



GUIDE FOR THE COLLECTION OF ANTI-DOPING CONTROL SAMPLES

JCC Santo Domingo 2026

Version: 2.0 | May 10, 2026.

Event Dates: July 24 — August 8, 2026.

Location: Santo Domingo, Dominican Republic.





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- Dr. Milton Pinedo S. - *General Coordinator of Medical Services and Doping Control.*
- Dra. Laura Anabel Pinedo - *Doping Control Coordinator.*
- Dra. Lisette Sánchez Francis - *General Supervisor of Doping Control.*

INTRODUCTION



Dear athletes, officials, and the sports community of Central America and the Caribbean:

On behalf of the Organizing Committee of the **XXV Central American and Caribbean Games Santo Domingo 2026**, it is an honor to welcome you to this essential guide for the integrity of our sporting event.

From the outset of this project, we have set ourselves the goal of organizing “innovative, inclusive, and deeply human” Games. To achieve this, we understand that Fair Play is the fundamental pillar. Sport only fulfills its social and educational role when competition takes place on equal terms, with absolute respect for the rules and the health of the athletes.

This **Guide for the Collection of Anti-**

Doping Control Samples for Santo Domingo 2026 represents our non-negotiable commitment to transparency. In close collaboration with the World Anti-Doping Agency (WADA) and regional bodies, we have worked to ensure that Santo Domingo 2026 adheres to the highest technical and ethical standards in the control of prohibited substances.

“Our goal is for every medal won at Santo Domingo 2026 to be a symbol of pure effort and genuine talent. Athletes are the most valuable asset of these Games, and protecting their integrity is protecting the future of sport in our region”.

We thank the doping control coordination team, all technical staff, testing officials, and volunteers who will ensure compliance with these protocols. Their work guarantees that these Games will not only be remembered for their infrastructure and vibrancy, but also as a benchmark of sports integrity for the 21st century.

**Welcome to
transparency!
Welcome to Santo
Domingo 2026!**

Welcome Message

Dear athletes, officials, and the sports community of Central America and the Caribbean:

It is an honor to extend a warm welcome to the **XXV Central American and Caribbean Games Santo Domingo 2026**.

Our region is characterized by passion, courage, and, above all, respect for the purest values of Olympism.

At **Centro Caribe Sports**, our top priority is to ensure that every victory celebrated at these Games is the result of honest effort and exceptional talent.

This **Anti-Doping Sample Collection Guide** is an essential tool for ensuring the integrity of our competition. Strict compliance with anti-doping controls is not merely an administrative formality; it is

the shield that protects every athlete's right to compete on a level playing field and safeguards their health.

I invite you to compete with all your heart, but always under the banner of **Fair Play**. May your success in Santo Domingo 2026 reflect your dedication and the transparency that defines us as a sports family.

Welcome to the celebration of excellence!

Luis Mejía Oviedo

President of Centro Caribe Sports



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1. INTRODUCTION

The Anti-Doping Program developed by the Santo Domingo 2026 Anti-Doping Coordination with the support of the Pan American Regional Anti-Doping Organization (RADO-PAN), under the authority of Centro Caribe Sports for the XXV Central American and Caribbean Games Santo Domingo 2026, complies with the World Anti-Doping Code and the mandatory International Standards of the World Anti-Doping Program.

All doping control procedures will be implemented in accordance with the World Anti-Doping Agency's (WADA) International Standard for Testing and Investigations (ISTI-2023). The ISTI can be found at: https://www.wada-ama.org/sites/default/files/2022-12/isti_2023_w_annex_k_final_clean.pdf

2. OBJECTIVES

- To maintain the integrity, security, and identity of the samples collected, from the notification of the athlete for testing through to the shipment of the samples to the laboratory for analysis.
- To respect the athlete's rights throughout the entire sample collection process.
- Inform participants about the anti-doping program and how it will be conducted during the Games.
- Verify that the samples meet the required quality and quantity standards, in accordance with the EICI.

3. SCOPE

The process of collecting urine and blood samples includes the following steps:

- Planning of missions.
- Provision of DCO/BCOS/Chaperones.
- Provision of necessary materials and equipment.
- Setting up Doping Control Stations.
- Notification of the athlete.
- Sample collection and sealing.
- Transportation and collection of samples.
- Document management at the collection center.
- Sending samples to the laboratory.

