



ISSF

DOPING CONTROL HANDBOOK

**FOR
ORGANIZING COMMITTEES
AND
TECHNICAL DELEGATES**

PURPOSE

This Handbook has been prepared as an educational working tool. Its purpose is to provide guidance to ISSF Championship Organizing Committees and ISSF Technical Delegates on how to properly conduct doping control tests and deal with various doping-control related issues that may arise during ISSF Championships.

This Handbook presents various hypothetical scenarios of “*what can happen in practice.*” It then offers a useful guide on how to deal with these scenarios, including who is responsible for doing what, if, and when such issues arise.

The objectives of the Handbook are:

- ✓ To consolidate and remind each of you of your obligations with regards to testing,
- ✓ To prevent avoidable mistakes from occurring or reoccurring, and,
- ✓ To avoid the various negative ramifications that can derive from these mistakes.

This Handbook is designed to be a practical tool for all Organizing Committees and Technical Delegates,

- To efficiently deal with various doping control issues
- To ensure that all processes and testing requirements are respected, and,
- To encourage greater cooperation and successful outcomes.

The ISSF’s valuable time, money and energy, as well as your own, should indeed be expended elsewhere than dealing with the aftermath of doping control related incidents.

You are encouraged to go to the WADA website at www.wada-ama.org and download their many resources - specifically those relating to doping control. This will allow each of you to acquire additional knowledge on all matters related to doping control and anti-doping in general.

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1. Clarification of Roles and Responsibilities

The following provides a summary of roles and responsibilities with regards to the planning, overseeing and monitoring of doping control.

- The Championship Organizing Committee (OC) is responsible for choosing a WADA accredited laboratory and for appointing a Sample Collection Authority - as defined in the International Standard for Testing and Investigations (ISTI) and the OC's national laws - to conduct testing on ISSF's behalf.
- The Sample Collection Authority oversees and monitors doping control in compliance with the World Anti-Doping Code (WADC) and ISTI. The Sample Collection Authority employs qualified Doping Control Officers to perform doping control on behalf of ISSF both Out-of-Competition and In-Competition.
- The Championship's Technical Delegate (TD), who is appointed by ISSF, is responsible for ensuring that all testing obligations under the Test Distribution Plan are carried out. These obligations include a variety of random, targeted and mandatory doping controls. The TD shall communicate this information to the Sample Collection Authority and their Doping Control Officer(s) and will coordinate and oversee the process in cooperation with the Lead Doping Control Officer.
- The Championship's Lead Doping Control Officer (Lead DCO) is the chief Doping Control Officer appointed by the Sample Collection Authority to carry out all matters related to doping control at a specific Championship. The Lead Doping Control Officer is best qualified to deal with various practical and medical issues that can occur at the doping control station. The TD and Lead Doping Control Officer must coordinate their efforts daily to ensure that the Test Distribution Plan is respected, all selected athletes are tested, and doping control issues are quickly addressed and resolved.
- A Doping Control Officer (DCO) is an official who has been trained and certified by a National Anti-Doping Organization or the Sample Collection Authority with delegated responsibility for collecting doping control samples. The Doping Control Officer heads the doping control process.
- Although it is not directly involved in the testing process, the ISSF is always the Testing and Results Management Authority for all ISSF Championships. ISSF authorizes and delegates the Sample Collection Authority to conduct testing on its behalf. The ISSF is always represented at Championships by the TD or by the ISSF Medical Director (at WCH and OGs).

The Sample Collection Authority is solely responsible for ensuring that Doping Control Officers are properly qualified and follow the International Standard for Testing and Investigations. But it is important that OCs and TDs are aware of everyone's responsibilities, as well as all the correct procedures to follow.

- ✓ *The TD is responsible for all the In-Competition doping controls during the ISSF Championship*
- ✓ *The TD is asked to cooperate with the Sample Collection Authority for any Out-of-Competition prevent testing that may take place.*

Scenario 1: What may happen in practice?

Shared responsibilities can become confused and miscommunication can often create unnecessary incidents. This makes it especially important for all parties involved in the doping control process to coordinate and work together, while respecting their respective roles and responsibilities. All processes must run smoothly throughout the Championship.

Responsibility:

1. At least one month before the Championship, the TD **must** send a letter to the Sample Collection Authority to establish contact and clarify some basic information regarding the Championship (Appendix 1A). The TD **must** later provide the Sample Collection Authority with a copy of an official ISSF Letter of Authorization which will formally delegate the responsibility for testing to the Sample Collection Authority (Appendix 1B).
2. The TD should plan to meet the Lead Doping Control Officer upon arrival at the range and conduct a walk-through of the event site and doping control station. If the Lead DCO is not familiar with the sport of shooting, the TD should give a brief explanation.
3. The Lead DCO must ensure that he/she has enough sample collection personnel to conduct the sample collection sessions and as necessary the TD may need to brief/train his or her personnel on the ISSF TDP, the layout of the range and doping control station.
4. For Out-of-Competition testing, the Lead DCO will have received the Athlete whereabouts information provided by ISSF to locate Athlete for testing. Out-of-Competition tests are always with “no advance notice”. Instructions will be provided directly to the Lead DCO regarding specific ISSF notification criteria or other. The TD may be of assistance but is not responsible for Out-of-Competition testing.

