


IMPORTANT

YOU MUST FOLLOW THESE USER INSTRUCTIONS TO USE THIS VERSAPAK DOPING CONTROL KIT *FOR URINE*

INTRODUCTION

Welcome to the user instructions for doping control officers; **CLOSING** the Versapak Doping Control Kit *for Urine*.

 Please read all instructions carefully.

 Register and download further information regarding use, video training and instructions in other languages.


- *Pour voir et télécharger des instructions dans d'autres langues, visitez:*
- *Anweisungen zum Herunterladen und Herunterladen von Anweisungen in anderen Sprachen finden Sie unter:*
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www.versapak-anti-doping.com

INDICATIONS FOR USE

- The Versapak Doping Control kit is to be used by approved, authorised Doping Control Officers and Laboratories as per the '**International Standards for Testing and Investigations (ISTI)**'.
- The Versapak Doping Control kit is to be used for the 'tamper evident' storage and transportation of human specimens (Urine & Blood).
- The Versapak Doping Control kit must always be used in accordance with this user instruction manual and in accordance with the signed, accepted Versapak Doping Control Ltd Terms & Conditions of sale.

PRIOR TO USE

 **WARNING:** The box this product was supplied in features a void label and wrap. If there is any evidence that the box had been opened or tampered with before, do not continue to use the kit, contact your organisation manager for instructions.

CONTENTS

Please check the contents and ensure the kit is intact.

1. Two 'tamper evident' security canisters, bases and lids (one blue, one red, uniquely numbered)
2. Two glass urine bottles with unique numbers (one red, one blue) with coloured coded screw caps
3. 'Tamper evident', security label (to reseal packaging)
4. Absorbent pads
5. User Instructions
6. 6x barcode labels
7. Box packaging



Fig a. Contents



IMPORTANT: The box packaging must not be disposed of. It will be used again to send the samples to the chosen laboratory. It is very important to make sure the samples are placed in the packing box the "right way up" as indicated by the illustrations and arrows.

- Please ensure that all kit components have matching serial numbers (Fig b) |
 1. On the base and lid of the canisters
 2. On the bottle label
 3. On the security label supplied



Fig b. Serial numbers



NOTE: If you have any doubts as to the integrity of your kit, do not use, contact your organisation manager.

GETTING STARTED

- Collect the urine sample according to Annex D of the ISTI, use a Versapak Urine Collection Vessel to safely pour the contents into the sample bottles
- Fill the bottles to the level marks as shown by the arrows (fig c & d) in accordance with annex D of the ISTI 2015:



Fig c. Red fill level

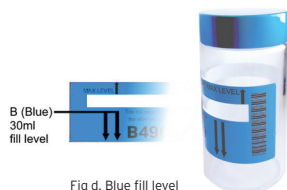


Fig d. Blue fill level

ⓘ IMPORTANT: Do not fill beyond the 'max' fill level of the bottles

ⓘ N.B. Partial sample collection

If an athlete cannot deliver the required amount of urine, a partial sample needs to be temporarily collected in accordance with section annex F of the ISTI and securely stored. Please use a Versapak Partial Urine Sampling Kit (BPK3) used for the safe storage of athletes' partial urine samples until a complete sample can be provided.

CLOSING

- Close the bottles with the screw cap, making sure you firmly tighten (but not overtighten) the cap.
- Place each bottle into their corresponding canister base. A (Red) inside red canister, B (Blue) inside blue canister.
- While using a flat surface, place corresponding canister lids (Red/Blue) over the canister bases by lining up the coloured dots (fig e.) and with the palm of your hand, press firmly down until you CLEARLY hear the closing clicks.

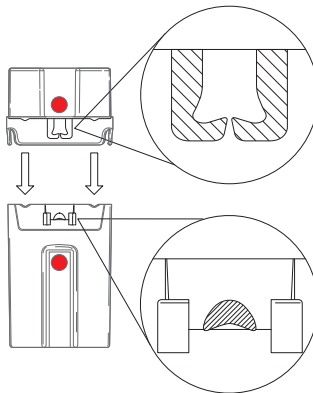


Fig e. Illustration of closing the lid

- Visually check both sides of the canister and ensure (1) locking legs are in place, underneath the (2) locking mechanism (Fig f.)