4. RESPONSIBILITY

Santo Domingo 2026 and RADO-PAN, under the authority of Centro Caribe Sports, will be responsible for:

- Develop a Training Plan for Anti-Doping Control Personnel.
- Train, evaluate, monitor, and certify Doping Control Officers (DCOs), Blood Collection Officers (BCOs), and chaperones.
- Ensure that Anti-Doping Control Personnel have no conflicts of interest.
- Ensure that Anti-Doping Personnel comply with the provisions of the World Anti-Doping Code, the EICI, Centro Caribe Sports Anti-Doping Rules, and any regulations applicable to the Doping Control process.

5. ROLE OF THE DOPING CONTROL OFFICER

Doping Control Officers (DCOs) play a vital role, the primary purpose of which is to ensure that athletes' rights are respected throughout all stages of the sample collection process.

6. DOPING CONTROL STATION SECURITY POLICY

The head of the doping control station or the DCO responsible for the mission shall be in charge of maintaining security within the station. Furthermore, policies governing access to the station shall be established and posted in a visible location within the doping control station. These policies are:

- Unauthorized personnel are prohibited from entering; only the athlete, accompanied by their representative, interpreter (if necessary), guardian (if the athlete is a minor), representatives of the Centro Caribe Sports Anti-Doping Commission, representatives of the International Federations (IFs), and Independent Observers—all of whom must be properly accredited—may enter the station.
- Alcoholic beverages are prohibited; athletes may only consume beverages provided within the doping control station. Any other beverages brought in by the athlete are their sole responsibility.
- It is prohibited at all times, within the doping control station, to use cameras, cell phone cameras (cell phones must be set to vibrate mode), make recordings, and/or conduct video calls.

Outside of authorized operating hours, the station must remain locked at all times. Any request for access to the doping control station, in the absence of the head of the doping control station or the DCO responsible for the mission, must be reported to the command center without delay.

7. BIOSAFETY STANDARDS

The objective is to establish basic standards, without altering the standard of the anti-doping control process for the XXV Central American and Caribbean Games Santo Domingo 2026, which will serve to protect the integrity of the collected sample.

7.1 Definition

International health organizations (WHO/PAHO) and national health agencies (Ministry of Health and National Health Service) consider biosafety to be a fundamental pillar of quality and safety assurance. Biosafety should be understood as a behavioral doctrine aimed at fostering attitudes and behaviors that mitigate the risk of contamination during the performance of activities. This process must be designed within the framework of a risk reduction strategy.

7.2 Requirements

To meet the quality requirements related to biosafety, it is important to:

- Follow standard procedures.
- Have biosafety supplies available.
- Knowledge and proper handling of sharps containers (DCO/BCOS) in safe methods for using sharps.

7.3 Personal Protective Equipment

Primary protective barriers must be used, such as:

Gloves: used throughout the entire blood collection process and when handling the athlete's sealed urine sample.

Make sure to tie back your hair so it does not obstruct your vision during the blood draw.

7.4 Officers Biosafety

7.4.1 DCO (Doping Control Officer)

The DCO must wear latex gloves to verify that the athlete has properly sealed the sample; before doing so, the DCO must ask the athlete for permission, explaining that the sample can no longer be contaminated.

If urine spills during the anti-doping control process, the DCO must ensure that the athlete completes the sample sealing process, then clean the area and continue with the process. Cleaning must always be performed using latex gloves and paper towels.

7.4.2 BCO (Blood Doping Control Officer)

Must be familiar with universal biosafety precautions.

Appropriate latex gloves for the blood collection procedure must be used; these gloves are included in the specimen collection kits.

Wash your hands every time you handle blood collection materials and/or contaminated items. Likewise, wash your hands when packing blood samples for transport to the collection center.

7.5 Standard for blood collection

- Position the arm on a flat surface to ensure adequate and comfortable access to the antecubital fossa.
- Instruct the athlete to gently clench their fist.
- Select a suitable vein. The median cubital or cephalic vein is preferred.
- Apply the tourniquet, but do not leave it on for more than 1 minute. To do this, place the tourniquet 3 to 4 inches above the selected site.
- Clean the area with an isopropyl alcohol wipe. Start at the puncture site and move in a circular motion. Do not touch the area again.
- Hold the vein steady with your other hand.
- Puncture and penetrate the skin at a 15-degree angle with the bevel facing upward.
- Release the tourniquet when blood flows.
- Instruct the athlete to relax their arm by opening their hand.
- Place a cotton ball over the puncture site. Dispose of the needle. Instruct the athlete to apply pressure to the puncture site.
- Apply a bandage to the puncture site.
- The following must be considered and monitored during each doping control:
 - Blood collection needles must not be recapped. After use, they must be disposed of in the sharps container.
 - Material disposed of in the sharps container will be removed by the Cleaning & Waste (CAW) department.
 - Eating, drinking, and/or smoking are prohibited in the testing rooms.