Summary Checklist:

- ✓ **TD must contact the Sample Collection Authority one month ahead of the Championship and inform them of their responsibilities under the ISSF TDP and coordinate all testing for the Championship. (See Appendix 1A).**
- ✓ **TD must prepare and send the ISSF Letter of Authorization (See Appendix 1B) once all confirmations are received from the Lead DCO. ISSF must be copied on email. The signed Letter of Authorization must be returned to ISSF.**
- ✓ **TD should prepare the testing plan as soon as informed of the target tests to assist in coordinating testing with the Lead DCO. (See Appendix 2)**
- ✓ **TD should work closely and communicate frequently with the Lead DCO throughout the Championship.**
- ✓ **Both the Lead DCO and TD must fill out post-Championship reports to confirm that all doping controls were properly conducted and to report back generally on all the Championship’s doping control activities and outcomes. (See Appendices 3 and 4).**
- ✓ **All doping control information must be always kept in strict confidence to respects every Athlete’s privacy rights.**

2. The Test Distribution Plan: Understand it, respect it & implement it

Fundamental concepts:

- ✓ All doping controls conducted during ISSF Championships must comply with and be regulated by the annual ISSF Test Distribution Plan (TDP).
- ✓ Although the TD is always free to select additional Athletes for testing on behalf of the OC, the Test Distribution Plan specifies the minimum amount of doping controls that must be conducted at all ISSF Championships.
- ✓ The TDP outlines three types of doping controls that take place during or before ISSF Championships: 1) In-Competition testing, 2) In-Competition target testing (always with no-advance notice) and 3) Out-of-Competition target testing (always with no advance notice).
- ✓ If Out-of-Competition testing is to take place, the Sample Collection Authority will have been contacted by ISSF well in advance and will be responsible for carrying out the Out-of-Competition tests. The TD is asked to assist if and when necessary. However, in order to avoid conflicts of interest and ensure utmost confidentiality, the TD will not be informed ahead of time of the Athletes that are to be tested Out-of-Competition.
- ✓ The TDs primordial task is ensuring that the TIO directions are followed for In-Competition tests. All TDP doping controls with regards to medalists, finalists, random and target tests are mandatory. The TDP must be strictly respected and followed by TDs.
- ✓ After the entry deadline has passed and the list of Athletes entered in a specific ISSF Championship is available, the ISSF will send the TD a Testing Plan reminding the TD of their general testing obligations and providing the TD with a list of Athletes the independent Testing Intelligence Officer has chosen to be target tested In-Competition. These Athletes **must** be tested.

Scenario 2: What may happen in practice?

The Test Distribution Plan (TDP) outlines a combination of In-Competition and Out-of-Competition tests as well as random and targeted tests all of which must be undertaken in accordance with ISSF requirements.

The TD and/or Lead Doping Control Officer are to ensure that both the Athletes to be tested as instructed by the TDP as well as the list of Athletes to be target tested as selected by the Independent Testing Intelligence Officer are tested.

However, this does not always happen. Testing Intelligence Officer-selected Athletes are often not tested; or not enough Athletes are tested; or the tested Athletes were not selected by the TD in accordance with the Test Distribution Plan; or incorrect substitutions are made for no apparent reason, etc.

If the TD respects the TDP and prepares a Doping Control Testing Plan (Appendix 2) identifying the tests to be conducted and when they are to be conducted and clearly explains this plan to the Lead Doping Control Officer, these shortcomings can be avoided.

Responsibility:

- ISSF has the responsibility to appoint competent TDs who are aware of their responsibilities under the Test Distribution Plan and the ISSF Anti-Doping Rules.
- The OC must appoint a Sample Collection Authority to conduct the testing.
- The OC must provide the Sample Collection Authority with a functional Doping Control Station with a waiting room, chairs, a refrigerator and two private toilets where doping control urine samples can be taken.
- The TD must clearly communicate Test Distribution Plan responsibilities and coordinate testing with the Sample Collection Authority's Lead Doping Control Officer ahead of time so that no mix ups occur.
- The TD must contact the Sample Collection Authority one month prior to the Championship by sending the Appendix 1A Letter Template. This letter establishes communication between the TD and Lead Doping Control Officer and clarifies some key matters of concern prior the Championship.
- Once the Sample Collection Authority's Lead DCO has provided all necessary confirmations the TD must send them the ISSF Letter of Authorization at Appendix 1B by which ISSF formally delegates testing to the Sample Collection Authority.
- The TD must prepare a detailed Doping Control Testing Plan for the Championship.
- The Sample Collection Authority (or OC) should provide for an adequate number of chaperones corresponding to the expected number and gender of shooters to be tested.
- TDs and Lead DCO should schedule short daily meetings before/after each training and competition day at the doping control station to coordinate their activities for that day/next day and to ensure that all doping controls are carried out as planned.
- All testing must be carried out in accordance with the ISSF Test Distribution Plan. The Lead Doping Control Officer and TD must report back to ISSF.

Summary Checklist:

- ✓ **TDs must inform the Lead DCO of ISSF testing requirements ahead of time (Appendix 1A).**
 - **If assistance is required to resolve issues arising further to communicating Appendix 1A to the Sample Collection Authority- the TD must contact ISSF Headquarters prior to sending the Appendix 1B letter.**
- ✓ **Signed Appendix 1B letter must be received by ISSF before the Championship.**
- ✓ **The TD and the Lead DCO shall hold daily meetings both to coordinate which random finalists and medalists shall be selected for testing and to ensure that all athletes listed on the Doping Control Testing Plan (Appendix 2) are tested.**
- ✓ **Post-Championship reports (see Appendices 3 and 4) providing overviews of the Championship's doping control procedures must be completed by both the Lead DCO and the TD. The TD and/or the Sample Collection Authority must send both completed reports to the ISSF at the end of the Championship.**

3. TDP selections must always be tested

Scenario 3: What may happen in practice?

An Athlete is selected for a target test and is notified with no advance notice (as required) that he or she has been selected for doping control. Then, the Athlete claims he or she does not have time to submit to the test, or the Athlete refuses to submit to doping control, or worst yet, the athlete on from whom the sample is collected is not really the person he or she says.

Result: The selected Athlete does not get tested. This scenario absolutely must be avoided.

What the Rules say:

As per International Standard for Testing and Investigations (ISTI) Article 5.3.4, “*the Testing Authority or the Sample Collection Authority shall establish criteria to validate the identity of an Athlete selected to provide a sample. This ensures the selected Athlete is the Athlete who is notified*”. The TD or OC must ensure that the Sample Collection Authority has criteria in place to validate the athlete’s identity. If not, TD must promptly inform ISSF to address this.

2021 World Anti-Doping Code Article 5.2 specifies that “*Any Athlete may be required to provide a Sample at any time and at any place by any Anti-Doping Organization with Testing jurisdiction over him or her*”. Article 20.2 of the 2021 ISSF Anti-Doping Rules states that one of the Roles and Responsibilities of Athletes is to “*be available for Sample collection at all times*”.

