

NEW ZEALAND RUGBY
ILLICIT DRUGS REGULATIONS

EFFECTIVE FROM 1 DECEMBER 2016

Preamble

Both the NZR and the RPC consider that use of illicit (illegal / recreational) drugs by persons involved in professional rugby is contrary to the best interests of the sport in New Zealand, and those persons themselves. As well as being illegal, use of illicit drugs, either casually or habitually can have significant health risks.

Professional rugby is a pressurised high performance environment and persons involved have significant public profile. Professional rugby presents those involved with an exclusive opportunity and both the NZR and RPC do not want to see anyone compromise that opportunity through involvement with illicit drugs. Given reported societal trends in New Zealand around the use of illicit drugs and incidents that have occurred in sport in other codes and internationally, NZR and the RPC believe it is important to take a formal stance in relation to illicit drugs, and to put in place education programs and processes to guard against the risk of illicit drug use by persons involved in professional rugby and the many issues that result from such use. For those who do have issues in relation to illicit drug use it is important to have clear processes in place to support those persons to address those issues.

1.1 Introduction and Scope

- 1.1.1 These Regulations have been developed and agreed between NZR and RPC, and are deemed to form a part of the Collective Agreement and the Memorandum of Understanding. These Regulations apply to all National Teams, Super Rugby Entities and Mitre 10 Cup Provincial Unions. All Teams, staff employed and/ or engaged by Teams (including New Zealand Rugby), and Players are bound by and must comply with these Regulations.
- 1.1.2 Each person covered by these Regulations will act in good faith and in accordance with the objectives, intention and purpose of these Regulations.
- 1.1.3 NZR has adopted and implemented an anti-doping policy and rules which conform to the World Anti-Doping Code, known as the NZR Anti-Doping Regulations. The World Anti-Doping Code Prohibited List includes Illicit Drugs which are prohibited In-Competition. These Regulations address use of Illicit Drugs more generally and testing will only be conducted Out-of-Competition. The NZR Anti-Doping Regulations and these Regulations are two different sets of

Regulations and the testing programmes under each are separate and distinct. If there is any inconsistency between these Regulations and the NZR Anti-Doping Regulations, then the NZR Anti-Doping Regulations will prevail.

- 1.1.4 NZR has obligations under the Sports Anti-Doping Rules to report information, documentation or materials suggesting or relating to a potential anti-doping rule violation to Drug Free Sport New Zealand. In respect of this obligation, the process in clause 1.7.4 shall apply.

1.2 Definitions

The definitions set out below apply to these Illicit Drugs Regulations.

Anonymised Notification means notification that there has been a Violation of the Illicit Drugs Regulations, which does not include the person's name, nor the Provincial Union or Super Rugby Entity, team or organisation that the person is employed or engaged by or seconded to.

Anti-Doping Rule Violation means an anti-doping rule violation as defined in the Sports Anti-Doping Rules 2015 as updated from time to time.

Collective Agreement means the current Collective Employment Agreement entered into between NZR and the RPC as amended from time to time.

Drug Free Sport means Drug Free Sport New Zealand, the agency established under the Sports Anti-Doping Act 2006 or any organisation that replaces that body.

Effective Date means 1 January 2017.

Full Notification means notification of the person's name, Provincial Union and Super Rugby Entity and details of the Violation. If the Violation was a Violation under clause 1.6.1(a),(b), or (c) the Full Notification will include information provided by the Testing Agent.

Illicit Drug means a substance listed in Schedule 1.

In Competition means the period commencing twelve hours before a match or event in which the athlete is scheduled to participate, through to the end of such match or event.

Initial Review Meeting means a discussion between the applicable persons as set out in clause 1.9.

Memorandum of Understanding means the Memorandum of Understanding entered into between NZR and the RPC in relations to Women's Sevens Players including any replacement agreement applying to those players.

Mitre 10 Cup Season means the period from the commencement of the In-Season as defined in the Collective Agreement until one week following the Premiership Final.

Mitre 10 Cup Team Doctor means the person or persons engaged by a Provincial Union to provide and manage the provision of medical treatment to a particular Provincial Union.

