

TITLE: GUIDELINES FOR SAMPLE COLLECTION – U + B

1 THE ARFL SAMPLE AND BARCODED SECURITY DOCUMENTATION SYSTEM

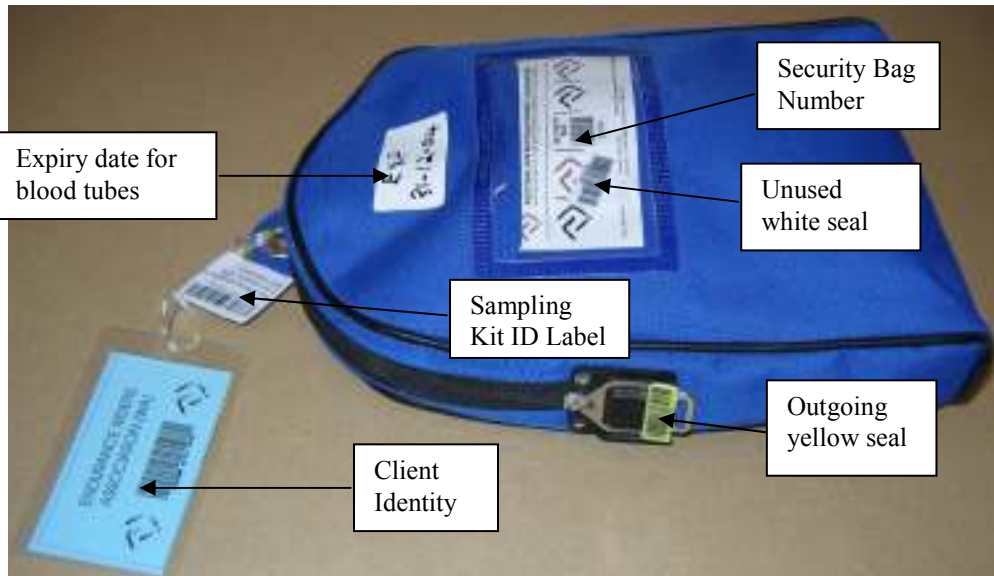
1.1 Range of Sampling Kits

The small Sampling Kit contains one urine sample pack and one blood sample pack. Note: sampling kits containing one urine sample pack or one blood sample pack are also available.

1.2 Components of the Sampling Kit System

- The Sampling Kit has a unique **Security Bag number**, which is observed through the clear window of the bag.
- The Sampling Kit has a bar-coded **Sampling Kit ID**, which is present on an adhesive label attached to the tag of the small Sampling Kits.
- The Sampling Kit is sealed with a yellow plastic **Outgoing Seal** when packed at the ARFL.
- Contained within the Sampling Kit is a Sample Kit Audit Document, which is printed on special paper that cannot be forged. The Sample Kit Audit Document notes the following:
 - Security Number
 - Client
 - Sampling Kit ID
 - Security Bag Number
 - Outgoing seal Number
 - Date and time the kit was packed
- The client for the Sampling Kit is identified on the laminated client label attached to the tag of the small Sampling Kits. The Australian Racing Forensic Laboratory address is on the other side of the client label.
- In the clear window of the Sampling Kit Security Bag is an unused white security seal, which is to be used to seal the bag when the sample packs (whether used or unused) have been returned to the kit on the completion of sample collection. If the seal breaks in use a replacement seal can be obtained from the Stewards. This will need to be noted on the Sample Kit Audit document.

The small Sampling Kit:



The expiry date is on sampling kits that contain blood tubes. This is required as blood tubes have an expiry date.