8. MISSION ORDER

The Command Center will provide daily instructions to the station chiefs or DCOs responsible for the mission regarding the quantity and type of samples to be collected at their respective sites.

The mission order will detail the daily sampling plan and, among other things, will include the following:

- Mission number assigned by ADAMS.
- Date of creation.
- DCO Leader.
- Control authority.
- Sample collection authority.
- Results Management Authority.
- Name of the competition.
- Type of event.
- Country, city, and venue of the mission.
- Details of the mission.
- Number of athletes to be tested.
- Type of tests requested.
- Personnel assigned to the mission.
- List of athletes.
- Athlete selection policy. Athlete selection is confidential. If applicable, selection may only take place in the presence of the DCO, International Technical Delegate (ITD), and a team representative. Athlete selection will be conducted in private, within the doping control station or in an area that ensures security and confidentiality.

9. DEFECTIVE KIT

In all cases, a new kit must always be used if a defect is detected before the urine sample is poured in. If the urine sample has already been poured in and the contents spill out, a second sample must be collected. If the kit has already been sealed and urine is observed leaking back out, the DCO must:

- Ensure that the kit was properly sealed.
- If the issue is with the kit, the DCO must instruct the athlete to select another kit and request a second sample.

The DCO must document the defective kit's serial number and the nature of the problem in a Supplementary Report. Additionally, take a photograph of the defective kit and, if possible, mail it to the command center. Do not photograph the sample identification code if urine residue remains on the kit. Send all urine kits to the laboratory and the documentation to the command center. Return the defective kit (with no traces of urine) along with the corresponding documentation to the Command Center.

10. DOCUMENTATION

The forms allow for the organized and chronological recording of everything that occurs during the sample collection mission. The forms to be used are:

10.1 Doping Control Form (DCF)

A standardized form in which the entire sample collection process is recorded in chronological order, and must contain at a minimum:

- The name of the Testing Authority.
- The name of the Sample Collection Authority.
- The name of the Results Management Authority.
- Notification to the athlete:
 - ▶ The athlete's first and last name.
 - ▶ The Athlete's date of birth.
 - ▶ Sport Nationality.
 - ▶ Type of identification document.
 - ▶ Identity document number.
 - ▶ Type of sample required (urine and/or blood).
 - ▶ Date, time, and type of notification.
 - ▶ Name and signature of the person reporting (DCO or chaperone).
 - ▶ Athlete's signature (at the time of notification).
- Athlete information:
 - ▶ Time of arrival at the Doping Control Station.
 - ▶ The Athlete's home address, email address, and phone number.
 - ▶ The name of the Athlete's coach and physician.
- Sample information:
 - ▶ Type of test (In-Competition or Out-of-Competition).

- ▶ Date of the test.
- ▶ The Athlete's gender (M or F).
- ▶ Mission Order Number.
- ▶ Sport and athlete's discipline.
- ▶ Partial sample data (partial sample number, volume, time of sealing, athlete's initials, and DCO).
- ▶ Volume of sample collected.
- ▶ Sealing time for each sample collected.
- ▶ Sample identification number.
- ▶ Specific gravity.
- ▶ Name and signature of the witness/DCOS.
- ▶ Declaration of medication use and blood transfusions.
- ▶ Consent for research.
- ▶ Supplemental Report Number, if applicable.
- Confirmation of the procedure for urine and/or blood:
 - ▶ Comments or concerns from the Athlete regarding the conduct of the Sample Collection Session, as stated by the Athlete.
 - ▶ Supplementary Report Number, if applicable.
 - ▶ The name, title, and signature of the Athlete's representative (if applicable), in accordance with Article 7.4.6 of the EICI.
 - ▶ The name and signature of the DCO.
 - ▶ Date and time of the conclusion of the process.
 - ▶ Athlete's signature.

This form outlines (on the reverse side) the rights and responsibilities of athletes.

10.2 Custody Chain Form

A form used to record the location, transport, and storage of samples from the completion of the process until delivery to the courier, containing:

- The name of the Control Authority.
- The name of the Sample Collection Authority.
- The name of the Results Management Authority.
- Data from the sample collection session.

- ▶ Mission order number.
- ▶ Type of test.
- ▶ Number of urine and/or blood samples.
- ▶ Location of the sports event venue.
- ▶ Name of the sport.
- ▶ Date of the event.
- ▶ Data logger number (if applicable).
- Number of codes and analysis information.
- Chain of custody, transport, and storage.
 - ▶ Name, signature, and position of the DCO responsible for the chain of custody.
 - ▶ Date, time, and security seal number.
 - ▶ Details of location, transport, and storage.
- Transport to the laboratory by courier.
 - ▶ Courier's name.
 - ▶ Airway bill number.
 - ▶ Laboratory location.
 - ▶ Name of the courier representative.
 - ▶ Signature of the courier representative.