National Teams means the All Blacks, All Blacks Sevens, and New Zealand Women's Sevens.

National Team Player means a person who was selected in the most recent All Blacks squad, or is party to a NZR Sevens Contract (including Training and Interim Contracts) under the Collective Agreement or Memorandum of Understanding.

NZR means the New Zealand Rugby Union Incorporated.

NZR Integrity Manager means the person or persons designated by NZR with responsibility to implement, monitor, and manage integrity initiatives such as these Regulations.

NZR Medical Director means the person or persons designated by NZR as its Medical Director.

Player means a person who is covered by the Collective Agreement, Memorandum of Understanding or any other collective agreement between the RPC and NZR, and includes a Contract Player as defined in the World Rugby Regulations.

RPC means the Rugby Players Collective Incorporated.

Sample means any biological material, including urine or hair, collected for the purposes of testing for Illicit Drugs.

Specified Staff means the executive team and leadership team of NZR, the NZR Integrity Manager, NZR Medical Director, Super Rugby Team Doctors, and any Head Coach of a National Team or Super Rugby Team, or a Team Manager of a National Team.

Team means any team that is bound by the Regulations and includes National Teams, Super Rugby Teams, and Mitre 10 Cup Teams.

Team Doctor means the person engaged by NZR to provide and manage the provision of medical treatment to a particular Super Rugby Team or National Team.

Team Management means any person employed or otherwise engaged by the NZR or a Super Rugby Entity or a Provincial Union as part of a management team to work directly with any Player, squad or Team and includes, without limitation, medical staff, nutritionists, physiotherapists, trainers, coaches and team managers.

Testing Agent has the meaning given to it in clause 1.5.2.

Violation has the meaning given to it in clause 1.6.

1.3 Purpose

1.3.1 NZR has developed these Regulations for the primary purpose of protecting the health and welfare of all persons involved in professional rugby in New Zealand and, in addition;

- (a) Educating persons involved in professional rugby in New Zealand on the dangers of Illicit Drug use;
- (b) Identifying persons involved with professional rugby in New Zealand that may have issues with Illicit Drug use and providing the appropriate support and/or rehabilitation to these persons;
- (c) Protecting the image and interests of rugby; and
- (d) Providing an effective and measured deterrent to persistent Illicit Drug use by persons involved in professional rugby in New Zealand.

1.4 Education

1.4.1 NZR, Super Rugby Entities and Mitre 10 Cup Provincial Unions must organise for persons covered by these Regulations:

- (a) An annual education session regarding the use or attempted use of prohibited substances and methods and other Anti-Doping Rule Violations to be presented by Drug Free Sport and attended by all Players and members of Team Management;
- (b) An annual education session or refresher session to be presented by NZR (or their agent or representative) on the Illicit Drugs

Regulations and the effects and impacts of Illicit Drug use from time to time as directed by the NZR Integrity Manager; and

- (c) Maintenance of records of who attended educational sessions in relation to paragraphs (a) and (b) above. Copies of these records must be made available to the NZR Integrity Manager and the RPC upon request.

- 1.4.2 Players, members of Team Management, and other employees or contractors of Super Rugby Entities, Mitre 10 Cup Provincial Unions or NZR as applicable must attend, complete and take part in education as reasonably directed by the relevant Super Rugby Entity or Mitre 10 Cup Provincial Union, or the NZR Integrity Manager.

1.5 Testing

- 1.5.1 No person may be tested unless they have attended an education session as referred to in clause 1.4.1(b). No person may be tested under this Regulation In-Competition.
- 1.5.2 Subject to consultation with the RPC, NZR shall appoint a suitably qualified, professional testing agency (the Testing Agent) for the purposes of implementing these Illicit Drugs Regulations.
- 1.5.3 All Players and Specified Staff agree to submit to testing in accordance with these Regulations. For Players, this testing may only be conducted by the Testing Agent at a time or place, when and where Players are assembled pursuant to their training and playing obligations, or where Players are performing their duties as part of their ordinary course of employment. The testing will be without advance notice. For Specified Staff, this testing may either occur at a time or place where they are performing their duties as part of their ordinary course of employment or, Specified Staff may be requested to submit to testing at the premises of the Testing Agent. Specified Staff will not be required to do so outside of ordinary business hours.
- 1.5.4 The Testing Agent shall obtain Samples from Players and Specified Staff and perform analysis on Samples in accordance with the procedure set out in Schedule 2.
- 1.5.5 In the event a person who is bound by these Regulations believes the procedure outlined in Schedule 2 has not been followed correctly, the person must provide their reasons to the NZR Integrity Manager who in turn will make an assessment, in consultation with the Testing Agent, as to the reliability of the Sample taken. If the NZR Integrity