Contents of the small Sampling Kit:

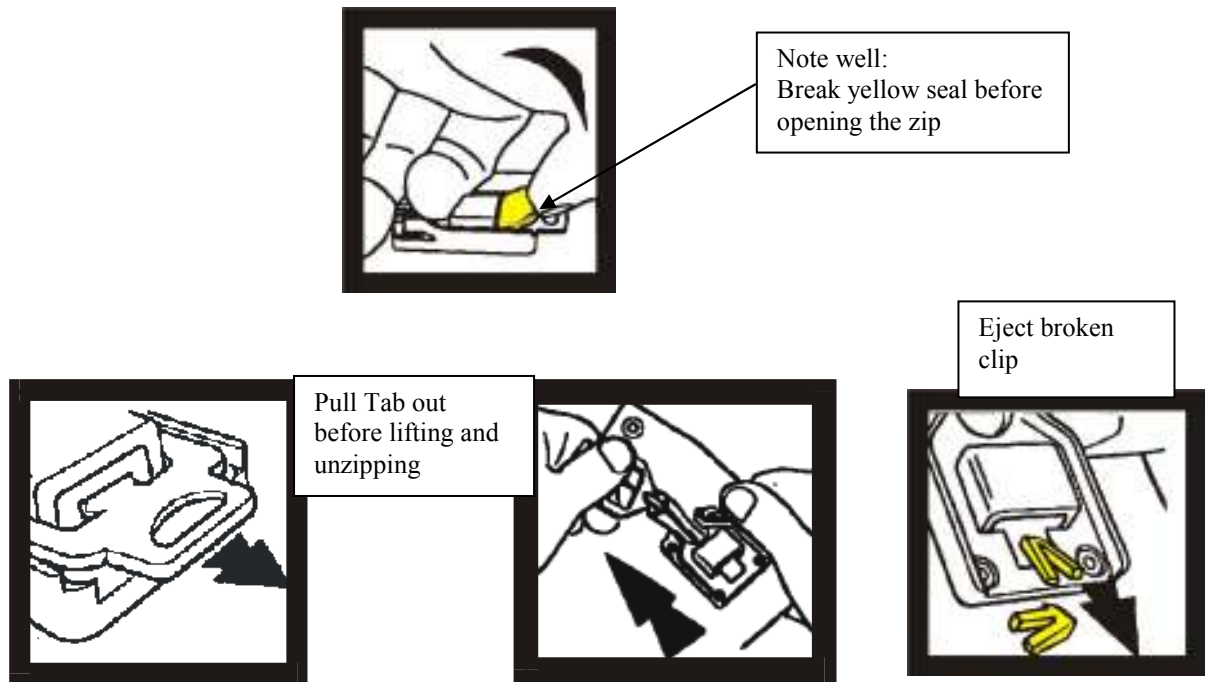


The sample collection process needs to be organized so that sample integrity is maintained.

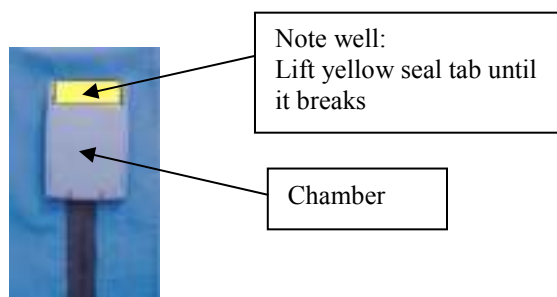
2 PRELIMINARY REQUIREMENTS BEFORE SAMPLING COMMENCES

2.1 The supervising Veterinarian or Sample Collection Official (Swab Official) is to check the integrity of the yellow outgoing seal on the Sampling Kit, then crack the seal to open the bag. There are two types of Seal Systems:

Seal System 1:



Seal System 2:



To remove seal lift seal tab until it breaks, remove tab and lift lid of chamber to reveal spent seal legs.

2.2 Crosscheck the Sampling Kit and contents against the Sample Kit Audit Document inside the kit for the following:

- The client
- Sampling Kit ID number
- Security Bag number (number in clear window of the Sampling Kit Security bag)
- Outgoing Seal number
- Security Numbers for the enclosed sample packs

Note: For urine samples the Security Number is the Sample Identity Card/Security Satchel/Outer Sample Bag number of the sample packs dispatched in the kit. Urine sample numbers have the prefix “N”.

