



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 (DCO); **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:*
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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 is to be used in accordance with this user instruction manual.

PRIOR TO USE

If you have not already checked the packaging label 'Use By' date, we advise you check before proceeding. **Do not** use this product if the date has passed.



WARNING: The box this product was supplied in features a void label. If there is any evidence that the box void label 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 urine bottles with matching numbers with colour coded screw caps (one red, one blue)
3. Two 'tamper evident' security canisters, bases and lids (one blue, one red, uniquely numbered)
4. Two leak-proof bags containing absorbent pads
5. User Instructions
6. 8x barcode labels



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.

- 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



Fig b. Matching 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 2019:

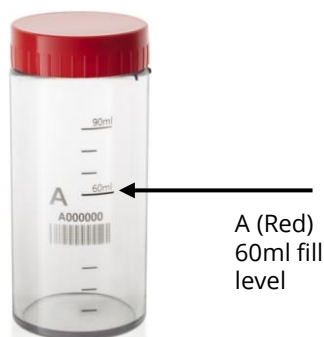


Fig c. Red fill level

A (Red)
60ml fill
level

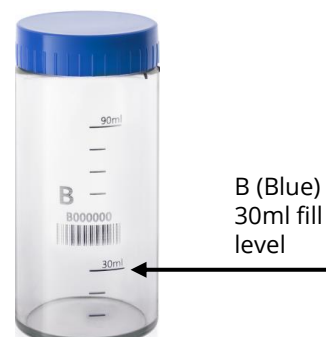


Fig d. Blue fill level

B (Blue)
30ml fill
level

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

i **N.B. Partial sample collection**

If an athlete cannot provide the required amount of urine, a partial sample needs to be temporarily collected in accordance with annex F of the ISTI 2019 and securely stored. Please use a Versapak Partial Urine Sampling Kit (UCV-P) used for the safe storage of athletes' partial urine sample until a complete sample is provided.

CLOSING

- Close the bottles with the screw cap, making sure you firmly tighten (but not overtighten) the cap. Make sure the gradient indicator slots between the markers on the bottle (**fig.e.**)
- 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 f.**) and with the palm of your hand, press firmly down until you CLEARLY hear the closing clicks.

Fig e. Illustration of closing the lid

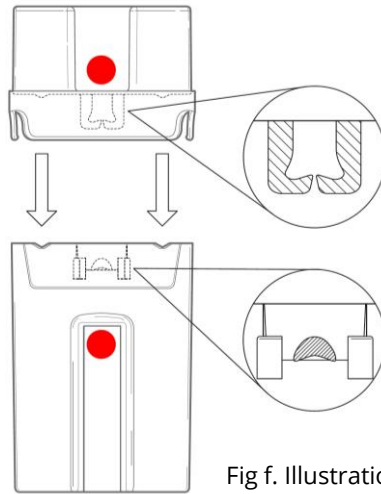


Fig f. Illustration of closing the lid

- Visually check both sides of the canister and ensure (1) locking legs are in place, underneath the (2) locking mechanism (**Fig g.**)
- Pull gently of the lid and base to see they are locked evenly

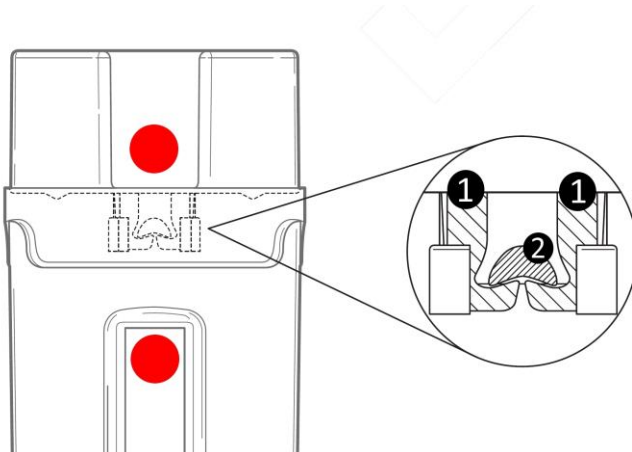
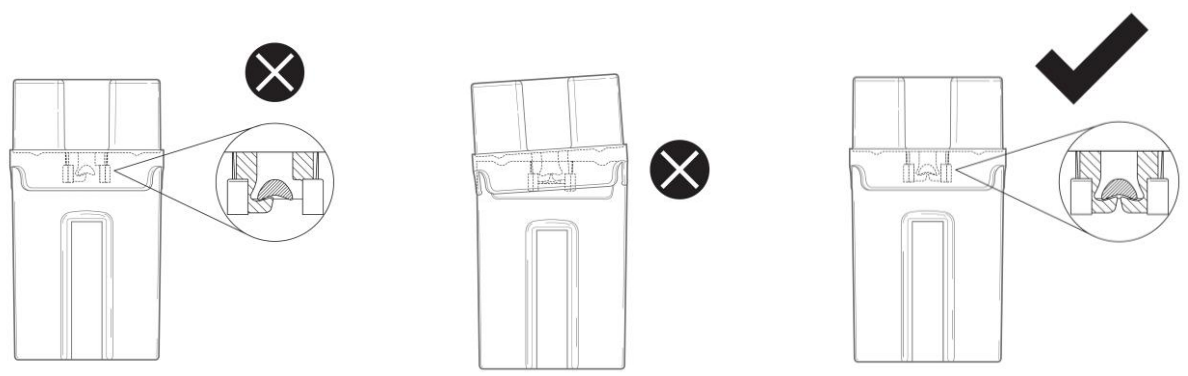