Delayed reporting to the Doping Control Station should only be permitted for the following activities:

- Participation in a victory ceremony;
- Fulfilment of media commitments;
- Competing in further events;
- Changing from competition clothing and securing arms and equipment;
- Obtaining necessary medical treatment;
- Locating a representative and/or interpreter;
- Obtaining photo identification; or
- Any other reasonable circumstances, as determined by the Lead Doping Control Officer considering any instructions of the TD.

Responsibility:

- The Lead Doping Control Officer or other Doping Control Officer must verify the identity of every athlete they test and may at their discretion consider any reasonable request for permission to delay reporting to the Doping Control Station following acceptance of notification, and/or to leave the Doping Control Station temporarily after arrival. The Athlete must be continuously chaperoned and kept under direct observation during the delay. The procedure must follow the WADA ISTI Annex C Collection of Urine Samples and the Urine Sample Collection Guidelines (**see Annex C on next page**).
<https://www.wada-ama.org/en/resources/world-anti-doping-program/guidelines-urine-sample-collection>.

International Standard for Testing and Investigations:

ANNEX C – Collection of Urine Samples

C.1. Objective

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 Testing Authority for the Sample Collection Session in question;
- c) the Sample has not been manipulated, substituted, contaminated or otherwise tampered with in anyway;
- d) the Sample is clearly and accurately identified; and
- e) the Sample is securely sealed in a Tamper Evident kit.

C.2. Scope

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.

C.3. Responsibility

C.3.1 The DCO has the responsibility for ensuring that each Sample is properly collected, identified and sealed.

C.3.2 The DCO/Chaperone has the responsibility for directly witnessing the passing of the urine Sample.

C.4. Requirements

C.4.1 The DCO shall ensure that the Athlete is informed of the requirements of the Sample Collection Session, including any modifications as provided for in Annex A – Modifications for Athletes with Impairments.

C.4.2 The DCO shall ensure that the Athlete is offered a choice of Sample collection vessels for collecting the Sample. If the nature of an Athlete's impairment requires that they must use additional or other equipment as provided for in Annex A - 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.

C.4.3 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, they may select another. If the Athlete is not satisfied with any of the equipment available for selection, this

shall be recorded by the DCO. If the DCO does not agree with the Athlete 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 Athlete that all of the equipment available for the selection is unsatisfactory, the DCO shall terminate the Sample Collection Session and this shall be recorded by the DCO.

C.4.4 The Athlete shall retain control of the collection vessel and any Sample provided until the Sample (or partial Sample) is sealed, unless assistance is required by reason of an Athlete's impairment as provided for in Annex A - Modifications for Athletes with Impairments. 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.

C.4.5 The DCO/Chaperone who witnesses the passing of the Sample shall be of the same gender as the Athlete providing the Sample and where applicable, based on the gender of the Event the Athlete competed in.

C.4.6 The DCO/Chaperone shall, where practicable, ensure the Athlete thoroughly washes their hands with water only prior to the provision of the Sample or wears suitable (e.g., disposable) gloves during provision of the Sample.

C.4.7 The DCO/Chaperone and Athlete shall proceed to an area of privacy to collect a Sample.

C.4.8 The DCO/Chaperone shall ensure an unobstructed view of the Sample leaving the Athlete's body and shall continue to observe the Sample after provision until the Sample is securely sealed. In order to ensure a clear and unobstructed view of the passing of the Sample, the DCO/Chaperone shall instruct the Athlete to remove or adjust any clothing which restricts the DCO's/Chaperone's clear view of Sample provision.

C.4.9 The DCO/Chaperone shall ensure that urine passed by the Athlete is collected in the collection vessel to its maximum capacity and thereafter the Athlete is encouraged to fully empty their bladder into the toilet. The DCO shall verify, in full view of the Athlete, that the Suitable Volume of Urine for Analysis has been provided.

C.4.10 Where the volume of urine provided by the Athlete is insufficient, the DCO shall follow the partial Sample collection procedure set out in Annex E - Urine Samples - Insufficient Volume.

C.4.11 Once the volume of urine provided by the Athlete is sufficient, the DCO shall instruct the Athlete to select a Sample collection kit containing A and B bottles or containers in accordance with Annex C.4.3.

C.4.12 Once a Sample collection kit has been selected, the DCO and the Athlete shall check that all Sample code numbers match and that this code number is recorded accurately by the DCO on the Doping Control form. 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 Annex C.4.3. The DCO shall record the matter.

C.4.13 The Athlete shall pour the minimum Suitable Volume of Urine for Analysis into the B bottle or container (to a minimum of 30 mL), and then pour the remainder of the urine into the A bottle or container (to a minimum of 60 mL). The Suitable Volume of Urine for Analysis shall be viewed as an absolute minimum. 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 or container 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 or container 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 residual urine in accordance with Annex C.4.15.

C.4.14 The Athlete shall then seal the A and B bottles or containers as directed by the DCO. The DCO shall check, in full view of the Athlete, that the bottles or containers have been properly sealed.

C.4.15 The DCO shall test the residual urine in the collection vessel to determine if the Sample has a Suitable Specific Gravity for Analysis. If the DCO's field reading indicates that the Sample does not have a Suitable Specific Gravity for Analysis, then the DCO shall follow Annex F - Urine Samples that do not meet the requirement for Suitable Specific Gravity for Analysis.

C.4.16 Urine should only be discarded when both the A and B bottles or containers have been sealed and the residual urine has been tested in accordance with Annex C.4.15.

C.4.17 The Athlete shall be given the option of witnessing the discarding of any residual urine that will not be sent for analysis.

4. Testing requirements. Dealing with Quota Places & coin flips

Scenario 4. Testing can get confusing when duplicate testing and substitutions are made

General:

If an Athlete is both targeted and/or randomly selected for a test in one event and then randomly selected for a second test in another event in the same Championship, a coin flip will be conducted to determine if a second test should be taken on this same Athlete or another.