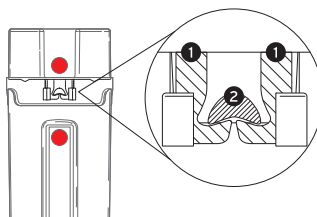
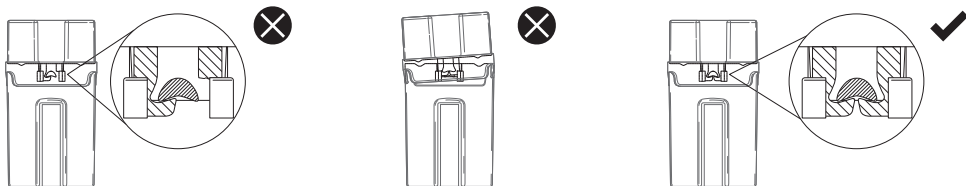


Fig f. Illustration of closed lid



WARNING. The following illustrates incorrect locking. Ensure your locking mechanism is correctly in position and all legs are in place.



Your Versapak ‘tamper evident’ canister is now secure and ready for storage/transport.



IMPORTANT: Versapak canisters are ‘tamper evident’. To ensure safe and secure transportation, all canisters and samples must be handled with care and accordance with these User Instructions and the Terms & Conditions of sale.



IMPORTANT: The DCO is responsible for the correct collection and checks to ensure that the VERSAPAK kit is completely and securely fastened in accordance with section 6.3.4, annex D & E of the ISTI.

- Finally, place both canisters back in the packaging they were supplied in, using the enclosed “V” fold card for securing the canister from movement during transit (fig g) and make sure the canisters are inserted upright (fig h).



Fig g. “V” fold card

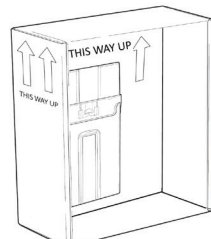


Fig h. This way up



IMPORTANT: Do not lay flat or upturn boxes whilst in storage or transit

- Close and seal the box with the tamper evident sticker provided so it is ready for transportation.



To comply with regulations for transporting human specimens, we recommend you use Versapak Secure Holdalls that conform to UN3373 and P650 and Versapak T2 security seals to enable you to transport multiple boxes of samples collected. Visit our website to view the full range. www.versapak-anti-doping.com

- Place boxes within the Versapak Doping Control Holdall. Make sure the boxes stand upright and you use supplied dividers when required (fig i.)



IMPORTANT: Do not lay flat or upturn boxes whilst in secure holdalls, use dividers to ensure the box remains upright at all times.



Fig i. Box upright within holdall

- Close the carrier as illustrated in fig j.



Fig j. Versapak T2 security system explained



DO'S & DON'TS

- When handling samples, please take the necessary precautions, wear the correct protective clothing and gloves when handling samples.
- Ensure glass bottle caps are screwed on firmly (but not overtightened)
- Once closed, the canisters are to be placed in the packaging they were supplied with, in an "Up-right" position. Do not lay flat or the wrong way up.
- Do not fill glass bottles above the max level indicator
- Do not leave bottles or canisters in direct sunlight
- Do not attempt to scratch, smear or smudge serial numbers from the canisters or bottles
- Once closed, do not attempt to reopen. Only qualified laboratories are permitted to open the sample kits and have the necessary tools required.



N.B. Only qualified Doping Control Officers should handle specimen collection and transportation to the laboratory. If you are in any doubt how to use the kits, do not attempt to use, contact your organisation manager.



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PLEASE NOTE any instructions for use published prior to this dated guide are no longer valid.

versapak[®]
Doping Control Limited

Versapak Doping Control Ltd., 4 Veridion Way, Erith, Kent DA18 4AL

Tel: +44 20 83 33 53 20

Email: info@versapak-anti-doping.com

www.versapak-anti-doping.com