



ADAMS Athlete Biological Passport User Guide

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ADAMS Athlete Biological Passport guide



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Version 2.0

Introduction

This user guide describes how the hematological and steroidal passports are implemented in *ADAMS*. It provides the necessary steps to manage an [ABP](#) : Athlete Biological Passport program in line with *WADA ABP* Operating Guidelines and related Technical Documents.

The definitions below are specific to the ABP module in *ADAMS*. Refer to the *International Standard for Testing and Investigation (ISTI)* for the anti-doping definition.

- [Athlete Biological Passport program](#)
- [Passport Custodian](#)
- [APMU - Athlete Passport Management Unit](#)
- [ABP Expert](#)

Athlete Biological Passport program

The ABP module of *ADAMS* is freely available to any *Anti-Doping Organization (ADO)* that wish to implement a passport program in compliance to the *WADA ABP* Guidelines and related Technical Documents. The ABP module of *ADAMS* is available upon request to interested ADOs, please contact adams@wada-ama.org.

A Biological Passport Identification code (BPID) is available for each athlete in order to facilitate the sharing of information between all users while maintaining anonymity.

In *ADAMS*, the "biological passport page" collates all available information about an *Athlete's* passport, including direct links to the *Athlete's* lab results and Doping Control Forms (DCFs). The biological passport page, which does not contain any of the *Athlete's* personal information, is available only to the relevant bodies: the *ADO*, the APMU and the panel of experts. The *Athlete* does not have access to the Biological Passport Page (Note: the *Athlete* has nevertheless access to the ABP test results which are available in the Lab Results Page). See section [2.4.12](#)

The same format is used for both steroidal and hematological modules.

Passport Custodian

In principle, each *Athlete* with a passport in *ADAMS* has a Passport Custodian. The Passport Custodian has the responsibility of results management via its APMU.

Since Release 3.7, this responsibility is assigned to the Testing Authority that of the first DCF entered in *ADAMS* with the status "complete-sample(s) collected".

If the Testing Authority of the first DCF entered in the system is nor the IF nor the NADO of the athlete (i.e. Major Event Organizer), the athlete's Passport Custody is assigned to his IF.

The Passport Custodian organization is able to grant "read access" to other *ADOs* and to transfer the passport custody of the athlete to another organization upon agreement.

If neither the IF nor the *NADO* of an *Athlete* are active in *ADAMS*, then the *Athlete* will not have a passport in *ADAMS*.

Passport Custodians are also able to reset their *Athletes'* BPID either because the *Athlete* is returning to competition after suspension or because the BPID is unable to guarantee the anonymity of the *Athlete*. The options will be to either carry over the current passport data to a new BPID or to create a new blank passport. In any case it will be possible to restrict the access to a retired passport to only their organization users in order to maintain anonymity.

APMU - Athlete Passport Management Unit

'APMU' stands for Athlete Passport Management Unit (Refer to the *IST* for a complete definition). There are two types of APMU:

- Steroidal APMU
- Hematological APMU

Any ADO implementing a hematological and/or a steroidal passport program will have to designate a separate hematological and steroidal APMU within the ADO or at a WADA-accredited or WADA-approved laboratory. The steroidal APMU can be different from the hematological APMU. Once assigned by the ADAMS administrator to the ADO, the haematological and/or steroidal APMU is granted access to the relevant passports of the organization. Its users will receive notifications of matching DCF and [Laboratory](#) results, Atypical Passport Findings as obtained by the [Adaptive Model](#) and be able to assign an expert to review a passport and to report on a passport for intelligent testing.

Note: the *Athlete's* personal information (e.g. name, nationality) Athlete personal information: name, date of birth, nationality, ADAMS ID... is not available to the APMU. It is possible for the ADO to be its own APMU and in such cases the users of the organization may have access to the *Athlete's* name.

ABP Expert

An Expert user type is available in ADAMS. The APMU is responsible to create and manage the accounts of its experts. The experts do only have access to the biological passport page of the *Athlete*. The *Athlete's* personal information is not available to the Expert user type. Both steroidal and hematological APMUs have a Panel of Experts.

Biological passport – Basic concepts

This section describes the basic biological passport concepts applicable to both the hematological and steroidal modules.

If you have access to this functionality and cannot view the passport graphs, please ensure that Java is enabled in your Web browser.

To do so:

In [Internet Explorer](#):

1. From the **Tools** menu, select **Internet Options**
2. Select the **Security** tab, click the **Custom Level...** button
3. Scroll down to **Scripting / Scripting of Java applets**
4. Make sure that the **Enable** radio button is checked
5. Click **OK** to save your preference

In [Firefox](#):

1. From the **Tools** menu (or the **Firefox button** at the top), select **Add-ons**
2. The **Add-ons Manager** page will open.
3. Select the **Plugins** category on the left
4. Click **Java (TM) Platform** plugin to select it
5. Click on the **Enable** button (if the button says Disable, Java is already enabled)

For other browsers, please refer to the help section on how to enable the Java plug-in.

Accessing a Passport page

The Biological Passport Page can be directly accessed from the Biological Result and Atypical Passport Findings notifications (see below to know when these notifications are sent). The Biological Passport page can also be accessed at any time using the Search function._

Accessing a biological passport from a notification

1. Open the notification
2. Click on the reference link

Accessing the Biological Passport page as an ADO User

1. Search for the *Athlete* in the *Athlete* Quick search using his name, ADAMS ID, BPID, IFID...

- [Accessing a Passport page](#)
- [Adding documents to a Biological Passport](#)
- [APMU report](#)
- [Expert report](#)

Quick Search

Athlete

Enter a name or ID

find

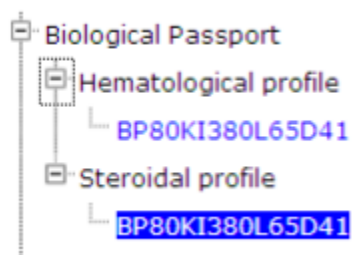
athlete advanced search

new person

list

run a report

1. In the *Athlete* tree section, expand the passport branch
2. Expand the relevant branch (hematological or steroidal passport)
3. Click on the *Athlete's* BPID



Accessing the Biological Passport page as an APMU or Expert User

Search using the *Athlete's* BPID and click on the record found.

Biological Passport Search

BP98BZ55M9A42

find

list

1 matching record found

BP ID#
BP98BZ55M9A42

If your ADO has implemented both a Hematological and Steroidal APMU, click on the "Steroidal Passport" menu from the home page to search for a steroidal passport.

Adding documents to a Biological Passport

As of Release 3.7, Passport Custodians, APMU and Experts can exchange documents or comments directly in ADAMS. This is feasible from the Biological Passport Pages using the APMU and Expert Documents tabs below the table.

<input checked="" type="checkbox"/>	8	2014062708	OOC	01-Feb-2014	Valid	48	56	1900	1900	310	1200	0.86	1.019
<input checked="" type="checkbox"/>	7	2014062707	OOC	30-Jan-2014	Valid	24	24	1400	1000	210	570	1.0	1.019
<input checked="" type="checkbox"/>	6	2014062706	OOC	25-Jan-2014	Valid	29	38	2000	1600	280	940	0.76	1.019
<input checked="" type="checkbox"/>	5	2014062705	OOC	20-Jan-2014	Valid	42	44	1600	1400	250	730	0.95	1.019
<input checked="" type="checkbox"/>	4	2014062704	OOC	15-Jan-2014	Valid	64	84	2900	2600	420	1200	0.77	1.019
<input checked="" type="checkbox"/>	3	2014062703	OOC	10-Jan-2014	Valid	66	85	2200	1900	320	870	0.78	1.019
<input checked="" type="checkbox"/>	2	2014062702	OOC	05-Jan-2014	Valid	58	73	1900	1700	250	720	0.79	1.019
<input checked="" type="checkbox"/>	1	2014062701	OOC	01-Jan-2014	Valid	43	46	1500	1300	270	710	0.94	1.019

Select all Unselect all

APMU Documents **Documents** Experts

add activity Filtered by: dd-MM-yyyy

Reference date	Activity	Type	Posted by	Last updated
05-Aug-2014	Passport Custodian additional documents	User Activity	fiba, user	05-Aug-2014 08:43 GMT
05-Aug-2014	APMU request to Passport Custodian for further information	User Activity	lab, apmuscn (Steroidal APMU)	05-Aug-2014 08:41 GMT

Accessibility:

- Documents for APMU: available in write access to the Passport Custodian and its APMU. WADA gains read access
- Documents for Experts: this is available in write access to the APMU and the experts assigned to the passport. Experts keep access to the documents added to the passport until they submit their report. The Passport Custodian and WADA gain read access after the report submission.

