

WADA Technical Document – TD2003LCOC

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Written by:	WADA Project Team	Approved by:	
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LABORATORY INTERNAL CHAIN OF CUSTODY

There are two parts involved in the chain of custody for an individual *Sample*. Both components must be maintained in the Laboratory as part of its testing records. The external record is initiated at the collection site and ensures that the *Samples* and the results generated by the Laboratory can be unequivocally linked to the athlete. The Laboratory Internal Chain of Custody records are maintained within the Laboratory to record the testing process and the location of the *Sample* during testing.

The Laboratory Internal Chain of Custody is documentation (worksheets, logbooks, forms, etc.) that records the movement of *Samples* and *Sample Aliquots* during analysis. A Laboratory Internal Chain of Custody does not require a separate form. Within the Laboratory, the Laboratory Internal Chain of Custody shall be a continuous record of individuals in possession of the samples or *Sample Aliquots*. When not in an individual's possession, it should be documented that the *Sample* or *Aliquot* is within a controlled zone (Ref *International Standard* for Laboratories 5.4.3.2). The *Sample* or *Aliquot* must be in an individual's possession when in an uncontrolled or unsecured area of the laboratory. The entry into the Laboratory Internal Chain of Custody should be completed at the time that any change of possession occurs. The Laboratory Internal Chain of Custody must contain the name or initials of the individual, date of transfer, and the purpose of the transfer of possession. The individual's complete signature/name should appear in the documentation at least once.

A chain of custody is required for both "A" and "B" *Sample* bottles and every *Aliquot* prepared for a testing procedure. In the case of *Samples*, the Laboratory Internal Chain of Custody should record all movement from receipt in the Laboratory through storage and sampling to disposal. In the case of *Aliquots*, the Laboratory Internal Chain of Custody should record all movement from preparation through analysis. When a group of *Samples* is aliquotted for testing, a batch *Aliquot* Laboratory Internal Chain of Custody document for screening and/or confirmation may be used in lieu of an individual *Aliquot* Laboratory Internal Chain of Custody.

Any forensic corrections that need to be made to the document should be done with a single line through and the change should be initialed and dated by the individual making the change. No white out or erasure that obliterates the original entry is acceptable.

The chain of custody, along with relevant testimony from individuals documented on the chain of custody documents, should provide a complete record of the *Sample* or *Aliquot* location.