10.3 Supplementary Report Form

Form used to record incidents, occurrences, or comments during a sample collection process. This form is linked to the FCD.

10.4 DCO- Report Form

Form used by the DCO to record factors influencing the mission's execution, mission description, athlete selection, sample collection, comments and suggestions, and confirmation of the process.

10.5 Draw Form

Form in which the DCO records the draw conducted among the teams participating in the sporting event. The draw is conducted in the presence of the International Technical Delegate (ITD) and representatives from each team.

10.6 Doping Control Station Entry and Exit Sheet

The entry and exit log at the Doping Control Station will serve as a record of who has entered or exited: athletes, athlete representatives, representatives of the Centro Caribe Sport Medical Commission, Independent Observers, and representatives of the International Federations (IFs).

10.7 Supplementary Report for the Athlete's Biological Passport (ABP)

It must contain the following information:

- ABP code.
- Mission information:
 - ▶ Mission code.
 - ▶ Sample code.
 - ▶ Event name.
 - ▶ Ambient temperature.
- ABP information.
- Confirmation.
 - ▶ DCO name.
 - ▶ Signature and date.

11. NOTIFICATION

This is the first step in the sample collection process. It consists of notifying the athlete that they have been selected to provide a sample (urine and/or blood). The selection will not be disclosed in advance, and the selected athlete must, in all cases, be the first to receive the corresponding notification. The notification process concludes when the athlete checks in at the Doping Control Station, under the supervision of the DCO or chaperone.

11.1 Notification process

To notify the athlete, the DCO or chaperone must do the following:

- Locate the athlete and verify their identity.
- Identify themselves as a DCO or doping control escort.
- Immediately inform the athlete that they have been selected for a doping test, whether urine and/or blood.
- Request identification from the athlete. The valid identification for the

Games will be the credential issued by Santo Domingo 2026.

- Inform the athlete of their rights and responsibilities (these are listed on the back of the DCF notification section)
- Ensure that the athlete understands that, if they refuse or fail to comply with the process, they may be considered to be in violation of anti-doping rules.
- Ensure that the athlete signs the notification.
- Record the time of the notification.

It should be noted that, prior to notification, the DCO will complete certain fields on the form using the information provided in the mission order. These fields include the athlete’s name (if known), the date of the notification, the sport and discipline, the mission order number, the testing authority, the sample collection authority, the results management authority, the notification category, and the type of sample or samples to be collected.

11.2 Reporting of cases involving minors

For the purposes of this Guide, an athlete under the age of 18 is considered a minor athlete.

In general, sample collection personnel must ensure that they are never alone with a minor athlete. If they find themselves in this situation, they must fully report the details to the station manager.

If it is known prior to service that the athlete is a minor, the escort must ensure that another adult is present for the service of process.

If it is discovered during the notification process that the athlete is a minor, the notification must be paused so that another adult can be located to witness the notification.

If the athlete does not have a guardian and/or representative, the DCO or chaperone will contact the doping control station and report the situation.

A space must be provided where the athlete can wait while a representative is located so that the notification process can continue.

The representative or guardian will be asked to accompany the athlete throughout the entire process.

11.3 Translation services

In cases where translation or interpretation assistance is needed, the head of the doping control station will endeavor to assign the athlete a chaperone or DCO who speaks the athlete’s language. If this is not possible, the chaperone

will endeavor to identify a representative of the athlete (for example, a teammate or coach) to assist with translation and interpretation. Chaperones will be provided with a Spanish translation of the most important phrases. The absence of a translator or interpreter will not invalidate the sample collection session.

11.4 Valid reasons for delaying arrival at the doping control station

Once the athlete has been notified, he or she must report immediately to the doping control station. In certain cases, the athlete may request a delay in reporting to the doping control station. In such cases, the chaperone must contact the DCO in charge of the mission to inform him or her of the request for a delay.

While respecting the athlete's rights, with regard to the reasons for being late to the doping control station, the DCO responsible for the mission will evaluate cases not covered by the EICI. Valid reasons include the following:

- Participation in the Medal Ceremony.
- Fulfilling media commitments.
- Participation in other competitions on the same day.
- Post-training activities.
- Receiving medical treatment.
- Searching for a representative or interpreter.
- Verification of a valid photo ID.