For blood samples the Security Number is the Sample Identity Card /Blood Tube number of the sample packs dispatched in the kit. Blood sample numbers have card and tube numbers with the prefix “B”.

This crosscheck requires a witness (another relevant official).

2.3 Sign the Sample Kit Audit Document after the Initial Check has been done. The witness also signs the Sample Kit Audit Document.

3 URINE COLLECTION

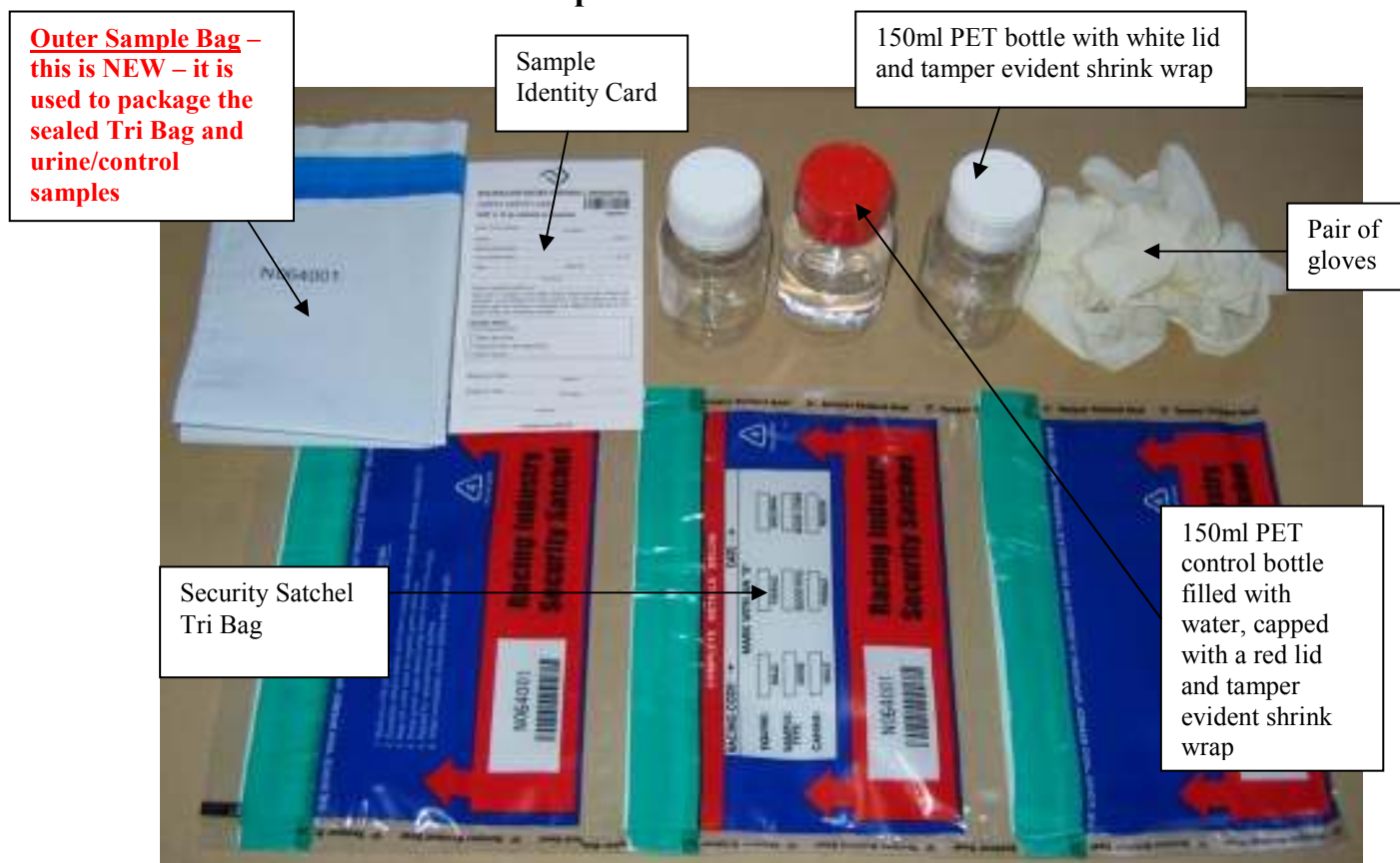
The urine sample pack contains:

