ADAMS Athlete Biological Passport
User Guide
1. ADAMS Athlete Biological Passport guide ................................................................. 2
  1.1 Introduction ........................................................................................................... 2
    1.1.1 Athlete Biological Passport program ............................................................. 2
    1.1.2 Passport Custodian ......................................................................................... 2
    1.1.3 APMU - Athlete Passport Management Unit .................................................. 2
    1.1.4 ABP Expert ..................................................................................................... 3
  1.2 Biological passport – Basic concepts .................................................................... 3
    1.2.1 Accessing a Passport page .............................................................................. 3
    1.2.2 Adding documents to a Biological Passport ..................................................... 4
    1.2.3 APMU report .................................................................................................. 6
    1.2.4 Expert report .................................................................................................. 9
  1.3 Hematological Passport ....................................................................................... 10
    1.3.1 Hematological Passport - Software Integration ............................................... 11
    1.3.2 Hematological Passport Setup ....................................................................... 11
    1.3.3 Hematological Passport Page ......................................................................... 13
    1.3.4 Complete Hematological Passport Process Description ............................... 15
  1.4 Steroidal passport ................................................................................................. 18
    1.4.1 Steroidal Passport updated ............................................................................. 18
    1.4.2 Steroidal Passport Setup ............................................................................... 18
    1.4.3 Steroidal Passport Page ................................................................................ 20
    1.4.4 Complete Steroidal Passport Process Description ......................................... 22
  1.5 Biological Passport administration ...................................................................... 24
    1.5.1 BP Reset ....................................................................................................... 24
    1.5.2 Passport Custody Transfer ............................................................................ 24
    1.5.3 Sharing a Passport with another ADO ............................................................ 25
  1.6 Biological passport Q&A ..................................................................................... 26
  1.7 ADAMS Getting Started with ABP ................................................................. 27
ADAMS Athlete Biological Passport guide

ADAMS Biological Passport Guide

- Introduction
- Biological passport – Basic concepts
- Hematological Passport
- Steroidal passport
- Biological Passport administration
- Biological passport Q&A
- ADAMS Getting Started with ABP

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 the 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 ISTI 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…
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.

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.
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.
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
1. Accessing submitted Expert Opinions

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

2. 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

3. 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
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.

### Access to previous APMU reports

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

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
The APMU receives an automatic notification.
Experts also have access to their previously submitted reports in the report history section.

<table>
<thead>
<tr>
<th>Report History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Recommendation</td>
</tr>
<tr>
<td>Normal</td>
</tr>
<tr>
<td>Normal</td>
</tr>
</tbody>
</table>

### 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.

### 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 adamswada-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.

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).
**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

**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.
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.

   a. Access the hematological passport page
   b. 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.
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.

   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
   a. Open passport
   b. Click Expert report
      c. 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 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

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.

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
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
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).

---

**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
**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

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

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](image)

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](image)

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:
   - 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.
   - Keep past data with old BP: creates a new blank hematological passport.
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

![Image of ADAMS interface for passport custody transfer]

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
ADAMS User Guide

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**: How do I start my biological passport program in ADAMS?
  - 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 Passport Custodian.
- **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.
- **ADO**: How do I change the validity of a 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:
ADAMS Getting Started with ABP

### Verify that your ADO is enabled access to the passport
- Send an email to the ADAMS Team to request the access (include your APMU name).

### Setup your user accounts as per the ADAMS Biological passport guide
- 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](http://adams-docs.wada-ama.org/display/EN/ADAMS+Biological+Passport+guide).

### Enter all Doping Control Forms in ADAMS
- 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".

### Passport calculation
- 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.

### APMU review
- 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.

### Expert review
- 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.