Making the tabs available to the Passport Custodian

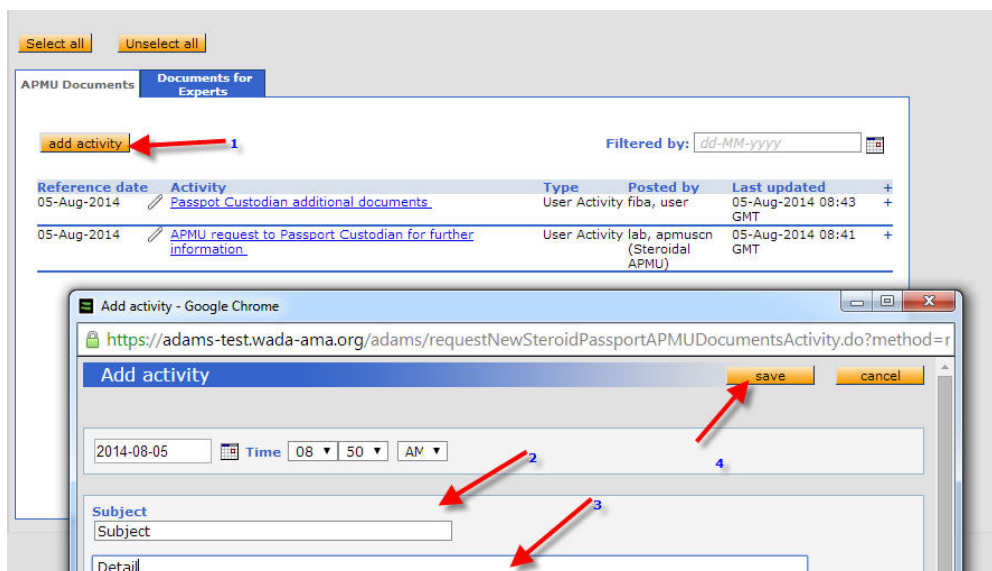
The access to the Biological Passport documents to the Passport Custodian is enabled by the APMU report submission. Should an APMU need documents from the passport custodian, they need to [submit the APMU report](#) at least once:

1. Access the Passport
2. Click **Expert Report**
3. Enter a comment and recommendation ("Further data required")
4. Click **Submit**.

Adding document to one of the tabs:

Note: Experts only have access to the "Documents for Experts" tab.

1. Access the Passport
2. Open the relevant tab
3. Click **Add activity**
4. Enter a Subject and the Details of the request (you can also [add attachments](#))
5. Save
6. This activity becomes available to other users.



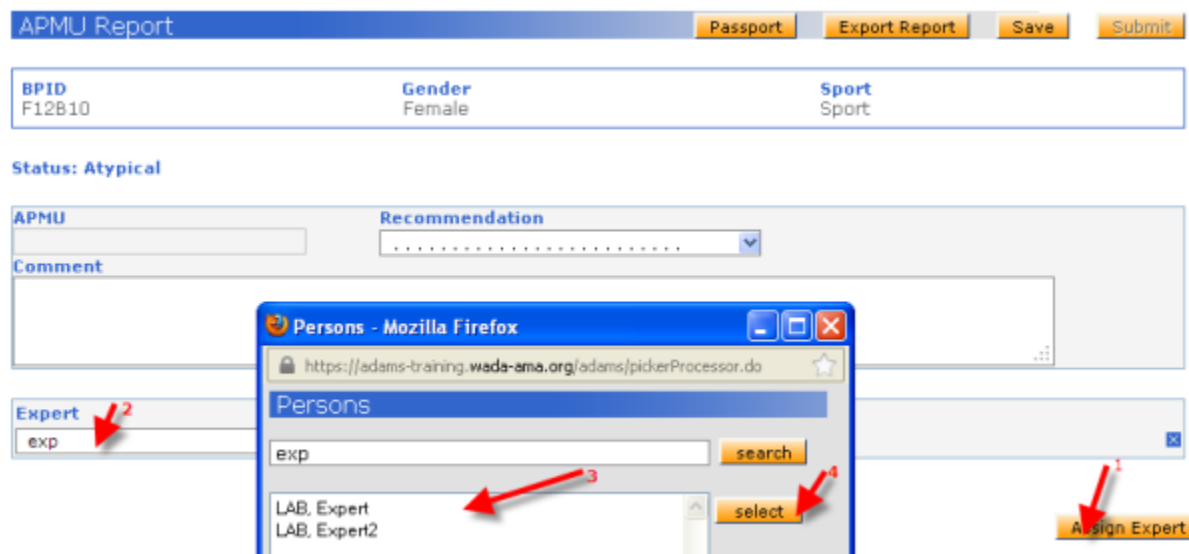
APMU report

The APMU report is accessible by clicking "Expert Report" on the biological passport page and consists of the APMU recommendations for intelligent testing (or as agreed with the APMU) and the list of expert opinions.

APMU users can assign a maximum of 10 experts and submit their recommendations to the passport custodian..

Assigning experts

1. Click "assign expert"
2. Enter at least 2 characters in the search box
3. Click the search icon
4. Select an expert from the returned list
5. Click save on the APMU report page




Experts are automatically notified of the assignment and are thereby able to review the passport and submit an opinion. The expert user loses access to the biological passport once his opinion is submitted.

Re-assigning an expert

Experts can be re-assigned to a passport after submission of their report. The previously submitted opinion is still recorded in the report history section.

1. Open the APMU report
2. Click "Re-evaluate" and a notification is sent to the expert

Expert	Final Recommendation	
lab, expert2	Normal	Submitted
Comment comment		
		Re-evaluate 

Accessing submitted Expert Opinions

Previously submitted Expert Opinions on the current APMU report are available by clicking the "+" next to "Re-evaluate" button.



Saving an APMU report draft

APMU users can save a draft of their recommendation:

1. Go to the APMU report
2. Enter the details of the recommendation
3. Click **Save**

APMU Report			Passport	Export Report	Save	Submit
BPID F12B10	Gender Female	Sport Sport				
Status: Assigned						
APMU Comment draft recommendation		Recommendation Passport suspicious: further data is n... Normal Passport suspicious: further data is required Likely doping Likely medical condition				

Submitting an APMU report

To submit the report to the Passport Custodian:

1. Go to the APMU report
2. Enter the details of the recommendation
3. Select the appropriate item from the "recommendation" dropdown.
4. Click **Submit**

APMU Report

Passport Export Report Save Submit

BPID F12B10 Gender Female Sport Sport

Status: Assigned

APMU

Comment complete recommendation

Recommendation

Passport suspicious: further data is required

Normal

Passport suspicious: further data is required

Likely doping

Likely medical condition

Expert LAB, Expert

Expert Opinion Passport suspicious: further data is re Submitted

Comment opinion 1

Submitted expert opinions

evaluate

Submitted reports are automatically available to the Passport Custodian.

Note: Only submitted APMU reports are available to the Passport Custodian. .

Modifying an APMU report

The APMU can modify, at any time, a submitted report by editing the "comment" field. Modified reports are only available to the Passport Custodian when re-submitted.

Submitted APMU reports can be modified by the APMU:

1. Go to the APMU report
2. Edit the "Comment" field
3. Click **Save** or **Submit**. Note that only submitted APMU reports are available to the Passport Custodian and other ADO.

APMU Report

Hematological Passport Export Report Save Submit

BPID Gender Male Sport Sport

Status: Assigned

APMU

Recommendation

Comment

Comment2

Comment1

Access to previous APMU reports

The report history section lists the previously submitted APMU reports for the passport.

Report History

Final Recommendation	Comment	Submitted by	Date/Time	
Likely doping	Likely doping	LAB, APMU	12-Sep-2012 08:23 GMT	
Expert	Final Recommendation	Comment	Status	Date/Time
lab, expert	Likely doping		Submitted	12-Sep-2012 08:17 GMT
lab, expert2	Cancelled by APMU		Cancelled by APMU	12-Sep-2012 08:23 GMT

Expand each report to view the experts opinions
Click the "+" sign

Expert report

Expert user type is notified of passport review assignments and can submit their opinion in ADAMS. Expert users can only access the passports that were assigned to them by the APMU.