- Numbered Security Satchel (three pouched, self-sealing)
- One red-capped bottle containing control solution
- Two empty white-capped bottles
- ARFL Sample Identity Card
- Disposable gloves
- Outer Sample Bag

Note:

The **Security Satchel** number is the same as the **Sample Identity Card** number and the **Outer Sample Bag** number. If the number on the card does not match the Security Satchel number and/or the Outer Sample Bag number use the number on the card for the sample and record the Security Satchel number and/or the Outer Sample Bag number in a blank area on parts A and B of the Sample Identity Card ensuring this amendment is initialled by the official and counter-initialled by the person in charge of the horse. Make a comment on the Sample Kit Audit Document.

Contents of Urine Sample Pack:



Outer Sample Bag – this is NEW – it is used to package the sealed Tri Bag and urine/control samples

Sample Identity Card

150ml PET bottle with white lid and tamper evident shrink wrap

Pair of gloves

Security Satchel Tri Bag

150ml PET control bottle filled with water, capped with a red lid and tamper evident shrink wrap

Note:

Do **not** use any bottle that does **not** have the tamper evident (clear plastic) shrink wrap on the bottle.

A urine collection pan is required. This is supplied by the client. However, disposable pans and reusable ladles are available on request.

STEP 1

- a) The Swab Official must advise the person in charge of the horse to witness the collection of urine.
- b) Open a sample pack and place the contents onto the bench.
- c) Place disposable gloves onto both hands.

STEP 2

- a) Rinse the collection pan thoroughly under running tap water.
- b) Take the red-capped plastic bottle containing the control solution, and open it by removing the tamper evident shrink wrap and cracking the tamper-evident seal.



Control bottle with red lid and intact shrink wrap

- c) Proceed with the control solution and collection pan to the sample collection stall. The trainer or their representative (the witness) must be present to observe the entire procedure.

Note: Care needs to be taken to avoid contamination of the collection pan with straw, sawdust or other material before, during or after the collection of the sample.