Manager finds that the procedure or part of the procedure in Schedule 2 has not been followed correctly, an Adverse Analytical Finding from that Sample will be deemed non-conclusive and no finding of a Violation will be valid or entered on a person's record.

- 1.5.6 Notwithstanding the limitations of clause 1.5.3, all persons who are subject to target testing pursuant to clause 1.5.11, agree to be tested anywhere, anytime between the hours of 9am and 6pm.
- 1.5.7 No person will be tested while that person is on leave.
- 1.5.8 Testing will be conducted on a random basis.
- 1.5.9 NZR shall have discretion as to the number of tests that it directs the Testing Agent to conduct. The NZR Integrity Manager will determine the percentage of these tests that will be undertaken with Specified Staff, National Team Players, Super Rugby Players and other Players. Other than targeted testing in accordance with clause 1.5.11, no person can direct the testing of a particular individual.
- 1.5.10 Testing should be conducted on the basis that a Player or Specified Staff member should not be aware of how many tests they may face or the timing of tests such that there is no discernible pattern as to when or where testing will take place.
- 1.5.11 Notwithstanding clause 1.5.8, testing may be conducted on a targeted basis if the NZR Integrity Manager and the NZR Medical Director in consultation with the Team Doctor (if applicable) are satisfied that:
 - (a) The person has been included in a monitored target testing programme in accordance with clause 1.9.1(d) or 1.9.3(d), or 1.9.2(e) or 1.9.4(e); or
 - (b) The person has behaved in a manner indicating that the person is impaired or under the influence of Illicit Drugs; or
 - (c) The person has been unjustifiably unavailable for random testing in the preceding six months; or
 - (d) There is reasonable cause to test based on reliable information provided by a credible third party.

Prior to making a decision to test a Player under this clause, the NZR Integrity Manager must notify the RPC CEO and provide an opportunity to comment and consider any feedback in good faith.

1.5.12 The random testing under this policy will occur on occasions as directed by the NZR Integrity Manager to the Testing Agent and is limited to hair follicle testing only. Persons that have been included in a monitored target testing programme may also be required to submit to urine testing as well (subject to the terms of these Illicit Drugs Regulations). Persons that do not have sufficient hair to be able to submit a hair follicle sample may, at the discretion of the NZR Integrity Manager, be required to undergo urine testing.

1.5.13 Results of testing under these Regulations will be sent to the NZR Integrity Manager.

1.5.14 No Provincial Union, Super Rugby Entity or National Team may test persons covered by these Regulations for Illicit Drugs without the agreement of NZR and the RPC.

1.6 Violation

1.6.1 A person commits a Violation:

- (a) Where a Testing Agent notifies the NZR Integrity Manager that there is present, in that person's Sample, any Illicit Drug, or its metabolites or markers (an **Adverse Analytical Finding**);
- (b) Where, in the reasonable opinion of the NZR Integrity Manager and the NZR Medical Director, in consultation with the Testing Agent and the RPC CEO (if it relates to a Player), a person fails to submit a Sample for collection or otherwise evades a Sample collection without reasonable justification;
- (c) Where, in the reasonable opinion of the NZR Integrity Manager and the NZR Medical Director, in consultation with the RPC CEO if it relates to a Player, the person attempts to substitute, tamper with or adulterate a Sample;
- (d) Where they receive a criminal conviction for an offence under the Misuse of Drugs Act 1975: or
- (e) Where they self-report under clause 1.10 for a second or subsequent time.