Saving an expert opinion

1. Click on the Expert report on the biological passport page
2. Enter details of the option in the comment field
3. Click **Save**

Saved expert reports are not available to the APMU.

Expert Report

Passport

Save

Submit

BPID

F12B10

Gender

Female

Sport

Sport

Expert

LAB, Expert

Expert Opinion

Comment

opinion 1

Normal

Passport suspicious: further data is required

Likely doping

Likely medical condition

Report History

Expert Opinion	Comment	Status	Date/Time
----------------	---------	--------	-----------

Submitting an expert report

1. Click on the Expert report on the biological passport page
2. Enter details of the option in the comment field
3. Select the appropriate option from the opinion dropdown.
4. Click **submit**

Expert Report

Passport

Save

Submit

BPID

F12B10

Gender

Female

Sport

Sport

Expert

LAB, Expert

Expert Opinion

Comment

opinion 1

Normal

Passport suspicious: further data is required

Likely doping

Likely medical condition

Report History

Expert Opinion	Comment	Status	Date/Time
----------------	---------	--------	-----------

The APMU receives an automatic notification.

Experts also have access to their previously submitted reports in the report history section.

Report History

Final Recommendation	Comment	Status	Date/Time
Normal	test reassign	Cancelled by APMU	12-Sep-2012 08:23 GMT
		Submitted	12-Sep-2012 07:38 GMT

Previously submitted reports

Searching for a previously reviewed passport

1. Search for the athlete BP or use the link in the relevant notification
2. Click on the BPID to open the passport
3. The passport is displayed.

Previously reviewed passports are not updated, therefore the passport is displayed with the information that were available to the expert at the time of the review.

Click on the **Expert report** button, to view your previous reports.

Steroidal Passport Search

Enter the BPID and click Find

Gender: Female Sport: Basketball

3 matching records found

- BP ID#
- BP10WRH5
- BP55IYA4
- BP94CB1044I77A56

Select the BPID to display the passport

Click Expert Report to view your previous comments.

Steroidal Passport

iiE

A/Etio

5a-diol/5b-diol

Status: Normal

99.00 % Recalculate Reset Temporal view

configure displayed columns

Data is not updated

Select#	Sample Code	Test Type	Date of Test	Validity	5a-d/E	5a-d [ng/mL]	5a-diol/5b-diol	5b-d [ng/mL]	A/Etio	A/T	A [ng/mL]	E [ng/mL]
* 3	24071403	INC	22-Jul-2014	Valid	2.50	60	1.0	60	1.0	42	4000	24
2	24071402	INC	20-Jul-2014	Valid	2.50	30	1.0	30	1.0	42	2000	12

Hematological Passport

The hematological passport module is only available to the ADOs that follow WADA ABP Guidelines and related Technical Document.

Should your organization not have access to this section please contact the ADAMS Team at adam.s@wada-ama.org. After undergoing an internal WADA procedural review of the request, your organization might then be granted access.

- Hematological Passport - Software Integration
- Hematological Passport Setup
- Hematological Passport

Once approved, your organization will be assigned an APMU (which can be your own organization) and specificity level for the [Adaptive Model](#).

Page

- [Complete Hematological Passport Process Description](#)

Hematological Passport - Software Integration

Upon the matching of a DCF with the blood passport results (BPLR), the following steps are undertaken:

- **Determination of the hematological sample validity.** As of September 1st 2014, blood passport sample validity will be automatically calculated by comparing the time difference between the sample collection date and time, and the date and time received by the Lab. (36 hours) and by comparing the time difference between the sample collection date and time and the analysis date and time (48 hours) for each relevant sample.
This validity value can be modified by either the [Testing Authority](#) or the Passport Custodian's APMU on the corresponding DCF.
Note: Samples received by Laboratories prior to September 1st 2014, are considered valid if the time difference between the sample collection date and time, and the analysis date and time (shall be less than 36 hours).
- **Calculation of the individual limits by the [Adaptive Model](#).** The limits are calculated for specific Markers (Hemoglobin, OFF-score, Reticulocyte% and ABPS) with the following inputs: *Athlete's* age, gender, blood variables, sample validity and hemodilution. Based on the Passport Custodian specificity (set to 99% by default and modifiable by the ADAMS administrator) Atypical Passport Findings are detected by the [Adaptive Model](#).
Note: the hematological passport is recalculated each time the DCF, laboratory result or *Athlete's* gender and age are modified.
- **Biological Result notifications.** A Biological Result notification is sent to the [Testing Authority](#), the APMU and the Passport Custodian (if different from the [Testing Authority](#)) every time a DCF is matched with a BPLR. The APMU is able to assign expert(s) for anonymous reviews.
- **Atypical Passport Findings notifications.** Both the Passport Custodian (including APMU) and WADA receive automatic notifications if the passport is atypical based on their respective specificity.

Hematological Passport Setup

Anti-Doping Organization Setup

ADO administrators' first step should be to create a new business role that will grant access to the hematological passport, and then assign it to its relevant users.

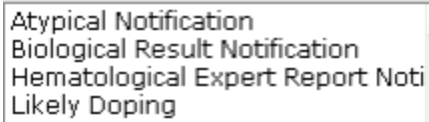
Create a **[Hematological Passport business role](#)** with the following access rights:

- BP lab results export
- Hematological Passport access
- BP lab result read
- Passport expert report read and write

Definition of notifications:

- **Biological result notification:** is sent when new passport values are available. Receivers are:
 - Passport Custodian's APMU
 - Passport Custodian
 - Testing Authority (if different from the Passport Custodian).
- **Atypical passport notification:** sent if the hematological passport is atypical at the Passport Custodian specificity, to the hematological APMU and the Passport Custodian. If the hematological passport is abnormal for the WADA specificity, then an Atypical Passport Notification is sent to WADA.
- **Hematological expert report:** is sent to the passport hematological APMU and Passport Custodian when hematological experts submit their report.
- **Likely doping notification:** is sent when a hematological APMU submits a hematological APMU recommendation that there is a high likelihood of doping.

These notifications can be added to ADO user accounts (see the Administrator user guide for instructions).



Atypical Notification
 Biological Result Notification
 Hematological Expert Report Noti
 Likely Doping

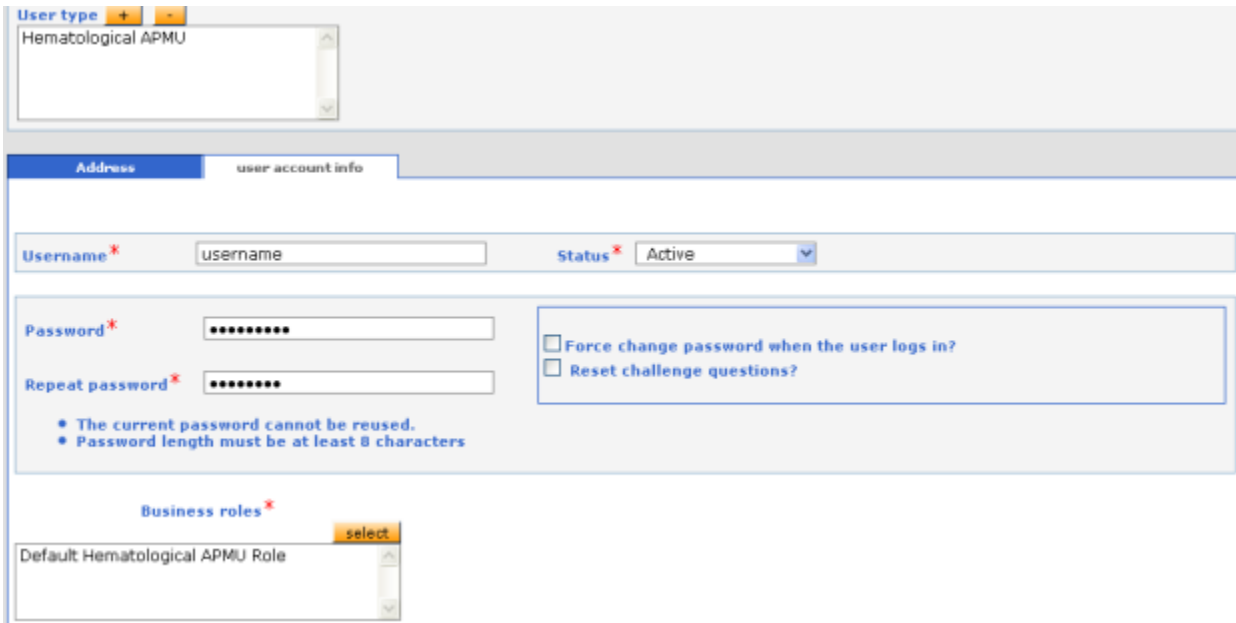
Hematological APMU Organization setup

APMU organizations also need to create user accounts for APMU and Expert, as follows:

Hematological APMU users:

Hematological APMU users can search for hematological passports based on the BPID of the *Athlete*. They have access to the hematological passport page, anonymous DCF, Biological Passport Lab Results and Hematological Expert reports. They can also submit Hematological APMU reports to the Passport Custodian.