- If the coin flip determines the Athlete should **not** be tested a second time, then either
 - i. another Athlete must be selected randomly or
 - ii. an Athlete on the list of Independent Testing Intelligence Officer (TIO) alternates provided can be selected to satisfy the testing requirement.

Responsibility: The TD must ensure minimum TDP requirements are always met. The following provides guidelines for TDs to follow

TIO Target Tests:

- In no circumstance can a target test be substituted.
- Any athlete on the TIO target test list **must be tested**.

OG Quota Place tests

- At least one of the random tests must be taken either from Event medalists or finalists.
- Athletes who gain OG Quota Places and who have not been selected randomly from all medalists or randomly from all finalists **must be tested**.
- If an athlete earns a OG Quota Place is one of the TIO picks, only one test is required.
- No more than one random test can be substituted by a Quota Place test.

World Record tests – no longer a TDP requirement:

- As of 2021, because ISSF will have various records recorded, the requirement to test World Records no longer exists.
- TD's are encouraged where any record is set by a significant margin to use this athlete as one of the random or to test an additional athlete.

Summary Checklist

- ✓ ***TIO target test selections must ALWAYS be tested, they cannot substitute the mandatory random finalist or medalist test.***
- ✓ ***Athletes who gain Quota Places must ALWAYS be tested.***
- ✓ ***If an Athlete selected for TIO target gains a Quota Place, it is ok for only one test to be done on this athlete. The random tests must still take place and any other target tests must also be done.***

5. The TD and Lead DCO Post Championship Reports

Scenario 5. What must happen in practice?

Following a Championship, ISSF expects to receive a summary of the In-Competition and Out-of-Competition doping controls that took place during the Championship.

Responsibility:

The fulfillment of this requirement is crucial. The ISSF Testing Intelligence Officer dedicates time and effort in selecting athletes to be tested in accordance with the Test Distribution Plan and the ISSF anti-doping administrator equally dedicates time and effort in maintaining spreadsheets and anti-doping logs to monitor the Test Distribution Plan as a Code compliance obligation.

Timely receipt of both post-Championship Reports is of utmost importance to the ISSF Anti-Doping Program and maintain its status as a Code Signatory.

- The TD is responsible for completing a thorough **TD Post-Championship Report** (Appendix 4) and promptly sending this report to the ISSF at the end of a Championship.
- The Lead Doping Control Officer is responsible for completing the **Lead DCO Post-Championship Report**, (Appendix 3) and shall be so informed of this responsibility by the TD.
- When completing these reports, the Lead Doping Control Officer and TD must inform ISSF if testing was not carried out according to the Test Distribution Plan and explain why.
- The TD must inform ISSF when selected Athletes are substituted for other Athletes for testing or of any case where the selected Athlete was not available for testing.
- The Lead Doping Control Officer and TD must inform ISSF of any noteworthy incidents that took place during a Championship in relation to testing.
- The TD and/or the Sample Collection Authority must promptly send both reports to ISSF as soon as possible after the end of a Championship **with all the original doping control forms**. This is imperative because under the ISTI, ISSF holds a compliance obligation to upload them into ADAMS within 15 days.
- All information collected during doping control and testing must be collected and maintained in utmost confidentiality. Every Athlete has a right to protection of their personal information and ISSF fully respects these rights.
- If Out-of-Competition testing was conducted by the same Sample Collection Authority that conducted the Out-of-Competition testing, the Sample Collection Authority may also give the TD all doping control forms related to the Out-of-Competition testing.
- The TD is kindly asked to cooperate with the Sample Collection Authority with regards to the Out-of-Competition testing that will take place or has taken place.

6. Testing of Minors

Scenario 5: What can happen in practice?

During Junior Championships, Athletes who are legally regarded as “Minors” (persons under a specified age) must be tested.

These minor Athletes and their legal guardians have provided and signed the necessary consent forms by way of the ISSF Athlete Declaration to obtain an ISSF ID and compete at the international-level.

However, some Sample Collection Agencies may have further regulations about testing Minors that differ from those of the ISSF or other National Anti-Doping Organizations.

It is possible for a Lead Doping Control Officer to want to refuse to test a Minor who should be tested because doing so would be a breach of the Sample Collection Authority’s internal policies. This must be avoided at all cost as it results in negative repercussions as well as time and cost expenditures.

Responsibility:

- When selected for doping control, the Athlete who is a Minor must always be tested.
- To obtain an ISSF ID, all Athletes who participate in ISSF Championships have signed the Athlete Declaration agreeing to submit to doping control. If the Athlete is a Minor, the Declaration requires the identification and signature of a legal representative. Thereby, consent is given.
- All Sample Collection Agencies must be informed ahead of time when Minors may be tested. Conversely, prior to the Championship, by way of the Pre -Championship template letter, the TD must inquire about any Sample Collection Authority’s rules which may restrict the testing of Minors ahead of time to ensure that all mandatory testing takes place (See Appendix 1A).
- Athletes who are Minors should be notified that they have been selected for doping control in the presence of an adult, and they may choose to be accompanied by a representative throughout the entire Sample Collection Session.
- The Lead Doping Control Officer considers 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 to proceed with Testing.
- Even if the Minor declines a representative, the Lead Doping Control Officer, Doping Control Officer or Chaperone, as applicable, shall select a third party to be present during notification of and/or collection of the Sample from the Athlete. This should be clearly documented by the Lead Doping Control Officer or Doping Control Officer. This does not invalidate the test, but must be recorded.
- The whole of the process should follow the *International Standard for Testing and Investigations Annex C: Modifications for Athletes who are Minors*.

7. Insufficient Volume

Scenario 6: What may happen in practice?

An Athlete who submits to doping control may not be sufficiently hydrated. As a result, the sample provided is not sufficient to meet the minimum required volume to be suitable for analysis. (There must be sufficient urine for adequate A and B samples).

If this happens, under no circumstance should the Athlete be allowed to leave the doping control station until the adequate amount of urine is collected.

A sufficient sample must be provided regardless of how long this may take, unless the TD deems it reasonable to stop under the circumstances (let us agree on not before 3 attempts).