1.7 Relationship with other agreements

1.7.1 Testing will commence on or after the Effective Date.

- 1.7.2 Violations will not be treated as misconduct or serious misconduct in accordance with that person's employment agreement or other relevant agreement.
- 1.7.3 Notwithstanding clause 1.7.2, a criminal conviction for an offence under the Misuse of Drugs Act 1975 may be treated as misconduct or serious misconduct in accordance with that person's employment agreement or other relevant agreement.
- 1.7.4 In respect of NZR's obligations under the Sports Anti-Doping Rules, the following shall apply:
 - (a) No test results shall be provided to Drug Free Sport at any time;
 - (b) If NZR has not cautioned the Player or there is no independent support person present at the meeting, NZR may not provide any information to Drug Free Sport that suggests or relates to a potential anti-doping rule violation;
 - (c) If NZR has cautioned the Player in accordance with these Regulations and an independent support person is present at the meeting, then NZR may pass any information provided by the Player to Drug Free Sport where the information suggests or relates to a potential Anti-Doping Rule Violation.

1.8 Investigation

- 1.8.1 Before determining that a Violation in terms of 1.6.1(b), or 1.6.1(c) has occurred the NZR Integrity Manager must, as a minimum:
 - (a) Provide the person with any relevant information that the NZR Integrity Manager considers gives rise to the potential Violation;
 - (b) Provide the person an appropriate opportunity to consider and respond to any information that gives rise to the potential Violation;
 - (c) Advise the person that they are entitled to seek independent advice; and
 - (d) If the investigation relates to a Player, the RPC CEO must be informed and provided an opportunity to comment and the Player must be cautioned about NZR's obligations under the Sports Anti-Doping Rules.

1.9 Breach

First Violation

1.9.1 Where a Player commits a first Violation the following shall apply:

- (a) The NZR Integrity Manager will provide Full Notification of the Violation to the NZR Medical Director, the Team Doctor, the RPC CEO and the Player. If the person is a National Team Player, that Team Doctor will also receive Full Notification. The Mitre 10 Cup Team Doctor will be notified of any Violations that occur during the Mitre 10 Cup Season;
- (b) The NZR Integrity Manager will provide Anonymised Notification to the NZR CEO, General Manager Rugby, and Head of Professional Rugby;
- (c) The NZR Integrity Manager, NZR Medical Director, the RPC CEO and the Team Doctor will have an Initial Review Meeting with the person that has committed the Violation. The person that has committed the Violation is entitled to have a representative present at this meeting;
- (d) The person may be included in a monitored target testing programme;
- (e) The person may be required to attend or complete education or counselling as directed by the NZR Integrity Manager, NZR Medical Director, RPC CEO and Team Doctor. The cost of such education or counselling shall be covered by NZR. For the avoidance of doubt, the presumption is that some education, or counselling will be required but the NZR Integrity Manager, NZR Medical Director, RPC CEO and Team Doctor may, at their discretion, decide not to require this; and
- (f) The NZR Integrity Manager, NZR Medical Director, RPC CEO and Team Doctor may recommend treatment and rehabilitation.

1.9.2 Where a member of Specified Staff commits a first Violation the following shall apply:

- (a) The NZR Integrity Manager will provide Full Notification of the Violation to the Manager, People and Capability;
- (b) The Manager, People and Capability will provide Full Notification to the person that has committed the Violation. That person can

choose whether notification is provided to the NZR Medical Director or an independent medical practitioner.

- (c) The Manager, People and Capability will provide Anonymised Notification to the NZR CEO;
- (d) The Manager, People and Capability and NZR Medical Director (or independent medical practitioner) will have an Initial Review Meeting with the person that has committed the Violation. The person that has committed the Violation is entitled to have a representative present at this meeting;
- (e) The person may be included in a monitored target testing programme;
- (f) The person may be required to attend or complete education or counselling as directed by the Manager, People and Capability and NZR Medical Director (or independent medical practitioner). For the avoidance of doubt, the presumption is that some education, or counselling will be required but the Manager, People and Capability and NZR Medical Director (or independent medical practitioner) may, at their discretion, decide not to require this; and
- (g) The Manager, People and Capability and NZR Medical Director (or independent medical practitioner) may recommend treatment and rehabilitation.