1. Login as admin
2. User account management
3. User type : Hematological APMU
4. Business role : Default Hematological APMU
 The role includes the following permissions:
 - Hematological Passport access
 - BP lab result: read only
 - BP lab result activity: read only
 - Anonymous DCF read and write
 - Passport expert report: read and write
5. Assign the following notifications:
 - Biological Result Notification
 - Atypical Passport Notification
6. Save



The screenshot shows a web form for creating a user account. At the top, there's a 'User type' dropdown menu with 'Hematological APMU' selected. Below this is a tabbed interface with 'Address' and 'user account info' tabs. The 'user account info' tab is active, showing fields for 'Username' (with a red asterisk), 'Status' (a dropdown menu set to 'Active'), 'Password' (with a red asterisk and masked with dots), and 'Repeat password' (with a red asterisk and masked with dots). To the right of the password fields are two checkboxes: 'Force change password when the user logs in?' and 'Reset challenge questions?'. Below the password fields, there are two blue error messages: 'The current password cannot be reused.' and 'Password length must be at least 8 characters'. At the bottom, there's a 'Business roles' section with a red asterisk and a 'select' button, followed by a dropdown menu showing 'Default Hematological APMU Role'.

Hematological Expert user:

Hematological Expert users can only access the hematological passports to which they are assigned for review. They can also view anonymous DCFs, biological passport lab results and submit hematological Expert reports.

1. Login as admin
2. User account management
3. User type : Hematological Profiling Expert
4. Business role : Default Hematological Expert
5. No notifications are required as the experts are automatically notified when assigned a passport review by the APMU user.

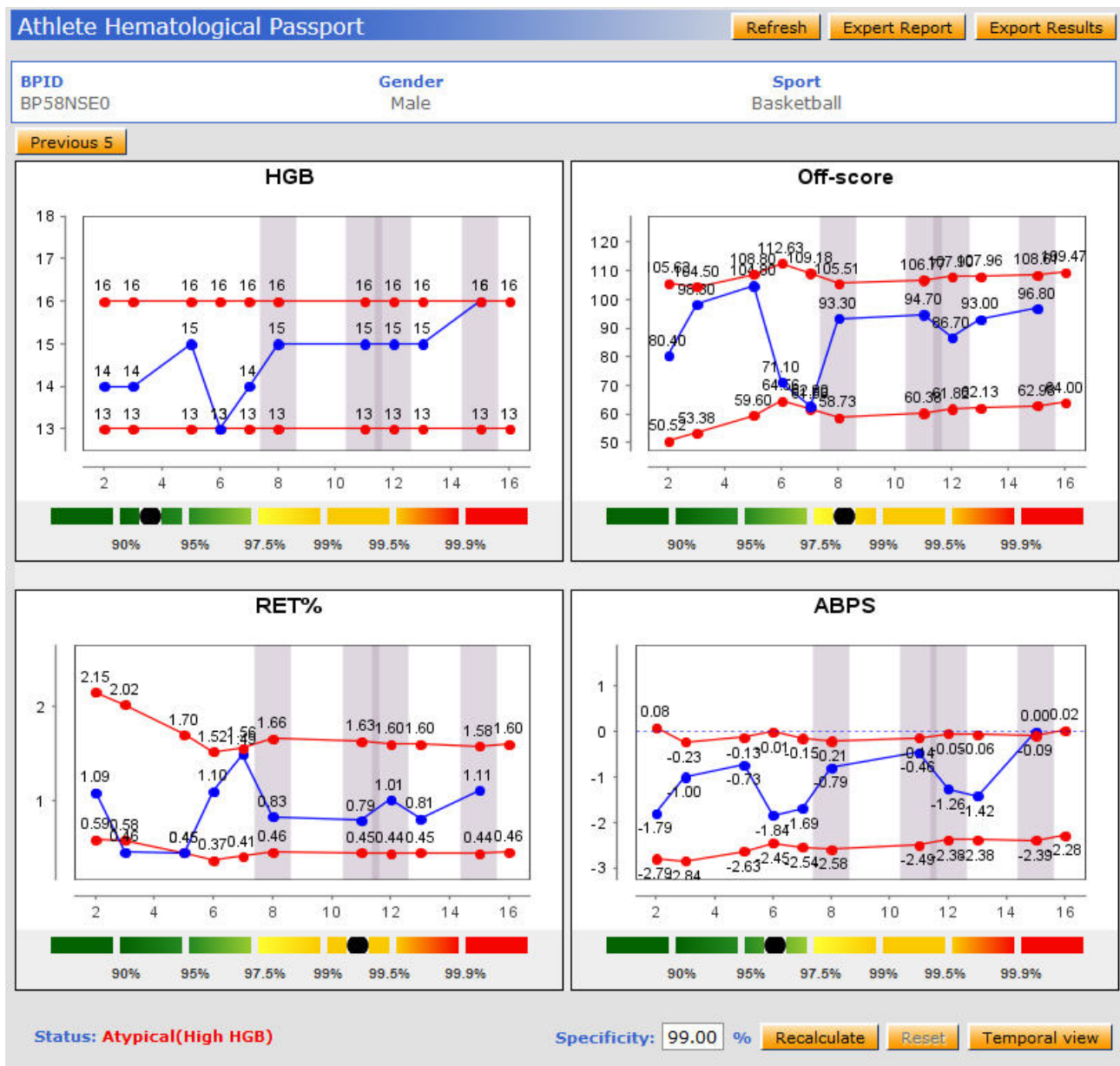
The screenshot shows a web form for managing a user account. At the top, there is a 'User type' dropdown menu with a '+' and '-' button, currently set to 'Hematological Expert'. Below this is a tabbed interface with two tabs: 'Address' and 'user account info', with the latter being selected. The 'user account info' section contains several fields: a 'Username' field with the value 'username', a 'Status' dropdown menu set to 'Active', a 'Password' field with masked characters, and a 'Repeat password' field also with masked characters. To the right of these fields are two checkboxes: 'Force change password when the user logs in?' and 'Reset challenge questions?'. Below the password fields are two bullet points: 'The current password cannot be reused.' and 'Password length must be at least 8 characters'. At the bottom, there is a 'Business roles' section with a 'select' button and a dropdown menu currently showing 'Default Hematological Expert Role'.

APMU and Expert users belong to the APMU.