Responsibility:

- The responsible Doping Control Officer shall verify, in full view of the Athlete that the Suitable Volume of Urine for Analysis has been provided.
- Where the volume of urine provided by the Athlete is insufficient, the Doping Control Officer shall follow the Partial Sample Collection Procedure set out in Annex E of the ISTI. (See ISTI Annex E *Urine Samples - Insufficient Volume* on the next page).

Summary Checklist:

- ✓ **If an Athlete provides less than 90 mL of urine, then the International Standard for Testing and Investigations partial sample process must be initiated.**
- ✓ **The Doping Control Officer maintains custody of the partial sample and instructs the Athlete to select a new collection vessel and to begin combining the samples, starting with the first partial sample provided and each subsequent sample.**
- ✓ **If the combined sample is still below the minimum required volume of urine (i.e. 90 mL) then the procedure should be repeated by combining the initial and additional sample(s) until the minimum of 90 mL is obtained.**
- ✓ **Once the required volume (i.e. 90 mL) of urine is provided, the Doping Control Officer proceeds to the Urine Sample Processing Procedure.**
- ✓ **If the process is being dragged out, at one point, reason takes over. If at that time the TD has at least 4 partial samples then the TD and Lead DCO may elect to suspend the sample collection sessions and send all samples to the laboratory in accordance with Annex E of the International Standard for Testing and Investigations.**

International Standard for Testing and Investigations:

Annex E - Urine Samples - Insufficient Volume

E.1. Objective To ensure that where a Suitable Volume of Urine for Analysis is not provided, appropriate procedures are followed.

E.2. Scope The procedure begins with informing the Athlete that the Sample that they have provided is not of Suitable Volume of Urine for Analysis and ends with the Athlete's provision of a Sample of sufficient volume.

E.3. Responsibility 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.

E.4. Requirements

E.4.1 If the Sample collected is of insufficient volume, the DCO shall inform the Athlete that a further Sample shall be collected to meet the Suitable Volume of Urine for Analysis requirements.

E.4.2 The DCO shall instruct the Athlete to select partial Sample Collection Equipment in accordance with ISTI Annex C.4.3.

E.4.3 The DCO shall then instruct the Athlete to open the relevant equipment, pour the insufficient Sample into the new container (unless the Sample Collection Authority's procedures permit retention of the insufficient Sample in the original collection vessel) and seal it using a partial Sample sealing system, as directed by the DCO. The DCO shall check, in full view of the Athlete, that the container (or original collection vessel, if applicable) has been properly sealed.

E.4.4 The DCO shall record the partial Sample number and the volume of the insufficient Sample on the Doping Control form and confirm its accuracy with the Athlete. The DCO shall retain control of the sealed partial Sample.

E.4.5 While waiting to provide an additional Sample, the Athlete shall remain under continuous observation and be given the opportunity to hydrate in accordance with Article 7.3.3.

E.4.6 When the Athlete is able to provide an additional Sample, the procedures for collection of the Sample shall be repeated as prescribed in ISTI Annex C - Collection of Urine Samples, until a sufficient volume of urine will be provided by combining the initial and additional Sample(s).

E.4.7 Following each Sample provided, the DCO and Athlete shall check the integrity of the seal(s) on the container(s) containing the previously provided partial Sample(s). Any irregularity with the integrity of the seal(s) will be recorded by the DCO and investigated according to Annex A – Review of a Possible Failure to Comply of the International Standard for Results Management. The DCO may request that an additional Sample is collected from the Athlete. A refusal to provide a further Sample if requested, where the minimum requirements for Sample collection volume are not met, shall be recorded by the DCO and dealt with as a potential Failure to Comply in accordance with the International Standard for Results Management.

E.4.8 The DCO shall then direct the Athlete to break the seal(s) and combine the Samples, ensuring that additional Samples are added in the order they were collected to the original

partial Sample until, as a minimum, the requirement for Suitable Volume of Urine for Analysis is met.

E.4.9 The DCO and the Athlete shall then continue with Annex C.4.12 or Annex C.4.14 as appropriate.

E.4.10 The DCO shall check the residual urine in accordance with Annex C.4.15 to ensure that it meets the requirement for Suitable Specific Gravity for Analysis in accordance with Annex F.

E.4.11 Urine should only be discarded when both the A and B bottles or containers have been filled to capacity in accordance with Annex C.4.14 and the residual urine has been checked in accordance with Annex C.4.15. The Suitable Volume of Urine for Analysis shall be viewed as an absolute minimum.

8. Suitable Specific Gravity for Analysis Not Obtained (PH level incorrect)

Scenario 7: What may happen in practice?

The sample provided by an Athlete is too thin or diluted and as a result does not meet the required chemical level suitable for analysis. This renders it very difficult if not impossible for a laboratory to properly analyze. In other words, the urine Sample does not meet the requirement of Suitable Specific Gravity for Analysis.

When the Doping Control Officer tests the urine, and sees that this is the case, proper procedures must be followed to ensure that the Sample will be able to be analyzed and be deemed valid.

If a Sample is sent to the laboratory and does not meet the suitable level of specific gravity, the Sample may be deemed invalid. Its collection will be a waste of time and money.

Responsibility:

- The Sample Collection Authority is responsible for following procedures to ensure that a suitable Sample is collected. If the original Sample collected does not meet the requirement for Suitable Specific Gravity for Analysis, the DCO is responsible for collecting additional Samples until a suitable Sample is obtained according. **(See Annex F Urine Samples that do not meet the requirement for Suitable Specific Gravity for Analysis attached on the next page).**
- The DCO shall inform the Athlete that he/she is required to provide a further Sample. And while waiting to provide a further Sample, the Athlete shall remain under continuous observation.
- When the Athlete can provide an additional Sample, the DCO shall repeat the procedures for Sample collection and should continue to collect additional Samples until the requirement for Suitable Specific Gravity for Analysis is met, or until the DCO determines that there are exceptional circumstances which mean that for logistical reasons it is impossible to continue with the Sample Collection Session. Such exceptional circumstances shall be documented by the DCO.