Second or Subsequent Violation

1.9.3 Where, following a full and fair investigation the NZR Integrity Manager has reason to conclude that a Player commits a second or subsequent Violation the following shall apply:

- (a) The NZR Integrity Manager will provide Full Notification of the Violation to the NZR Medical Director, the Team Doctor, the RPC CEO and the person that has committed the Violation. If the person is a National Team Player, that Team Doctor will also receive Full Notification. The Mitre 10 Cup Team Doctor will be notified of any Violations that occur during the Mitre 10 Cup Season;
- (b) The NZR Integrity Manager will provide Full Notification to the NZR CEO, General Manager Rugby, Head of Professional Rugby, and the CEO of the Provincial Union and Super Rugby Entity (if

applicable) that the person is contracted to at the time of the Violation;

- (c) The NZR Integrity Manager, NZR Medical Director, the RPC CEO and the Team Doctor will have an Initial Review Meeting with the person that has committed the Violation. The person that has committed the Violation is entitled to have a representative present at this meeting;
- (d) The person may be included in a monitored target testing programme;
- (e) The person may be required to attend or complete education or counselling as directed by the NZR Integrity Manager, NZR Medical Director, and the Team Doctor (if applicable). The cost of such education or counselling shall be covered by NZR; and
- (f) The NZR Integrity Manager, NZR Medical Director, and Team Doctor (if applicable) may recommend treatment and rehabilitation. The cost of such treatment and rehabilitation will be covered by NZR and the Player shall remain on contract on full pay.

1.9.4 Where, following a full and fair investigation the NZR Integrity Manager has reason to conclude that a member of Specified Staff commits a second or subsequent Violation the following shall apply:

- (a) The NZR Integrity Manager will provide Full Notification of the Violation to the Manager, People and Capability;
- (b) The Manager, People and Capability will provide Full Notification to the person that has committed the Violation. That person can choose whether notification is provided to the NZR Medical Director or an independent medical practitioner.
- (c) The Manager, People and Capability will provide Full Notification to the NZR CEO, the General Manager that person reports to (if applicable), and the CEO of the Super Rugby Entity that the person is contracted to at the time of the Violation (if applicable);
- (d) The Manager, People and Capability and NZR Medical Director (or independent medical practitioner) will have an Initial Review Meeting with the person that has committed the Violation. The person that has committed the Violation is entitled to have a representative present at this meeting;

- (e) The person may be included in a monitored target testing programme;
- (f) The person may be required to attend or complete education or counselling as directed by the Manager, People and Capability and NZR Medical Director (or independent medical practitioner). For the avoidance of doubt, the presumption is that some education, or counselling will be required but the Manager, People and Capability and NZR Medical Director (or independent medical practitioner) may, at their discretion, decide not to require this; and
- (g) The Manager, People and Capability and NZR Medical Director (or independent medical practitioner) may recommend treatment and rehabilitation.

1.10 Self-Report

1.10.1 A person who is bound by these Regulations is able to make an admission of Illicit Drug use to the NZR Integrity Manager, NZR Medical Director or Team Doctor at any time, prior to receiving notice to submit to testing. Clauses 1.9.1(c)(d)(e)(f), 1.9.2(d), (e), (f) and ~~0(g)~~ will apply to a person making such a report even though the person shall not be deemed to have committed a Violation the first time that they self-report. For the avoidance of doubt, a second or subsequent report will be deemed to be a Violation.

1.10.2 Any person who is bound by these Regulations has an obligation to notify the NZR Integrity Manager if a person reports Illicit Drug use by a person covered by these Regulations to them.

1.11 Confidentiality

1.11.1 NZR has developed an Illicit Drugs Privacy Policy which is consistent with these Regulations and will apply to information that is collected pursuant to these Regulations.

1.11.2 Information about a Player, Specified Staff or other person that is provided under these Regulations must not be disclosed unless authorised and required by these Regulations or the Illicit Drugs Privacy Policy, required by law, or that person otherwise consents in writing.