If the chaperone is unable to contact the DCO responsible for the mission, they must report the reasons for the delay upon arrival at the doping control station and document them in a Supplementary Report.

11.5 Athlete's refusal to comply with the sample collection procedure.

In the event of an athlete's refusal to undergo the sample collection procedures, the DCO responsible for the mission, the athlete, and the chaperone must complete the Supplementary Report Form; furthermore, the DCO responsible for the mission shall immediately notify the command center. To determine whether a situation constitutes a case of refusal, it is important to evaluate the following indicators:

- Whether there was direct contact with the athlete and the DCO was unable to confirm the athlete's identity.
- Whether the athlete refused to sign the DCO at the time of notification.
- Whether there is evidence that the athlete actively evaded receiving the FCD notifying them that they had been selected for doping control.

12. SAMPLE COLLECTION PROCESS

12.1 Urine Sample Collection

The urine sample collection process complies with the International Standard for Testing and Investigations (ISTI).

12.1.1 Arrival at the Doping Control Station

- When the athlete, the athlete's representative, and the interpreter (if required) arrive at the doping control station, the station's receptionist will register their arrival.
- The chaperone will hand the DCF to the head of the control station or the DCO responsible for the mission. The arrival time will be noted, and the athlete's credential or identification document will be handed over along with the DCF.
- The sample collection staff will inform the athlete of the location of the sealed beverages (WATER). It should be noted that the sample collection staff (DCO), acting as chaperones, must "NEVER" handle or hand-serve any type of beverage, as the choice of beverage is the athlete's right.
- The sample collection staff will advise the athlete on the amount of beverages to consume for hydration to avoid additional samples.
- The first urine sample should be collected after notification.

12.1.2 Before collecting the sample.

- Instruct the athlete to select a urine collection cup from a minimum of three (3) available, inspect it, and ensure it is intact.
- If the athlete is not satisfied with the selected collection cup, they may choose another one.
- If the athlete or their representative does not agree with the integrity of the collection cups provided, the DCO must offer three additional

collection cups that meet the quality criteria and must contact the station chief.

- Inform the athlete (without touching the collection cup) that they must provide as much of a sample as possible, preferably a full cup and a minimum of 90 ml.
- Specify that the sample collector must have a clear, unobstructed view in order to directly observe the sample being collected from the athlete's body. The sample collector must be of the same sex as the athlete.

12.1.3 During sample collection.

- When the athlete is ready to provide a sample, the witness must accompany the athlete to the restroom (collection room) and instruct them:
 - They must wash their hands with water only, if conditions permit, or wear gloves during the procedure.
 - Open the collection cup according to the manufacturer's instructions
 - Remove caps, hats, scarves, and other accessories, and expose the body from the mid-torso to the mid-thigh and the forearms.
 - Once the required volume has been collected, the athlete will be asked to close the collection cup and ensure that the lid is securely fastened to the container.
 - Return with the athlete to the doping control station (processing room) and maintain full sight of the athlete and their sample.

12.1.4 Sealing the Sample

Once the athlete and the sample witness arrive at the processing room, the DCO responsible for the test must verify, with the athlete fully in view, that the appropriate volume of urine has been provided for analysis.

When the volume of urine provided by the athlete is insufficient, the DCO shall follow the procedure for partial samples (see section 12.1.5)

If the volume is 90 ml or more, the DCO must instruct the athlete as follows:

- Select a sample collection kit from a set of at least 3 (three) kits.
- Open the kit and verify that there are no signs that it has been opened.
- Once the kit has been selected, the DCO must instruct the Athlete to remove the contents from the box, and the DCO and the Athlete will

verify that all Sample code numbers match BOTTLE A and B, the caps, labels, and box.