- The DCO shall, on behalf of ISSF, send to the laboratory for analysis all Samples which were collected, irrespective of whether they meet the requirement for Suitable Specific Gravity for Analysis. It will then be up to the laboratory to determine, in conjunction with ISSF, which Samples shall be analyzed.
- ✓ *Note that the Athlete should be advised not to hydrate excessively, since this may delay the production of a suitable Sample. In appropriate circumstances, excessive hydration may be pursued as a violation of Article 2.5 of the ISSF Anti-Doping Rules (Tampering or Attempted Tampering with any part of Doping Control).*

International Standard for Testing and Investigations

Annex F - Urine Samples that do not meet the requirement for Suitable Specific Gravity for Analysis

F.1. Objective To ensure that when the urine Sample does not meet the requirement for Suitable Specific Gravity for Analysis, appropriate procedures are followed.

F.2. Scope 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 Testing Authority if required.

F.3. Responsibility

F.3.1 The Sample Collection Authority is responsible for establishing procedures to ensure that a suitable Sample is collected, if the original Sample collected does not meet the requirement for Suitable Specific Gravity for Analysis.

F.3.2 The DCO is responsible for collecting additional Samples until a suitable Sample is obtained.

F.4. Requirements

F.4.1 The DCO shall determine that the requirements for Suitable Specific Gravity for Analysis have not been met.

F.4.2 The DCO shall inform the Athlete that they are required to provide a further Sample.

F.4.3 While waiting to provide a further Sample, the Athlete shall remain under continuous observation and shall be advised not to hydrate, since this may delay the production of a suitable Sample. In appropriate circumstances, further hydration after the provision of an unsuitable Sample may be pursued as a violation of Code Article 2.5.

F.4.4 When the Athlete is able to provide an additional Sample, the DCO shall repeat the procedures for Sample collection set out in ISTI Annex C - Collection of Urine Samples.

F.4.5 The DCO shall continue to collect additional Samples until the requirement for Suitable Specific Gravity for Analysis is met, or until the DCO determines that there are exceptional circumstances which mean it is impossible to continue with the Sample Collection Session. Such exceptional circumstances shall be documented accordingly by the DCO.

F.4.6 The DCO shall record that the Samples collected belong to a single Athlete and the order in which the Samples were provided.

F.4.7 The DCO shall then continue with the Sample Collection Session in accordance with ISTI Annex C.4.17.

F.4.8 The DCO shall send to the Laboratory for analysis all Samples which were collected, irrespective of whether or not they meet the requirement for Suitable Specific Gravity for Analysis.

F.4.9 When two (2) Samples are collected from an Athlete, during the same Sample Collection Session, both Samples shall be analyzed by the Laboratory. In cases where three (3) or more Samples are collected during the same Sample Collection Session, the Laboratory shall prioritize and analyze the first and the subsequent collected Sample with the highest specific gravity, as recorded on the Doping Control form. The Laboratory, in conjunction with the Testing Authority, may determine if the other Samples need to be analyzed.

9. Delays in Transmitting Doping Control Documentation to ISSF

Scenario 8: What may happen in practice?

It is a Code-compliance obligation for ISSF to upload Doping Control Forms no later than 15 days after a test. WADA is constantly monitoring this and if the paperwork is not received in a timely manner and uploaded by ISSF, ISSF risks being reprimanded. This must be avoided.

Also, after analyzing the samples received following testing at an ISSF Championship, a laboratory reports back to ISSF on an adverse analytical finding by providing the sample code number of the positive test in question. However, because ISSF has not yet received the doping control forms from the TD, the ISSF cannot determine to whom the positive doping sample belongs. This results in delays to the results management process.

Responsibility:

- Promptly returning completed sample collection documentation from the doping control session to ISSF is of utmost importance.
- Every Sample Collection Authority may have different policies regarding documentation. The TD is responsible for determining what that policy is prior to the Championship. (See Appendix 1)
- Unless the Sample Collection Authority's policy is to retain the documentation and forward copies to the ISSF, the TD is responsible for promptly shipping all copies of completed sample collection documentation to ISSF.
- The TD shall send the TD and Lead Doping Control Officer's post-Championship reports as well as all doping control forms (if the Sample Collection Authority has not retained them) and other documentation to the ISSF headquarters by registered mail or courier service within 48 hours of the end of the Championship.

Summary Checklist:

The TD must inquire about the Sample Collection Authority's policy regarding doping control documentation (See Appendix 1A).

All the information collected during doping control must be kept confidential.

The documentation package sent to the ISSF must include:

- ✓ **The 2 post Championship reports (*Post Championship TD Doping Control Report - Appendix 3 and Lead DCO Post Championship Report - Appendix 4*)**
- ✓ **Doping Control Forms & Supplementary Report Form(s) – if not retained by the Lead Doping Control Officer to be sent by the Sample Collection Authority to ISSF.**
- ✓ **Doping Control Officer Report Form (1 per mission/Championship) – if not retained by the Lead DCO to be sent by the Sample Collection Authority to ISSF.**

10. Acronym Lexicon

Lead DCO: Lead Doping Control Officer (formally referred to as Anti-Doping Chief)

DCO: Doping Control Officer

OC: Organizing Committee

IF: International Federation

ISSF: International Shooting Sport Federation

ISTI: International Standard for Testing and Investigations

The ISTI can be downloaded at:

<https://www.wada-ama.org/en/resources/the-code/2021-international-standard-for-testing-and-investigations-isti>

NADO: National Anti-Doping Organization

SCA: Sample Collection Authority

TD: Technical Delegate

TDP: Test Distribution Plan

TIO: Testing Intelligence Officer: ISSF's independent testing officer

WADA: World Anti-Doping Agency

APPENDIX 1A - PRE-CHAMPIONSHIP TD CONTACT LETTER TO SAMPLE COLLECTION AUTHORITY

Instructions: As part of their responsibilities for supervising anti-doping testing at ISSF Championships, at least one month prior to the Championship, Technical Delegates (TD) need to establish contact with the Sample Collection Authority, usually a National Anti-Doping Organization (NADO), that will be doing the testing at the ISSF Championship where they will serve as TD. The text below is provided for TDs to use in making their initial contact with the NADO/Sample Collection Authority. Contact information for the NADO/Sample Collection Authority should be obtained from the Organizing Committee.