1.11.3 Anonymised annual results of the testing programme under these Regulations will be made available to the NZR CEO, the General

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Manager Rugby, Head of Professional Rugby, Manager, People and Capability, and the RPC CEO.

1.12 Review

1.12.1 These Regulations will be reviewed 18 months after the Effective Date. NZR and RPC will meet to begin the review discussions 12 months after the Effective Date.

Schedule 1

Illicit Drugs

Cannabis
Cocaine
Methamphetamine
MDMA (Ecstasy)
Opiates

Any derivatives of the above

Schedule 2

Testing Procedure

The Sample collection process, including selection and notification, as well the collection, sealing and transportation of the Sample, shall be the responsibility of the Testing Agent's approved Drug Testing Technician (DTT).

The DTT shall carry personal photo identification and a letter from NZR authorising them to collect Samples from Players and/ or Specified Staff. Such identification should be made available to a Player/ Specified Staff when they are notified of selection for a test. The DTT shall be granted access to the venues in which they may require access in order to carry out their duties. Team Managers, and Team Doctors should provide appropriate assistance in identifying suitable facilities for carrying out the Testing.

Selection and notification of Players

The Testing Agent will be responsible for the random selection of Players.

In the case of a selected Player being injured in training he or she shall remain selected for testing unless he or she requires medical treatment. The Team Doctor, or another member of Team Management if the Team Doctor is not present, shall provide a brief written report to the DTT outlining the reason for the Player's inability to provide a Sample.

Once the Player has been notified of selection, they may not leave the venue. The DTT (and/ or member of Team Management) will make this clear to the Player upon selection. If a Player has a genuine reason why they need to leave the venue they may do so, provided that they notify the DTT. The Player may be required to submit a sample at the office of the Testing Agent within 3 working days, or alternatively a different Player will be selected for testing. If a Player does leave the venue without submitting a Sample, and without notifying a genuine reason for leaving, the DTT must compile a written report relating to the failure to submit a Sample and provide this to the NZR Integrity Manager.

The DTT shall make every effort to collect the Samples as discreetly as possible and with maximum privacy.

The DTT will identify himself to the Player and advise that the Player has been selected to provide a Sample as part of their obligations under the Illicit Drugs Regulations.

The DTT will inform the Player that they need to report to the area designated for Sample collection and that they need to bring photo identification. If the Player

does not have suitable identification with them, a member of Team Management will need to assist with identification.

The Player will be informed upon notification of selection that they are entitled to have a representative present.

If a Player evades or attempts to evade notification, then the DTT and/ or the Team Manager must provide a written report to the NZR Integrity Manager.

Selection and notification of Specified Staff

The Testing Agent will be responsible for the random selection of Specified Staff.

The Testing Agent will notify the NZR Integrity Manager or the Manager, People and Capability of the persons selected for testing. Specified Staff will have the choice of either submitting to a test at their usual place of work or at the office of the Testing Agent.

Specified Staff will be required to submit to a test within 3 working days of notification. If a person selected for testing has a genuine reason that they are unable to submit a Sample within 3 working days, the NZR Integrity Manager or the Manager, People and Capability may direct the Testing Agent to select another person for testing. Specified Staff will be informed upon notification of selection that they are entitled to have a representative present and that photo identification is required to submit the sample.

Hair Sample Collection Process

When the person is ready to provide a Sample, the DTT shall ensure that the Player or Specified Staff are informed of his/her rights and responsibilities and understand the Sample collection procedure.

The DTT will wipe the scissors with an alcohol swab before use and select a suitable lock of hair ideally from the crown of the person's head and cut next to the scalp (approx. 90-120 hairs) for each sample collected. Hair may be cut from several different parts of the scalp. If a person has insufficient hair on their head, then the DTT may cut hair from either the chest or underarm.

Once the hair sample is collected the DTT will place the cut lock of hair on the foil (from the hair collection and chain of custody kit), with the root end at the 'Red Dot' overlapping the edge of the foil.

The DTT will then fold the foil around the lock of hair tightly so that the individual strands of hair are securely held in place.

The DTT will then place the sample collected in the envelope from the hair collection and chain of custody kit.