- The Athlete shall pour the minimum adequate volume of urine for analysis into Vial B (a minimum of 30 ml) and then pour the remainder of the urine into Vial A (a minimum of 60 ml). The minimum adequate volume of urine for analysis shall be considered an absolute minimum.
- If more than the minimum adequate volume of urine for analysis was provided, the DCO will ensure that the Athlete fills Vial A to its maximum capacity as recommended by the equipment manufacturer. If there is still urine remaining, the DCO will ensure that the Athlete fills Vial B to its maximum capacity as recommended by the equipment manufacturer.
- The DCO will instruct the Athlete to leave a small amount of urine in the collection vessel and explain that this is to measure the specific gravity of the residual urine. The Athlete will then securely seal BOTTLE A and B according to the DCO's instructions.
- The DCO, wearing gloves and keeping the Athlete fully in view, will verify that the BOTTLE have been properly sealed. The DCO will record the sealing time and the Sample code by writing the number or affixing a barcode label on the doping control form. The Athlete will place the bottles in the plastic bags and seal them. BOTTLE A and B are returned to their packaging in accordance with the manufacturer's instructions.
- The DCO will analyze the residual urine in the collection container to determine whether the sample has an appropriate specific gravity for analysis. The specific gravity test must be performed using a refractometer.
- The acceptable readings are as follows:
 - With a Sample volume greater than or equal to 150 ml, the refractometer reading must be greater than or equal to 1.003. If the Sample volume is less than 150 ml, the refractometer reading must be greater than or equal to 1.005.
 - If the reading falls below the minimum acceptable reading, then the DCO must inform the Athlete that they must provide an additional Sample until a valid Sample is obtained or as directed by the Testing Authority; all Samples must be secured and sent to the Laboratory for analysis.
- The Testing Authority (Centro Caribe Sports) will determine the number

of additional samples to be collected if the second sample is diluted. It should be noted that all collected samples will be sent to the laboratory.

12.1.5 Partial Sample

- If the athlete provides a urine sample of less than 90 ml, it must be securely stored until the athlete can complete the sample. The DCO must proceed as follows:
 - The DCO will record the urine volume on the DCO Form to the nearest 5 ml.
 - The DCO will ask the athlete to select a partial sample kit from a minimum selection of three and will ask the athlete to verify the integrity of the kit.
 - The DCO will instruct the athlete on how to use the partial sample kit in accordance with the manufacturer's guidelines.
 - Once sealed, the DCO will record the sealing time on the FCD and initial the FCD
 - The DCO will ask the athlete to verify that the details of the partial sample have been recorded accurately before asking the athlete to initial the form.
 - The DCO will then inform the athlete where the partial sample will be stored. This must be in a secure area away from unused equipment. The DCO must also store the partial sample properly.
 - The DCO should preferably secure the partial sample at the doping control station. If the athlete requests to keep custody of their partial sample, they may do so; however, they may not leave the doping control station and must be accompanied by a chaperone at all times.
 - The DCO will accompany the athlete to the waiting area; the athlete will notify the DCO when they are ready to provide more urine.
 - The DCO will ensure that the athlete is accompanied at all times while in the waiting area.
 - When the athlete is ready to provide the remaining urine sample, he or she must be escorted back to the processing room.
 - The DCO must instruct the athlete to select a collection cup from a set of at least three (3) and provide their sample in accordance with section 12.1.3 of this guide.
 - Once additional urine has been collected, the athlete must be escorted

to retrieve their partial sample.

- The athlete and the DCO must verify that the original partial sample number on the tamper-evident seal matches the number recorded on the FCD.
- The DCO will instruct the athlete to remove the partial sample packaging and open the original partial sample.
- The subsequent sample must be mixed with the original partial sample. The DCO must ensure that the volume of the original partial sample is included in the cumulative total.
- When more than 90 ml is collected, the sealing protocol must be followed in accordance with section 12.1.4 of this guide.

12.1.6 Modification of Doping Control for Minors

If the athlete has a guardian and/or representative (who are duly accredited), the DCO will allow them to observe the urine sample witness during the collection of the sample. The guardian and/or representative may not directly observe the collection of the sample.

If the athlete refuses to have a representative present during the session, this does not invalidate the tests conducted on minors; however, it is important that the DCO duly record this circumstance. The station chief or DCO responsible for the mission will appoint a member of the sample collection team to act as an observer for the athlete and ensure that the athlete remains accompanied and that all their rights as an athlete are respected.

12.2 Blood Sample Collection

- Blood samples must be collected by a Blood Doping Control Officer (DCOS) trained and accredited by Centro Caribe Sports to perform blood sample collection on an athlete.
- The DCO must verify the type and quantity of tubes to be collected on the mission order. There are two types of tubes used for blood testing: SST (yellow/gold) and EDTA (purple/lilac). A temperature recorder must be turned on before beginning the collection of samples.
- The DCO will instruct the Athlete to select one or two blood sample kits as indicated on the mission order. The DCO must ensure that the Athlete has a choice of at least three blood sample kits.
- The DCO will instruct the Athlete to select a set of accessories for blood samples (tubes with yellow and/or purple caps, or both, depending on

the blood test request; sterile double-bevel or butterfly needles of the appropriate gauge; and an adapter or bell). The DCO must ensure that the Athlete has a choice of at least three options.