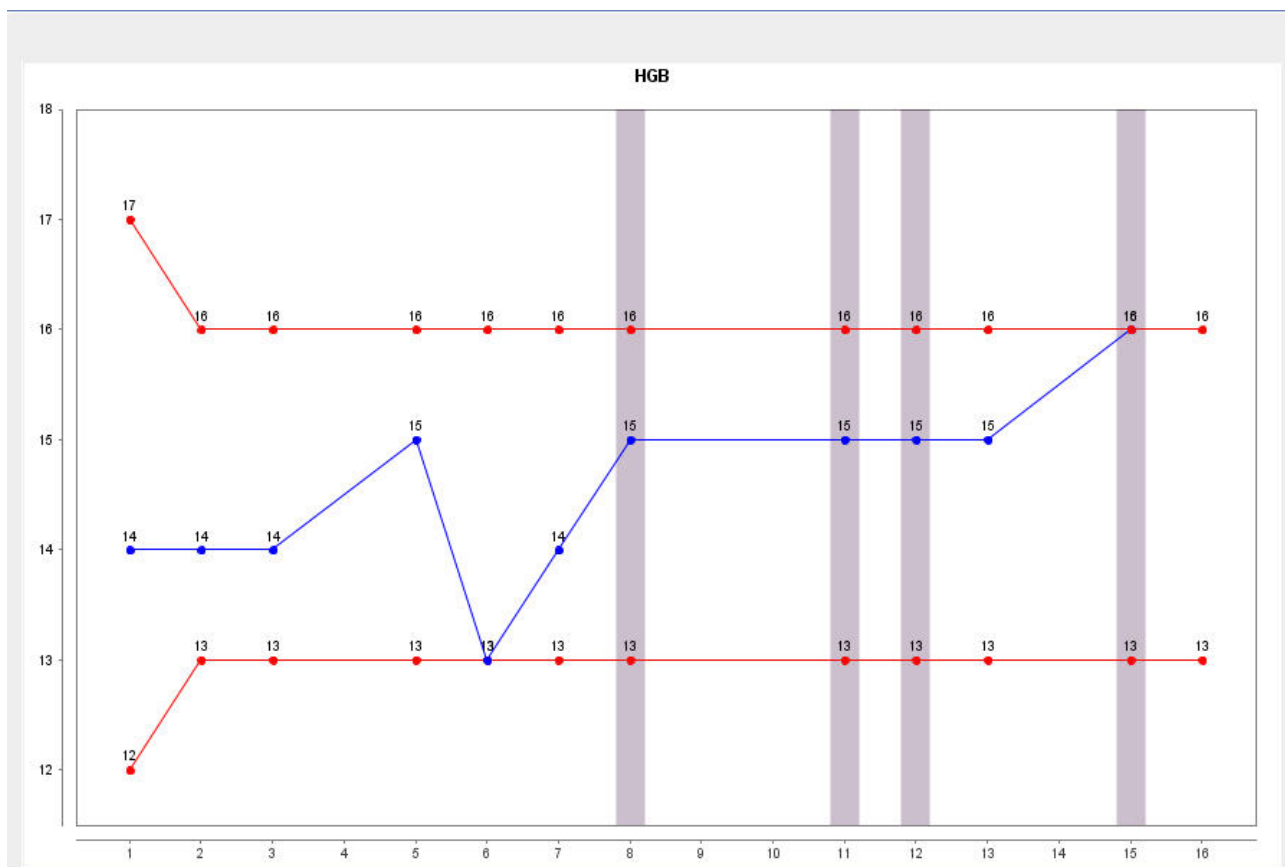
Hematological Passport Page

The hematological passport page is divided into 2 sections:

1. The *Athlete* passport: the small graphs display the last valid 10 tests. Clicking on the graph expands the view and displays the last 30 valid tests.



When viewing the expanded graphs, it is possible to display all results included in the passport by clicking on the “View all” button or if exists, display the 10 previous/next ones.



2. The *Athlete* hematological passport table: list of all blood passport tests.

Users can configure the columns displayed in the table, it includes by default: sample code, test type (In or out of competition), date of test, hemodilution and validity. Additional columns are: ABPS, altitude, (analytical) delay and hematological variables.

For the current session, users with access to this page can:

- modify the session specificity: value entered must be between 50.0% and 99.99%.
 - add or remove tests to the *Athlete* passport that will be included in the hematological passport calculation.
- These modifications are not saved for another session.

3. **Exporting biological passport results**

APMU and ADO users with access to the biological passport page can also export the complete list of biological passport lab results associated with a passport.

- Access the hematological passport page
- Click Export results

4. **Documents:** See [instructions](#).

Complete Hematological Passport Process Description

Every *Athlete* with a DCF that includes a blood passport *Sample* type has its hematological passport automatically calculated in ADAMS. The *Athlete* is assigned a [Passport Custodian](#).

The hematological passport process is integrated in the ADAMS test planning module. The process flow is as follows:

1. Create a mission order or a test (see online help if necessary)
2. Create DCFs (see DCF online help) with a blood passport *Sample* type
 - a. Within the *Sample(s)* tab of the DCF, ensure that you have entered a time of collection and answered the question related to the hemodilution.

Samples (1) | Notification Details | Comments | Participants | Non-Conformities

Add sample

Type: Blood passport | Sample Code*: 755635 | Time of Collection*: 09:42 | Sent to Lab*:

ABP Supplemental Report Form

Has the athlete been seated for ten minutes prior to blood collection? ☐ Yes ☒ No

Was the sample collected immediately following at least three consecutive days of competition (hemodilution expected)? ☐ Yes ☒ No

Has the athlete had a training session or competition in the past two hours? ☐ Yes ☒ No

Has the athlete trained, competed or resided at an altitude greater than 1000 meters within the previous two weeks? ☐ Yes ☒ No

Has the athlete used any form of altitude simulation, such as a hypoxic tent, mask, etc during the previous two weeks? ☐ Yes ☒ No

Has the athlete donated blood or lost blood as a result of medical or emergency condition during the previous three months? ☐ Yes ☒ No

Has the athlete given or received any blood transfusion(s) during the previous six months? ☐ Yes ☒ No

b. Change the status of the DCF to "complete samples collected".

3. Laboratory submits the Biological Passport Lab Results (BPLR).

4. Once matched, the *Athlete* passport is automatically calculated based on the *Athlete's* Passport Custodian's specificity.

a. The *Sample* validity is automatically set and can be modified on the DCF by either the Passport Custodian's APMU or the Testing Authority responsible for the test.

Samples (1) | Notification Details | Comments | Participants | Activities(1) | Non-Conformities

Add sample

Type: Blood passport | Sample Code*: 534147 | Time of Collection*: 09:40 | Sent to Lab*: TESTLAB | print

ABP Supplemental Report Form

Has the athlete been seated for ten minutes prior to blood collection? ☐ Yes ☒ No

This sample was collected after at least three days of competition? ☒ Yes ☐ No

Has the athlete had a training session or competition in the past two hours? ☐ Yes ☒ No

Has the athlete trained, competed or resided at an altitude greater than 1000 meters within the previous two weeks? ☐ Yes ☒ No

Has the athlete used any form of altitude simulation, such as a hypoxic tent, mask, etc during the previous two weeks? ☐ Yes ☒ No

Has the athlete donated blood or lost blood as a result of medical or emergency condition during the previous three months? ☐ Yes ☒ No

Has the athlete given or received any blood transfusion(s) during the previous six months? ☐ Yes ☒ No

Matched

Validity field: Valid

b. At this point the biological passport notification is sent to the Passport Custodian, its APMU and the Testing Authority.

5. APMU **assigns expert(s)** for review

- Open passport
- Click Expert report

Athlete Biological Passport

BPID: BP6AP99W99E41 | Gender: Female | Sport: Automobile Sports

Expert Report

c. Click **Assign Expert** (expert account must be created prior to this operation) and select the expert

Assign Expert

Newly assigned experts are automatically notified.

6. Expert submits report

Refer to the [Expert report](#) section for detailed instructions.

- a. Login as an expert
- b. Search for a passport or open your notifications and click on the link

Biological Passport Search

find **list**

1 matching record found

BP ID#
[BP39WR34P10R76](#)

- c. Select the passport

- d. Click Expert Report on the passport page

- e. Experts can enter comments in the Comments section and select a recommendation. The reports can be saved as drafts clicking **Save** or directly submitted to the APMU by clicking **Submit**.

APMU user can only access submitted reports.

Expert Report **Passport** **Save** **Submit**

BPID	Gender	Sport
F12B10	Female	Sport

Expert **Expert Opinion**

LAB, Expert2

Comment

expert opinion

Normal
 Passport suspicious: further data is required
 Likely doping
 Likely medical condition

- f. APMU is notified of report submission

At this point the APMU can either start another round of reviews or submit an APMU report.

7. APMU submits its APMU report to the Passport Custodian

Refer to [Complete Hematological Passport Process Description - APMU report](#) section for detailed instructions.

- a. Login as an APMU user
- b. Search for the passport
- c. Click Expert report

APMU Report

Passport Export Report **Save** Submit

BPID: F12B10 Gender: Female Sport: Sport

Status: Assigned

APMU: Comment: complete recommendation

Recommendation: Normal, Passport suspicious: further data is required, Likely doping, Likely medical condition

Expert: LAB, Expert Comment: opinion 1

Expert Opinion: Passport suspicious: further data is re Submitted on 02-Oct-2012 Reevaluate

The report could be either saved as a draft or submitted to the Passport Custodian.

APMU users Passport Custodian can also export submitted Expert reports

WADA has access to all passports in ADAMS and is notified when a calculated passport is atypical at a specificity of 99.9%.