STEP 3

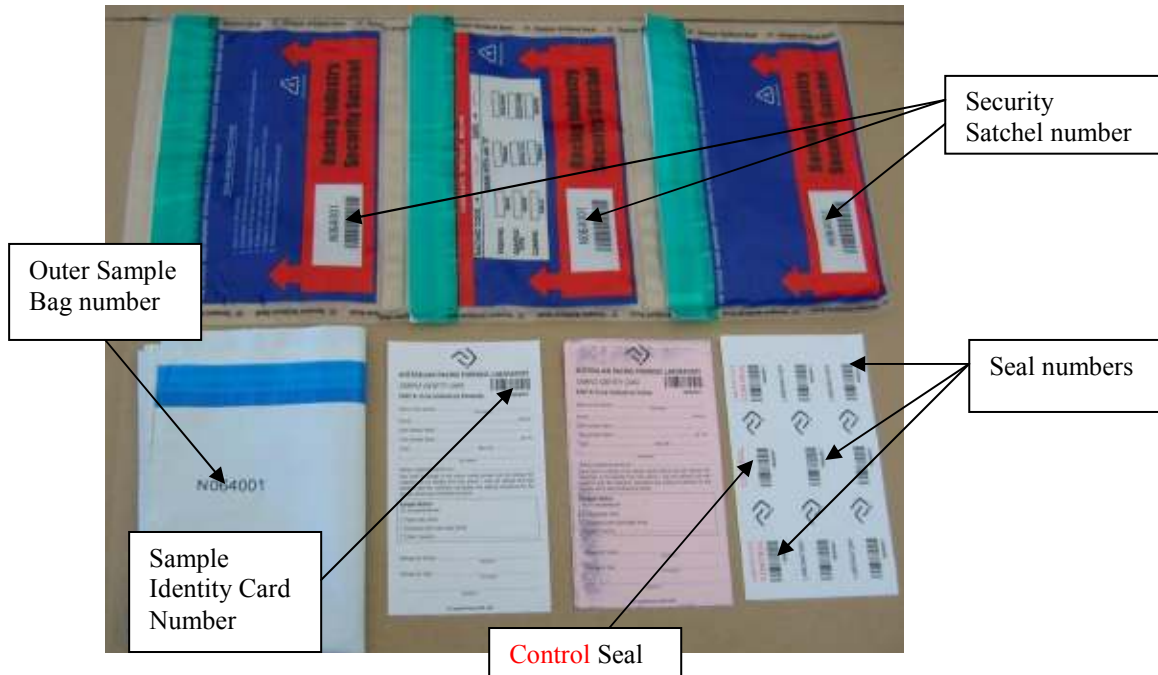
- a) In clear view of the witness, rinse the collection pan with the control solution and return the rinsings to the red-capped plastic bottle.
- b) Collect the urine sample in the collection pan.
- c) Bring the collection pan containing the urine sample and the control bottle back to the bench.

STEP 4

- a) Place the collection pan on the bench next to the two shrink wrapped and white capped sample bottles with plastic seals intact from the original Security Satchel.
- b) Open each bottle with the trainer's witness observing the breaking of each plastic lid seal.
- c) Pour the contents of the red-capped control bottle into one of the two newly opened white capped bottles, cap and shake vigorously.
- d) Pour the contents of this bottle into the second of the newly opened white capped bottles, cap and shake vigorously.
- e) Pour the contents of this bottle back into the original red-capped control bottle and cap firmly so that the control solution will not leak. Shake vigorously.
- f) Pour the urine into each of the two newly opened and rinsed white capped bottles. Both bottles should contain approximately an equal amount of urine. **Do not fill the bottles past shoulder height.**
- g) Secure the lids **firmly**, to ensure the contents will not leak. The disposable gloves may now be removed.

STEP 5

- a) Check that the number on the ARFL Sample Identity Card is also the number on the seals at the back of the card and on the security satchel and Outer Sample Bag.



Note: Part B of the card is a carbon copy of Part A; therefore whatever is written on Part A will also appear on Part B.

- b) Carefully place the red seal labelled “**CONTROL**” over the top of the red lid of the bottle of control solution and down each side of the bottle, sealing the lid to the bottle.



- c) Seal the two bottles filled with urine similarly with the two remaining seals.



Do **not** fill past shoulder height

STEP 6

a) Complete the Centre Pouch of the Security Satchel for the following:

- Racing Code: the local authority (e.g., NSWSC, ERA(WA) etc)
- Date: *Date sample taken*
- Sex of the animal against the relevant animal species. The top row of boxes is used for equine species



NOTE WELL: When both urine and blood are collected from the same animal a separate blood sample pack must be used for the blood sample.