The DTT will then take the barcode marked 'Donor Initials' and use it to seal the envelope to prevent tampering 'tamper evident'. The person will initial or sign the barcode label.

The DTT will complete the Custody and Control form and ensure all the information is correct and have the Player/ Specified Staff also check the information is correct before signing the form.

The DTT will place the envelope with the hair sample and the initialled or signed tamper evident barcode in the bag attached with the Custody and Control form.

Once the Custody and Control form is signed, the DTT will provide the Player/ Specified Staff with a copy for their records.

The DTT will then seal the bag using the adhesive seal and place a barcode label across the seal.

The DTT will send the Sample to an accredited laboratory for analysis. The results will be sent to the NZR Integrity Manager. In the event of a positive test, the notification procedure under clause 1.9 will be followed.

Urine Sample Collection Process

All urine sample collections must be conducted by a qualified person in accordance with AS/NZS 4308:2008, section 1.3.4, this includes a qualification recognised by New Zealand Qualification Authority (NZQA). For the purpose of this process the Drug Testing Technician (DTT) will be suitably qualified.

The area used for sampling and documentation shall be in compliance with the AS/NZS 4308:2008 Standard. In respect of donor privacy, sample integrity and testing requirements the following should be in place as a minimum:

- Private toilet and area for documentation completion
- Toilet facility
- Hand washing facility
- Toilet colouring agent used in the toilet bowl.
- No other accessible source of water is to be available in the testing area.

Access

Personnel not authorised by the DTT shall not be permitted in any part of the collecting site where the urine specimen is being collected and stored.

When the person is ready to provide a Sample, the DTT shall ensure that they are informed of his/ her rights and responsibilities and understand the Sample collection procedure. Full written consent will be obtained from the person by the DTT prior to any sample collection being conducted.

The collection process will be as follows:

Any loose or baggy clothing is removed to ensure the integrity of the sample is maintained.

The person washes his/her hands with soap and water and dry with paper towel prior to providing a Sample to ensure their hands are clean and that they cannot contaminate the Sample with foreign objects. Access to any water, soap dispenser, cleaning agent is removed.

Once the person is ready to provide the Sample, individual privacy is maintained but the Sample voiding will be monitored to ensure there is no interference with, substitution, or contamination of the Sample during the course of the collection.

The DTT should ensure that the required minimum amount of urine is collected.

The person will be requested not to flush the toilet in compliance with normal testing requirements.

The Sample is handed to the DTT to verify the temperature of the sample.

The Sample remains in the presence of the person at all times.

If the person wishes to wash his/her hands after providing the Sample, the Sample is placed in a safe and secure location where both the person and the DTT have a clear and unobstructed view of the Sample at all times.

Adulterated sample process

If during the Sample collection process, a Sample is deemed by the DTT or if there are doubts as to the origin or authenticity of the Sample, the person shall be asked to provide an another Sample.

Urine Sample Processing Procedure

Once the person has provided the required amount of urine and the Sample has been deemed suitable, the Sample processing should begin as soon as practical.

The Sample will be split for laboratory analysis in the presence of the donor.

The Sample will be transferred into three vacutainer vials. One vial will be used for initial laboratory screening, if required the second vial will be used for confirmatory testing and the third vial will be held for the person for 12 months if the person disagrees with the result. This third Sample is available to be sent to another accredited laboratory if required.

The vacutainer vials are labelled and sealed in the presence of the person with the person's name and date of birth.

Barcodes are affixed to the base of each vial and documentation including the Custody and Control Form.

The DTT should complete the Custody and Control Form.

- The DTT who processes the person's sample is responsible for ensuring that the form is complete, accurate and legible.
- If any of the information on the Custody and Control Form is not applicable, the DTT should draw a line through each non-applicable area and initialling it or check the N/A box, if available.
- Integrity/ Security labels are initialled by the person and placed over each filled vial.
- The Samples are then placed into the tamper evident bag along with copies of the Custody and Control Form and sealed in the presence of the donor.
- The Sample and Custody and Control Form is then placed into a transport box and a further security seal is placed onto the outside of the box.
- A copy of the TDDA and Laboratory documentation is provided to the person.