Steroidal passport

- Steroidal Passport updated
- Steroidal Passport Setup
- Steroidal Passport Page
- Complete Steroidal Passport Process Description

Steroidal Passport updated

Upon the matching of a DCF and urine result, the following steps are undertaken:

- **Validation of the steroidal sample validity.**
The Laboratory and the Sample Collection Authority (SCA) shall specify the Sample validity in the Laboratory result section and the DCF, respectively.
When both fields are set to "valid" then the Sample is considered as valid and taken into account in the passport calculation.
- **Calculation of individual limits by the Adaptive Model.** Provided that the Laboratory result "date reported by lab" is after the steroidal passport implementation date, the individual limits of the Markers T/E, A/T, A/Etio and 5Adiol/5Bdiol are calculated with the following inputs: *Athlete* gender, steroid variables, LOQ per variable and Sample validity. Atypical Passport Findings are flagged based on the Passport Custodian specificity (set to 99% by default and modifiable by the ADAMS administrator). APMU users will receive notifications of all new passport values and be able to assign expert(s) for the anonymous reviews. Both the Passport Custodian (including steroidal APMU) and WADA will receive automatic notifications if the passports are atypical based on their respective specificity.

Steroidal Passport Setup

Anti-Doping Organization Setup

ADO administrators' first step should be to create a new business role that will grant access to the steroidal passport, and then assign it to the relevant users.

Create a **Steroidal Passport business role** with the following access rights:

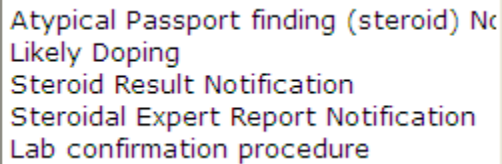
- Steroidal Passport access
- lab result read
- Passport expert report read and write

Definition of notifications:

- Steroid result notification: is sent when new passport values are available following the match between a DCF and a Laboratory result. Receivers are:
 - Passport Custodian's APMU
 - Passport Custodian

- Testing Authority (if different from the Passport Custodian)
- Atypical passport notification (steroid): sent if the steroidal passport is Atypical at the Passport Custodian specificity, to the steroidal APMU and the Passport Custodian. If the steroidal passport is abnormal for the *WADA* specificity, then an Atypical Passport Notification (steroid) is sent to *WADA*.
- Steroidal expert report: is sent to the passport steroidal APMU and Passport Custodian when steroidal experts submit their report.
- Likely doping: is sent when a steroidal APMU submits a steroidal APMU recommendation that there is a high likelihood of doping.
- Lab Confirmation Procedure: is sent when an ATPF Confirmation Procedure request or a Suspicious Confirmation Procedure request is required as per TD2014 EAAS 2.0.
 - Analyzing lab: receives a request to start the Laboratory Confirmation Procedure.
 - APMU: receives a notice when a request for Confirmation Procedure is sent to the analyzing Laboratory and when the Confirmation Procedure was completed.
 - Passport Custodian: receives a notice that a Confirmation Procedure was requested to the analyzing Laboratory and that the procedure was completed.
 - Testing Authority: receives a notice that a Confirmation Procedure was requested to the analyzing Laboratory and that the procedure was completed.

These notifications can be added to *ADO* user accounts (see the Administrator user guide for instructions).



Atypical Passport finding (steroid) Notification
Likely Doping
Steroid Result Notification
Steroidal Expert Report Notification
Lab confirmation procedure

Steroidal APMU Organization setup

APMU organizations also need to create user accounts for APMU and Expert, as follows:

Steroidal APMU users:

Steroidal APMU users can search for steroidal passports based on the Biological Passport Identification number of the athlete. They have access to the steroidal passport page, anonymous DCF, Lab Results with steroid variables and Steroidal APMU and Expert reports. They can also submit APMU reports to the Passport Custodian.

1. Login as admin
2. User account management
3. User type : Steroidal APMU
4. Business role : Default Steroidal APMU
The role includes the following permissions:
 - Steroidal Passport access
 - Lab result: read only
 - Lab result activity: read only
 - Anonymous DCF: read and write
 - Passport expert report: read and write
5. Notifications: Add the following:
 - Atypical passport notification (steroid)
 - Lab confirmation procedure
6. Save

User type + -

Steroidal APMU

Address | user account info

Username* labapmu2 **Status*** Active

Password* **Repeat password***

☐ Force change password when the user logs in?
☐ Reset challenge questions?

• The current password cannot be reused.
• Password length must be at least 8 characters

Business roles* select

Default Steroidal APMU Role

Steroidal Expert user:

Steroidal Expert users can only access the steroidal passports to which they are assigned for review. They can also view anonymous DCFs, [Laboratory](#) results and submit Expert reports.

1. Login as admin
2. User account management
3. User type : Steroidal Profiling Expert
4. Business role : Default Steroidal Expert
5. Notifications: none

User type + -

Steroidal Profiling Expert

Address | user account info

Username* cnif.expert **Status*** Active

Password* **Repeat password***

☐ Force change password when the user logs in?
☐ Reset challenge questions?

• The current password cannot be reused.
• Password length must be at least 8 characters

Business roles* select

Default Expert Role

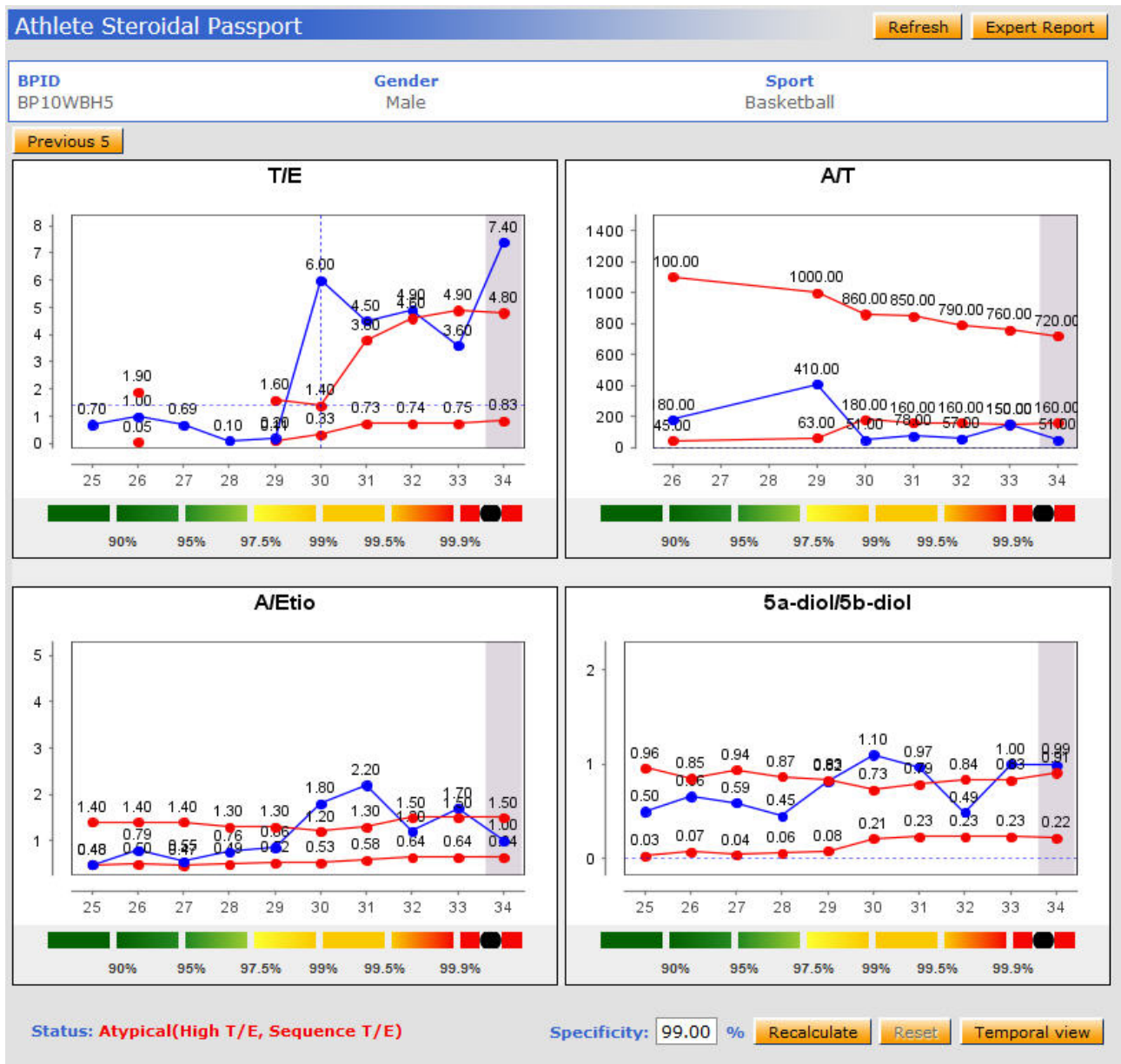
User can view athletes' records in the following groups select

APMU and Expert users belong to the APMU.