Dear (NADO/SAMPLE COLLECTION AUTHORITY CONTACT PERSON):

Please allow me to introduce myself: I am (NAME OF TD), the International Shooting Sport Federation (ISSF) Technical Delegate (TD) entrusted with overseeing the doping control for the (NAME OF ISSF CHAMPIONSHIP) that will take place at (HOST CITY) on (DATES OF CHAMPIONSHIP). The Championship Organizing Committee has designated your NADO's doping control team as the Sample Collection Authority for this Championship.

The purpose of my correspondence is to establish an initial contact with the individual who will be designated as Lead Doping Control Officer (Lead DCO, team leader) for this Championship and to establish a cooperative relationship with him/her before the Championship starts.

Based on experience, the ISSF considers it important for the TD to establish contact with the Lead DCO prior to the Championship so that the ISSF can clarify its doping control processes and policies and prevent complications or avoidable issues from occurring during the Championship.

The ISSF also recognizes that your Lead DCO may have little or no experience with the sport of shooting and therefore could benefit from receiving an explanation on how our sports functions, how the shooting venue for this Championship is laid out and what are the specific requirements of the ISSF Test Distribution Plan (TDP) for this Championship.

If you could direct this message to your appointed Lead DCO for the (NAME OF CHAMPIONSHIP) and kindly have him/her provide answers to the questions below, it would be greatly appreciated. If you have not elected a Lead DCO for our Championship yet, we ask that an authorized individual from your Sample Collection Authority provide the necessary answers and confirmations requested below:

Thank you for providing answers to the following questions and for replying directly to me at my email address (TD EMAIL ADDRESS):

1. Do you have any knowledge of the sport of shooting sport or have you served as Lead DCO at a shooting competition in the past?
 - If you do not, I will gladly provide an explanation during our first meeting at the range.

2. Do you agree to the scheduling of short daily meetings to oversee all the doping controls that are to be conducted on each day?
 - This can be either at the end of the day or in the morning whatever is suitable.
3. Please provide the name of manufacturer of your sample collection equipment and confirm that it meets the requirement of International Standard for Testing and Investigations (ISTI) Article 6.3.4.
4. Do you follow the requirements for notifying athletes outlined in ISTI Articles 5.4.1, 5.4.2 and 5.4.3? For Code compliance purposes, ISSF needs to ensure those requirements are documented and that athletes are always informed of these requirements when initial contact is made.
5. Does your Sample Collection Authority have specific policies regarding the testing of minors?
 - Please be advised that ISSF has obtained all necessary parental consents for you to conduct sample collection on its minor athletes.
 - Because we may need to test juniors below the age of 18 we need to be informed ahead of time if you have specific criteria and requirements (attendance of parents, representatives, chaperones, waivers, etc.) in this regard. Please confirm.
5. Do you have criteria in place for your DCO's to validate the identity of an athlete selected to provide a sample? Please confirm
6. Do you have criteria in place for who may be authorized to be present during the sample collection session? Please confirm.
7. Please confirm that you will arrange for a courier service to ship samples to the WADA accredited laboratory.
8. Does your Sample Collection Authority retain doping control documentation? Will it send the required documentation to the ISSF after the Championship by post or email, or will you plan to turn all documentation over to me by hand as the TD?
 - I need to know what your policy is with regards to documentation so that ISSF may receive the DCF's as soon as possible after the Championship and upload them within 15 days in accordance with its ISTI obligations.
9. Will your Doping Control Team for this Championship have sufficient Chaperones? Or should the Championship Organizing Committee be asked to supply Chaperones?
 - If your team provides Chaperones, how many do you anticipate you will provide?

Once I receive answers to the above, I will also provide you with an official Letter of Authorization which will formally delegate ISSF's testing authority to your organization. ISSF's asks your superiors to sign and return the Letter of Authorization to Doris Fischl at ISSF Headquarters (doris@issf-sports.org).

This Letter of Authorization will confirm that a delegation of testing agreement exists between ISSF and your NADO (or Sample Collection Authority) in accordance with the ISTI and authorizes the NADO or Sample Collection Authority to conduct testing on ISSF'S behalf. It is imperative that the Letter of Authorization be returned signed to the ISSF prior to the start of the Championship.

Finally, I would like to plan to schedule a preliminary meeting at the Championship venue (the range), most likely on the first official pre-event training day. We can then walk through the doping control facilities, provide any additional required clarifications on the TDP and range lay-out, and provide the Lead DCO (if not you) with the complete list of doping controls required during the Championship.

As a preliminary reference point, the relevant portion of our TDP outlines ISSF mandatory testing requirements in all events and includes a mix of target testing, random testing and mandatory testing (for Quota Places or other). A detailed explanation of such tests shall be provided to me, and by extension you to, prior to the Championship. Because these names are confidential I will only provide you with the list once the Championship begins.

Finally, I want to inform you ahead of time that we will ask your Lead DCO to fill out a short **Lead DCO Post-Championship Report Form** for the ISSF Anti-Doping Committee to be apprised of any irregularities in the testing and/or confirm that all testing was carried out in accordance with the TDP.

I and the ISSF thank you for your cooperation and collaboration in making the doping control testing at the (NAME OF CHAMPIONSHIP) as efficient as possible and look forward to your reply.

(NAME OF TD)

(TD CONTACT INFORMATION)

APPENDIX 1B – LETTER OF AUTHORIZATION

This letter must be remitted to the Lead DCO without exception and returned signed to the ISSF. It is a mandatory requirement for ISSF to maintain compliance with the World Anti-Doping Code and ISTI .

INSTRUCTIONS:

- Once you have received all the mandatory answers to your template letter at Appendix 1A please forward to Doris
- Then you can prepare the Letter of Authorization, OR, you can ask Doris to prepare it for you.