- The DCO/DCOs will instruct the Athlete to inspect all equipment (kits and/or tubes) to ensure that it has not been tampered with. If the DCO/DCOs or the Athlete are not satisfied that the equipment is clean and intact, then the Athlete must select another one. If the Athlete is not satisfied with any of the available kits, but the DCO disagrees, then the DCO must instruct the Athlete to proceed with the blood Sample collection session and provide the Athlete with the opportunity to record their dissatisfaction in the DCO Form or a supplemental report. If the DCO/DCOs agrees that the available equipment is not clean and intact, then the DCO shall terminate the Sample collection session, and the situation shall be recorded in the DCO Form.
- Before beginning to prepare the equipment for blood sample collection, the Blood Control Officer must ensure that the area has been properly disinfected and covered with a new disposable tablecloth. The Blood Control Officer must wear gloves and a mask at all times in accordance with hygiene and safety protocols.
- With the Athlete's permission, the DCO/DCOs may open and prepare the kit, affixing the appropriate codes to each tube. If the Athlete refuses, the DCO/DCOs will instruct the Athlete on how to prepare the kit themselves.
- Before the needle is inserted to collect the blood sample, the Athlete must have been seated with both feet on the floor for 10 minutes. Additionally, for Biological Passport testing, the Athlete must not have engaged in any strenuous physical activity in the preceding two hours.
- The DCOS must prepare and assemble the tubes and needles in full view of the Athlete. The DCOS will then explain the blood collection procedures to the Athlete and collect the samples in accordance with the appropriate procedures. Upon completion of the procedure, the DCOS will apply an appropriate dressing to the collection site.
- If any of the tubes do not fill or, for any reason, an insufficient volume of blood is transferred to the tube, the DCOS will remove the needle from the donor site. The DCO/DCOS will ask the Athlete to select new tubes and needles, and the DCOS will make a new attempt to collect the Sample. The DCO has up to three attempts to collect sufficient blood. After a third failed attempt, the DCO/DCO will terminate the

blood Sample collection session, and a supplemental report must be submitted.

- After the tubes have been filled, the DCO/DCOs will ask the Athlete to verify that the Sample codes on the tubes still correspond to Containers A and B. The DCO/DCOs or the Athlete will seal the containers. If the Athlete sealed the containers, the DCO/DCOs must verify this, and vice versa.
- Once the containers are sealed, the DCO/DCOs will record the Sample numbers on the doping control form and the time at which the Samples were sealed.
- Any container with SST tubes must be kept upright at room temperature for 15 minutes before being placed in the cool box. EDTA tubes may be refrigerated as soon as they have been sealed. The temperature recorder must remain properly secured in the cool box.
- Once blood sample collection is complete, the DCOS will sign the FCD in the appropriate box.

13. COMPLETION OF THE SAMPLE COLLECTION SESSION

When the collected samples meet the appropriate characteristics for analysis, the DCO must complete and sign the DCO in the corresponding section. The DCO must inform the athlete that they may record any comments regarding the doping control procedure. If the athlete has no comments, they must write “no comments” and cross out the rest of the box.

The DCO must ensure that all blank fields on the DCO form are crossed out and ask the representative (if present) to sign the DCO in the appropriate field. If no representative is present, the blank fields must be crossed out. A representative may only sign the form if they are present throughout the entire sample collection process.

The DCO must review the DCO Form and show it to the athlete to ensure that all information is correct.

The Athlete must be the last person to sign the FCD and will receive a copy of it. If an error is made when writing the athlete’s name or the sample number, or in any other area of the form, it must be voided in the athlete’s presence, and the DCO must complete a new FCD.

If an error was made in the FCD and the athlete has already retired, the DCO must prepare a Supplementary Report detailing what occurred.

14. CHAIN OF CUSTODY

The chain of custody is a document of utmost importance, as it records the secure transport of the samples and the personnel involved in the process, from the event venue to the collection center and their subsequent shipment to the laboratory.

The DCO responsible for the mission will be responsible for packing the samples in the transport case and completing the Chain of Custody Form.

The Chain of Custody Form must be completed in accordance with ISTI procedures and must include:

- Mission order number, details of the sample codes contained in each package, and type of analysis,
- Authority responsible for managing results and details of who has custody of the samples,
- The times at which custody was transferred and the time and date of delivery to the collection center and the shipping service to the laboratory.
- The DCO responsible for the mission must ensure that copies of the chain of custody form are distributed correctly and will use a separate chain of custody: by sample type (urine or blood) and by mission order number.
- The chain of custody form will record the information necessary for the storage and transport of the samples. The personnel responsible for and authorized to send the sealed box to the laboratory will include one copy of the Chain of Custody form. The other copy will accompany the documentation to be sent to the command center.