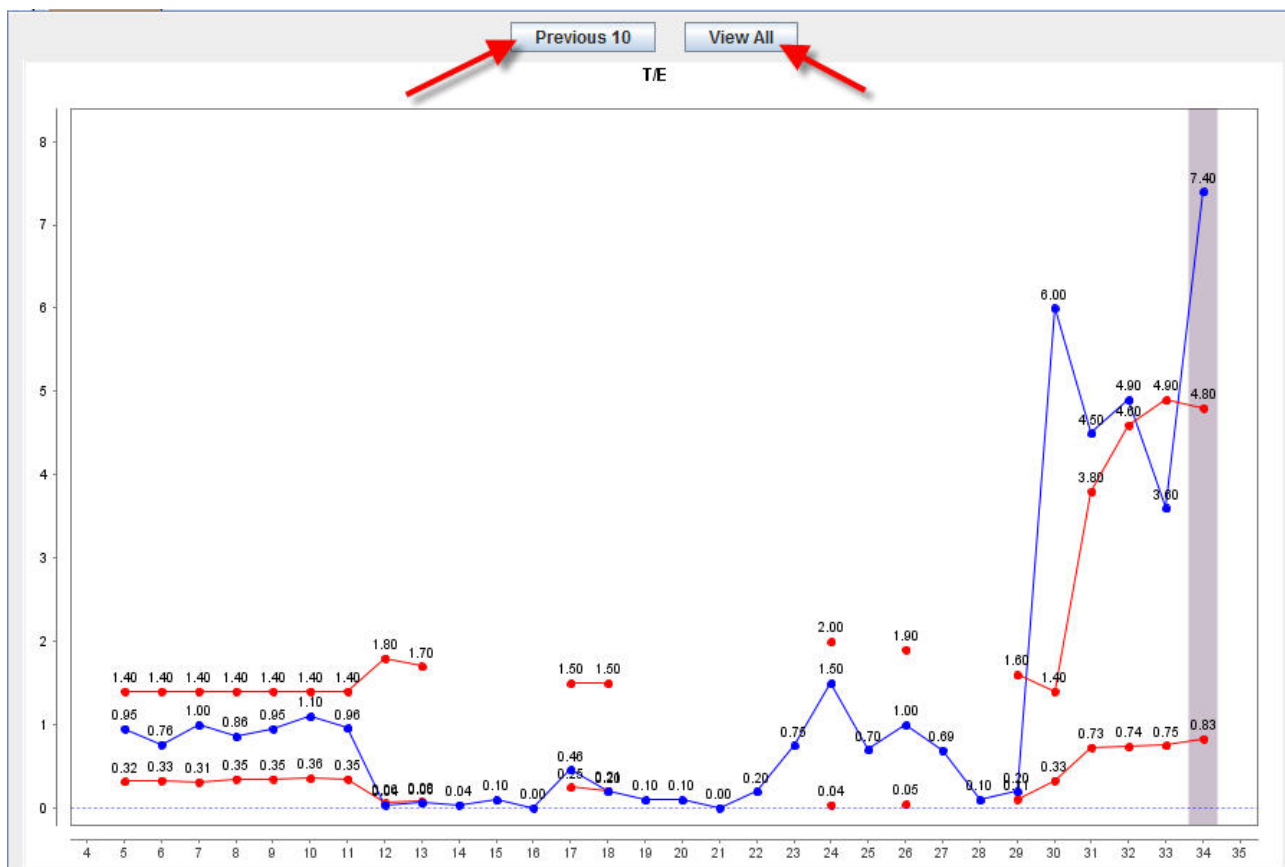
Steroidal Passport Page

The steroidal passport page is divided into 2 sections:

1. The ***Athlete steroidal passport:***
The small graphs display the last 10 valid tests. Clicking on the graph expands the view and displays the last 30 valid tests.



When viewing the expanded graphs, it is possible to display all results included in the passport by clicking on the “View all” button or if exists, display the 10 previous/next ones.



2. The **Athlete steroidal passport table**: list of steroidal passport tests. Users can configure the columns displayed in the table, which includes by default: *Sample* code, test type (*In-* or *out-of-competition*), date of test and validity. Additional columns are: steroidal variables and specific gravity (SG).

For the current session, users with access to this page can:

- modify the session specificity: value entered must be between 50.0% and 99.9%
 - add or remove tests to the *Athlete* passport that will be included in the steroidal passport calculation.
- These modifications are not saved for a next session.

3. **Documents**: See [instructions](#).

Complete Steroidal Passport Process Description

1. Create a mission order or a test (see online help if necessary)
2. Create DCFs (see DCF online help) with a urine *Sample* type
 - a. And change the status of the DCF to "complete *Samples* collected".
3. **Laboratory** submits Urine Lab Result with (unadjusted) steroid variables and validity.
 - a. Note that the validity field in the lab result is mandatory.
4. Once matched the *Athlete* steroidal passport is automatically calculated based on the *Athlete's* Passport Custodian's specificity.
 - a. The *Sample* validity is mandatory and can be modified on the DCF by either the Passport Custodian's APMU or the **Testing Authority** responsible for the test.
 - b. At this point the steroid result notification is sent to the Passport Custodian, its steroidal APMU and the **Testing Authority**.
5. Steroidal APMU **assigns expert(s)** for review
 - a. Open passport
Click Expert report

Athlete Biological Passport		
BPID BP6AP99W99E41	Gender Female	Sport Automobile Sports

Expert Report

- b. Click **Assign Expert** (expert account must be created prior to this operation) and select the expert. Newly assigned experts are automatically notified.



6. Expert submits report.

Refer to [Expert Report](#) section for detailed instructions.

- a. Login as an expert
- b. Search for a passport or open your notifications and click on the link



Biological Passport Search

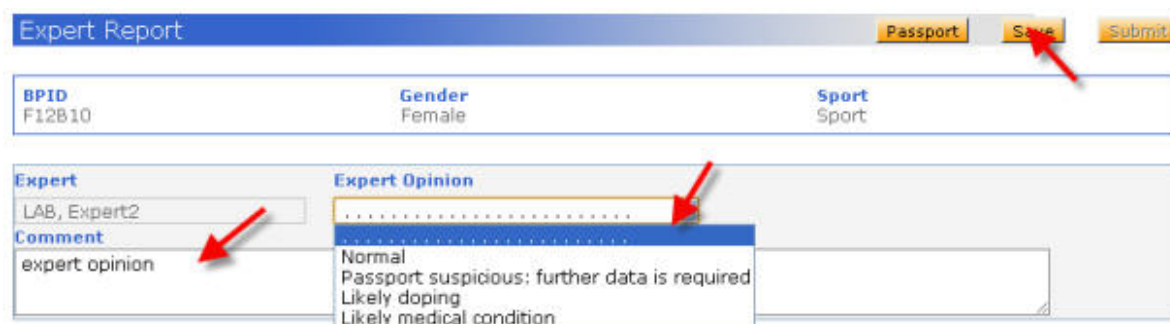
find

list

1 matching record found

BP ID#
[BP39WR34P10R76](#)

- c. Select the passport
- d. Click Expert Report on the passport page
- e. Experts can enter comments in the Comments section and select a recommendation. The reports can be saved as a draft by clicking **Save** or submitted directly to the APMU by clicking **Submit**.
APMU user can only access submitted reports._



Expert Report **Passport** **Save** **Submit**

BPID	Gender	Sport
F12B10	Female	Sport

Expert	Expert Opinion
LAB, Expert2
Comment	
expert opinion	<div> Normal Passport suspicious; further data is required Likely doping Likely medical condition </div>

- f. APMU is notified of report submission

At this point the APMU can either start another round of reviews or submit an APMU report.

7. APMU submits its APMU report to the Passport Custodian

Refer to APMU report section [Complete Hematological Passport Process Description](#) for detailed instructions.

- a. Login as an APMU user
- b. Search for the passport
- c. Click Expert report

The report could be either saved as a draft or submitted to the Passport Custodian.

APMU users Passport Custodian can also export submitted Expert reports

WADA has access to all passports in ADAMS and is notified when a calculated passport is abnormal a specificity of 99.9%.