If you wish to do it yourself:

- Paste and Copy the template Letter of Authorization at Appendix 1B into a new File Document
- Please insert the relevant words in each highlighted section of the Letter, save it in Word.
 - If you require any assistance with this, please contact Doris ASAP.
- Send to Doris to have her insert a signature on behalf of ISSF. She will then send you a PDF version of the letter to be sent to the NADO or Sample Collection Authority.
- Once the letter is ready and saved in PDF, please email the letter to the Sample Collection Authority / Lead DCO. They will have to sign and return a copy to Doris.
- ✓ You must copy Doris on this email correspondence so that she may have a copy of the letter on file and so that they may simply respond to all with the signed Letter. In case they do not send it back to her, she will contact them directly prior to the Championship. If you have any questions, please contact Doris ASAP

If you prefer that Doris prepare and send you the Letter of Authorization

- Once you forward Doris the Sample Collection Authority's answers to the initial letter you will have sent them (Appendix 1A), she will prepare the Letter of Authorization and have it signed. (Appendix 1B)
- She will then Letter of Authorization to you along with your testing instructions in the week or so before your Championship.
- Then you will send a copy of the Letter of Authorization by email to the Lead DCO so that they can send back a signed copy to Doris prior to the first day of testing at the Championship.



LETTER OF AUTHORIZATION

Delegation of Testing Authority from the International Shooting Sport Federation

Please be advised that in accordance with Article 5 of the ISSF Anti-Doping Rules, and as per International Standard for Testing and Investigations (ISTI) Article 5.3.3, as the Testing Authority for this ISSF (INSERT NAME OF CHAMPIONSHIP), ISSF hereby delegates and authorizes (INSERT NAME OF SAMPLE COLLECTION AUTHORITY/NADO) and its Sample Collection Personnel to conduct testing on behalf of the ISSF during (NAME OF CHAMPIONSHIP) from (INSERT EXACT DATES OF CHAMPONSHIPS) and also possibly Out-of-Competition on request.

ISSF has obtained all necessary consent forms from its Athletes holding ISSF ID's, including parental consents for minors.

An ISSF Technical Delegate will be on site throughout the Championship to address any issues and to ensure that the ISSF Test Distribution Plan is properly carried out.

The (INSERT NAME OF SAMPLE COLLECTION AUTHORITY/NADO) has provided the necessary confirmations to ISSF regarding its respect of all aspects of the ISTI and the ISSF Anti-Doping Rules, including but not limited to:

- Use of certified DCO's
- Full compliance with ISTI protocols for In-Competition and Out-of-Competition testing
- Use of proper sample collection equipment
- Criteria for notification & verifying identity of Athletes
- Criteria for whom may be present during doping control
- Testing of Minors
- Use of proper Doping Control Forms

It is understood that all doping control processes shall be carried out in strict conformity with the ISTI and the ISSF Anti-Doping Rules and that all doping control documentation and processes shall be treated with utmost confidentiality in accordance with the International Standard for the Protection of Privacy and Personal Information.

Signed on (date) _____

On behalf of ISSF Doris Fischl, _____

On behalf of (NADO/SAMPLE COLLECTION AUTHORITY)

(print name) _____,

(please return signed copy to doris@issf-sports.org)

APPENDIX 2 - DOPING CONTROL TESTING PLAN

Instructions: The Doping Control Testing Plan is to be prepared by the ISSF Championship Technical Delegate (TD) and provided to the Lead DCO during their initial meeting at the Championship venue. The plan identifies each doping test that must be conducted during the Championship and gives detailed information regarding each test in the format illustrated below.

Date of Test	Athlete to be tested	NOC of Athlete	Event (when testing is to be done)	Event Phase	Time of Event	Purpose of Test	Test OK
				PET Qualification Final		Target Test Random Medalist Random Finalist Olympic Quota Winner World Record	

Instructions for TD: The Template for the Doping Control Testing Plan is posted on the ISSF website and can be downloaded by following this sequence:

- <http://www.issf-sports.org/>
- **The ISSF > Rules > Amendments and Interpretation > General – Doping Control > Doping Control Testing Plan**

Detailed instructions for preparing the plan are included with the Doping Control Testing Plan Template.

APPENDIX 3 - POST CHAMPIONSHIP SAMPLE COLLECTION AUTHORITY/LEAD DCO DOPING CONTROL REPORT

*Each item below **must** be included in the Post Championship Lead Doping Control Officer Report which **must** be remitted by the Sample Collection Authority's Lead DCO to the ISSF TD as soon as possible following the completion of an ISSF Championship.*

1. Name and Contact Information of the Sample Collection Authority and Lead DCO:

2. Name and Contact Information of the Doping Control Officer(s):

3. Please offer a short review of the Doping Control Facilities:

4. Number of Tests conducted:

In-Competition:

Out-of-Competition:

5. Number of samples collected and shipped:

6. Courier Used for Shipping and Waybill No:

7. Name of laboratory where samples were shipped:

8. Doping Control Forms and Doping Control Documentation were (check one):

Given to ISSF TD along with this report

Other (please explain):

9. Any missed tests or failures to comply?

10. Any problems with specific gravity?

Please provide a summary or attach a detailed complementary report

11. Additional Comments:

Name

Signature

Date

APPENDIX 4 - POST CHAMPIONSHIP TD DOPING CONTROL REPORT

Each item below **must** be included in the Post-Championship TD Doping Control Report which **must** be sent to the ISSF by the TD as soon as possible following the completion of an ISSF Championship.

i. Name of ISSF Championship and location:

ii. Name and description of each athlete tested and why:

** You MUST fill in the attached overview*

iii. Were all the Athletes named on the list provided to you by the Testing Intelligence Officer tested? (check one)

YES

NO

If not, provide the names of the Athlete(s) and a detailed explanation as to why he/she/they were not tested:

iv. Did any extraordinary incidents occur during testing?

YES

NO

If yes, please inform ISSF ASAP

v. TD Contact information:

Your completed envelope should include (please check to verify):

- A completed Lead DCO Post Championship Doping Control Report
- A completed TD Post Championship Doping Control Report
- All the Championship doping control forms and doping control documentation

Please send this envelope by registered mail or courier service to:

ISSF
Widenmayerstr. 16
80538 München
GERMANY

Name

Signature

Date