Fig g. Illustration of closed lid



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 in accordance with these user instructions.



IMPORTANT: The DCO is responsible for the correct collection and checks to ensure that the Versapak kit is completely and securely fastened in according with section 6.3.4, annex D & E of the ISTI 2019.

- Finally, insert canisters into the leak-proof bags with absorbent pads and place back inside the packaging they were supplied in, upright, and using the enclosed "V" fold card for securing the canister from movement during transit (**fig h.**)
- Close and seal the box with the tamper evident sticker provided so it is ready for transportation.

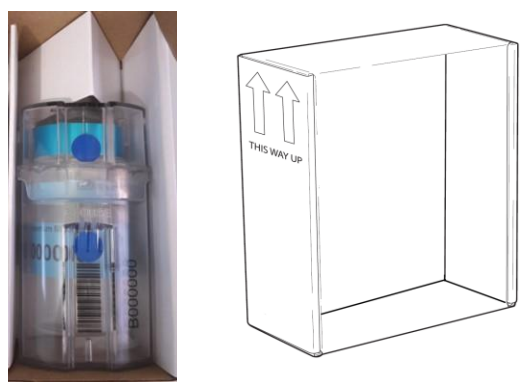


Fig h. "V" fold card & upright indicators



To comply with regulations for transporting human specimens, we recommend you use Versapak Secure Holdalls that conform to UN3373 and P650 when sealed with a Versapak T2 Security Seal. Our holdalls can 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 (**fig i.**). Make sure boxes stand upright and use supplied dividers where required.



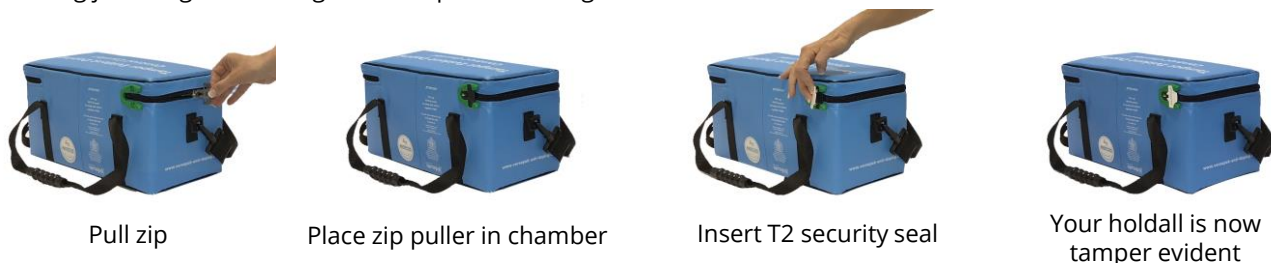
IMPORTANT: Do not upturn holdall once filled. Samples should remain upright at all times.



Fig i.
Box upright within the Versapak Holdall

- Close and seal the carrier as illustrated in **fig j.** to be UN3373 compliant.

Fig j. Closing and sealing the Versapak T2 locking mechanism



Pull zip

Place zip puller in chamber

Insert T2 security seal

Your holdall is now tamper evident

DO'S & DON'TS

- When handling samples, please take the necessary precautions, wear the correct protective clothing and gloves when handling samples.
- Ensure bottle caps are screwed on firmly (but not overtightened) by using the gradient indicator as illustrated in this user guide.
- Once closed, the canisters are to be placed in the packaging they were supplied with, in an "Upright" position. Do not lay flat or upturn once urine samples are collected within.
- Do not fill bottles above the max level indicator.
- Do not leave bottles or canisters in direct sunlight.
- 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 these instructions supersede any previous versions.

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