Biological Passport administration

- BP Reset
- Passport Custody Transfer
- Sharing a Passport with another ADO

BP Reset

The *Athlete's* BPID can be reset by its Passport Custodian.

1. Login as an ADO user
2. Search for the *Athlete*
3. Click Reset BPID

4. Select one of the option:

- a. Transfer past data to new BPID: entails that the tests linked to the current *Athlete's* BPID will be transferred to the newly generated BPID. The *Athlete* passport will remain the same, only its BPID will be changed.
- b. Keep past data with old BP: creates a new blank hematological passport.

Passport Custody Transfer

In principle, each *Athlete* with a passport in ADAMS has a Passport Custodian. The Passport Custodian has the responsibility of results management via its APMU.

Since Release 3.7, this responsibility is assigned to the Testing Authority that of the first DCF entered in ADAMS with the status "complete-sample(s) collected".

If the Testing Authority of the first DCF entered in the system is nor the IF nor the NADO of the athlete (i.e. Major Event Organizer), the athlete's Passport Custody is assigned to his IF.

The Passport Custodian organization is able to grant "read access" to other ADOs and to transfer the passport custody of the athlete to another organization upon agreement.

How to transfer passport custody

1. Login as an ADO administrator
2. Manage access to *Athletes* and non-*Athletes*
3. Search for the *Athlete* record

- a. Operation: Move passport custodial
- b. Organization: search for the relevant organization
- c. Select the *Athlete* and click apply

Note: when custody is transferred to an ADO, the source organization loses its access to the passport. It is then to the new Passport Custodian to share the Passport.

Sharing a Passport with another ADO

Note: the target organization must have read access to the *Athlete's* profile in order to view his passport. If the target organization does not have access to the *Athlete's* profile, a second sharing relationship must be setup for the entity type "*Athlete* profile".

The Passport Custodians are also able to grant read access to other ADOs upon agreement.

Sharing a passport with another ADO grants read access to the DCFs, Laboratory results, APMU and expert reports to the ADO users (not experts and APMU users).

The APMU of the target organization does not have access to the source organization expert reports.

1. Login as administrator
2. Source organization relationship management
3. Select the target organization
4. Set start and end date
5. Select the entity "hematological passport" or "steroidal passport"
6. Select the right (read or write)
7. Select an athlete group.
Note: The *Athlete* group must be created prior to the sharing
8. Save

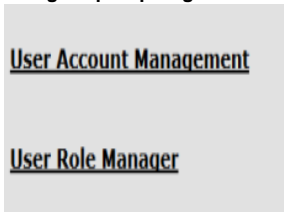

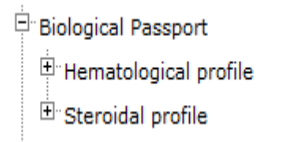

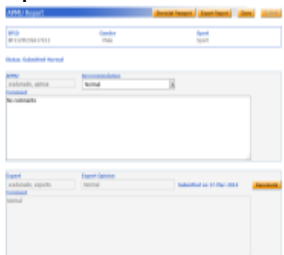
Biological passport Q&A

- ADO: How can I access a biological passport?
 - See section [Hematological Passport page](#) or [Steroidal Passport Page](#)
- ADO: How do I start my biological passport program in ADAMS?
 - Hematological passport: First ensure that your access to the module is enabled. Contact the ADAMS Team for confirmation adams@wada-ama.org. Once your access to the module is granted follow the instructions in the [Hematological passport setup section](#). Further steps would be to ensure that all your DCFs including a blood passport *Sample* are entered in ADAMS as soon as possible.
 - Steroidal passport: As of the implementation date of the steroidal passport, every *Athlete* in ADAMS will have a steroidal passport. The default Passport Custodian is the *Athlete's* IF. To generate the passport simply enter in due time all the DCFs with urine *Samples*, the *Testing Authority* responsible for the test and the Passport Custodian APMU will receive a notification once the DCF is matched to a *Laboratory* result.
- ADO: the *Athlete's* DCF is entered in ADAMS but I cannot see the *Athlete* passport.
 - Verify that the DCF status is set to "complete sample collected". Only DCFs with the status "complete – samples collected" are included in the hematological and steroidal passport calculation.
- ADO: I cannot see the *Athlete* passport?
 - Verify, in the *Athlete* profile security tab, that you are the *Athlete* Passport Custodian.
- *Athlete*: Can I see my biological passport?
 - *Athletes* do not have access to their biological passport.
- ADO: I cannot see the Hematological passport
 - Your ADO may not be enabled access to the hematological passport. Contact the ADAMS Team adams@wada-ama.org
- Expert: Why can't I access an *Athlete* passport
 - Expert can only see the passports that were assigned to them by their APMU. Contact your APMU to verify that you are still assigned to the case.
- APMU: My organization is both a hematological and steroidal APMU, how do I search for steroidal passport?
 - This organization has by default the Hematological passport quick search. To search for steroidal passport click the Steroidal passport menu on My Zone.
- ADO: How do I change the validity of a steroidal *Laboratory Sample*?
 - The steroidal *Sample* validity can be modified by either the *Testing Authority*, the APMU of the Passport Custodian or the analyzing *Laboratory*. For an ADO: access the DCF, click edit and change the *Sample* validity. For *Laboratory* users: if the *Laboratory* result is not locked, edit the *Laboratory* result and change the validity.
 - Only *Laboratory* results that are set as valid in both the DCF and lab result are included in the steroidal passport calculation.
- How do I change the validity of hematological passport *Sample*?
 - The validity of a hematological passport *Sample* can be modified by either the *Testing Authority* or the Passport Custodian APMU. To do so, access the DCF, click Edit and change the validity.
- ADO: How do I transfer the passport custody of an *Athlete* to another ADO
 - Refer to the section [Passport custody transfer](#).
- ADO: How do I share a hematological or steroidal passport with another ADO
 - Refer to section [Sharing a passport with another ADO](#)
- ADO: An *Athlete* passport was shared by the Passport Custodian. Why my APMU is not able to access the passport?
 - When a shared passport are only accessible to the target ADO. The target organization's APMU (including its experts) do not have access to the passport.
- *Laboratories*: The *Sample* validity of the results is automatically set to "invalid" when I use the bulk upload functionality.
 - Ensure that in the file you are importing the "validity" field value is non-blank e.g. either "yes" or "no".
- How do I access whereabouts dated more than 18 month?
 - Whereabouts dated more than 18 month are only available for *Athletes* that have a biological passport and are accessible from the whereabouts report.
- How do I request a *Confirmation Procedure* when a passport is not Atypical (as determined by the *Adaptive Model*)?
 - Use ADAMS manual notifications (see instructions below). Only users from the selected organization(s) with the "Lab confirmation notification" will receive it:

- Open the lab result
- Click **Notify**
- Select the analyzing Laboratory and ADO
- Enter your request in the body
- Click **Send**

ADAMS Getting Started with ABP

ADAMS Getting Started with ABP

<p>Verify that your ADO is enabled access to the passport</p>	<ul style="list-style-type: none"> • Send an email to the ADAMS Team to request the access (include your APMU name).
<p>Setup your user accounts as per the ADAMS Biological passport guide</p> 	<ul style="list-style-type: none"> • ADO administrator must create a new business role and assign it to the relevant users. • Notifications must be correctly setup. • The APMU administrator must create APMU and Expert user. • Refer to the user guide: http://adams-docs.wada-ama.org/display/EN/ADAMS+Biological+Passport+guide.
<p>Enter all Doping Control Forms in ADAMS</p> 	<ul style="list-style-type: none"> • Doping Control Forms can be created either directly from the athlete profile or using the "Quick DCF" option in mission orders. • Set the DCF status to "complete- sample(s) collected".
<p>Passport calculation</p> 	<ul style="list-style-type: none"> • Athlete passports are automatically generated when a match between a Doping Control Form and a urine lab result or blood passport occurs. • Notifications to the passport custodian's APMU and Testing Authority are automatic.
<p>APMU review</p> 	<ul style="list-style-type: none"> • Login with your APMU account. • Use the link in the received notification to access the passport (or use the passport search). • View the passport. • Assign expert(s). • After the expert review, submit your APMU report to the Passport Custodian.
<p>Expert review</p> 	<ul style="list-style-type: none"> • Login with your Expert account. • Use the link in the received notification to access the passport (or use the passport search). • Review the assigned passport. • submit your Expert opinion to the APMU.