The training program for Chaperones shall include studies of all relevant requirements of the Sample collection process.
- 7.11 INASGOC shall maintain records of education, training, skills and experience.

Requirements – accreditation, re-accreditation and delegation

- 7.12 INASGOC shall accredit and re-accredit Sample Collection Personnel.
- 7.13 INASGOC shall ensure that Sample Collection Personnel have completed the training program and are familiar with the requirements in these rules before granting accreditation.
- 7.14 Accreditation shall only be valid for the duration of the Asian Games.
- 7.15 Only Sample Collection Personnel who have an accreditation recognized by INASGOC shall be authorized by INASGOC to conduct Sample collection activities on behalf of the OCA.

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



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