15. STORAGE AND SHIPMENT OF SAMPLES TO THE COLLECTION CENTER.

15.1 Storage of Blood and Urine Samples.

During the testing session, samples will be stored under lock and key, along with the documentation, to ensure the security and integrity of the collected samples.

Once the mission is complete, the samples will be transported to the Collection Center. To this end, the DCO will follow these steps:

- Place the samples in bags or suitcases.
- It will apply a numbered security seal or label.

- The bag or suitcase must also contain the documents to be sent to the laboratory, the Centro Caribe Sports commission, and the Command Center; all of these must be placed in separate envelopes (3 envelopes).
- The DCO and the suitcase will be transported to the Collection Center in a vehicle designated for anti-doping purposes.
- Once at the collection center, the DCO will hand over the case containing the samples and the relevant mission documentation. To do so, the DCO must take the following steps:
 - In the presence of the authorized personnel responsible for receiving the samples, the DCO will break the security seal or tamper-evident seal.

Together with the person in charge of receiving the samples, they will verify the number of samples to be delivered, always confirming the information matches that recorded in the chain of custody.

The documentation remains at the collection center. They will be responsible for managing it.

15.2 Storage of Blood- Samples

Once the athlete leaves the processing room, the BCOS/DCO will store the samples in refrigerated boxes, intended exclusively for the storage of blood samples, until they are ready for transport.

To transport the blood samples to the Collection Center, the BCOS/DCO must do the following:

- A numbered security seal or label will be affixed to the refrigerated box.
- The documentation will remain in the custody of the BCOS/DCO responsible for the mission.
- The BCOS/DCO and the cooler will be transported to the Collection Center in a vehicle designated for anti-doping purposes.
- Upon arrival at the Collection Center, the BCOS/DCO will hand over the cool box containing the collected blood samples. To do so, the BCOS/DCO must:
 - -In the presence of authorized personnel responsible for receiving the samples, the BCOS/DCO will break the security seal or tamper-evident label.
 - Together with the person in charge of receiving the samples, they will verify the Data-Logger number recorded in the chain of custody.

- The documentation remains at the collection center; they will be responsible for managing it.

Ideally, blood samples should be kept at 4°C, but the storage temperature may vary from 2°C to 8°C.

It is important to note that blood samples should never be frozen.

16. TRANSFER OF SAMPLES AND DOCUMENTATION TO THE COURIER SERVICE.

- Once the samples and documentation are ready to be transferred to the courier service, the remaining copies of the DCF must be placed in the courier service's document envelope, but without sealing it.
- The shipping coordinator at the collection center will meet the courier at the agreed-upon pickup location. Once there, the transport box must be handed over to the courier, and the Chain of Custody Form must be completed to acknowledge the courier's receipt of the samples.
- The person in charge of shipping must separate the remaining copies of the Chain of Custody Form, place them inside the courier document envelope, and seal it. The copy will be placed in the corresponding transport box.
- The original documentation must be sent to the Command Center.
- The final signature on the Chain of Custody Form must be that of the person authorized to accept samples at the laboratory.
- The courier delivering the transport box to the laboratory will also be responsible for completing the documentation at the laboratory to initiate the laboratory's internal chain of custody procedure.
- The courier should be instructed, if possible, to return any transport boxes and temperature recorders that are to be reused and return them to the command center.

17. CONCLUSION OF DAILY OPERATIONS AT THE DOPING CONTROL STATION

The Doping Control Station Manager must ensure that the following tasks and procedures have been completed before leaving the Doping Control Station at the end of each day:

- All samples and documentation related to the day's operations have been collected. No samples or documentation should be left at the Doping Control Station overnight;

- The daily station report has been completed;
- All anti-doping personnel have left the Doping Control Station;
- All trash from the processing rooms, clinical waste, and confidential documents to be shredded are properly bagged and ready for pickup the following morning;
- Electrical equipment, computers, and printers are turned off;
- The lights are off, and the windows are closed;
- The office of the Doping Control Station Manager is locked; and
- The Doping Control Station is locked.

ANNEXES

Appendix 1 DOPING CONTROL FORM (DCF)

Annex 2 CHAIN OF CUSTODY FORM

Appendix 3 SUPPLEMENTARY REPORT FORM

Appendix 4 DCO REPORT FORM

Appendix 5 RAFFLE FORM

Appendix 6 DOPING CONTROL STATION ENTRY AND

EXIT SHEET

**Appendix 7 SUPPLEMENTARY REPORT FOR THE ATHLE-
TE'S BIOLOGICAL PASSPORT (ABP)**