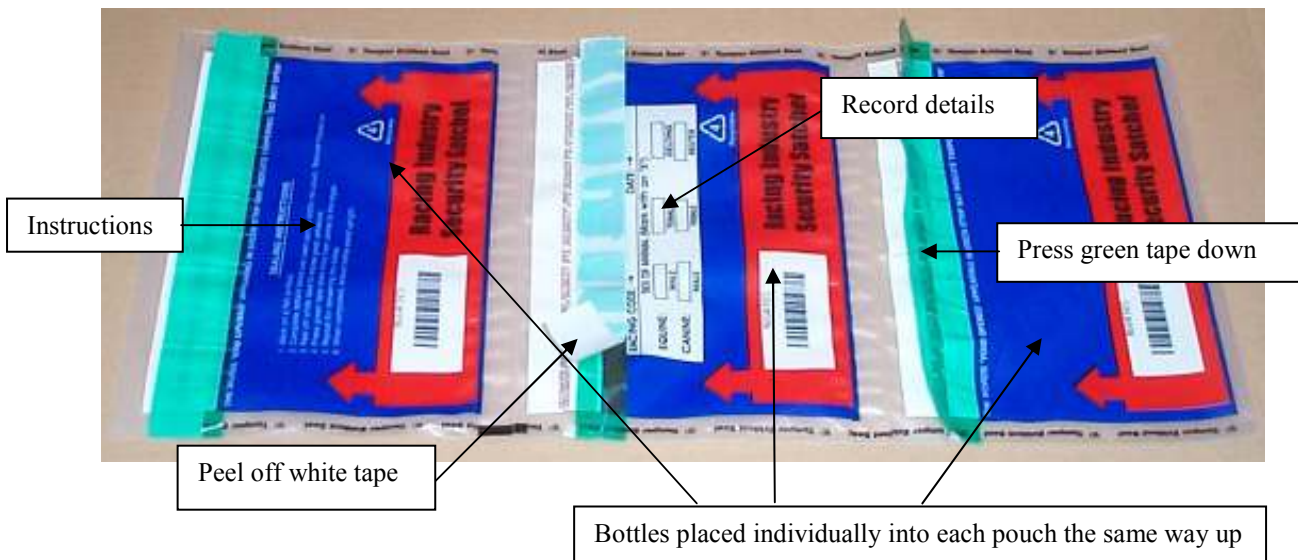
- b) Record details (except for signatures) on the ARFL Sample Identity Card part A (and therefore part B). Note: the Sample Identity Card is signed when all procedures are complete.

STEP 7

Note: Sealing instructions for the security satchel are written on the Security Satchel.

The three (3) bottles are supplied in the centre pouch for convenience of packaging. **The three (3) sealed bottles must be placed individually into each pouch as stated in the Security Satchel instructions and must be the same way up.**

- a) Place one of the bottles into a pouch of the Security Satchel and remove trapped air. Note: The control bottle can be placed in the centre pouch; however, this is **no** longer necessary.
- b) Peel off white tape to expose the green adhesive. Note: ensure that the green adhesive does **not** lift, for example by holding down the base of the green adhesive while peeling off the white tape. Press green tape down firmly from the centre to the edges.

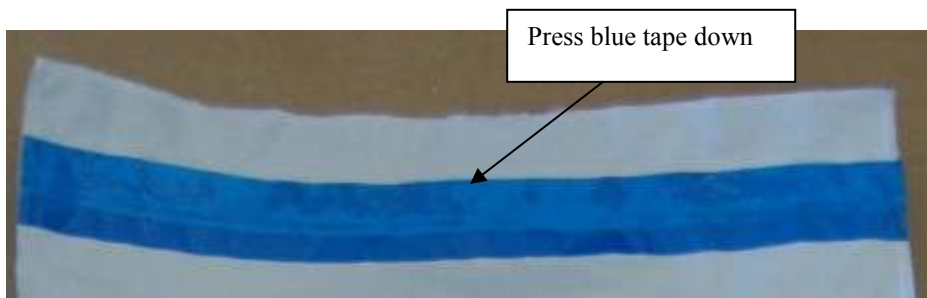


- c) Repeat the above for sealing the remaining two bottles in the other two pouches.

Note: If the original Security Satchel is damaged as a result of packaging the sample, the re-opening of the Security Satchel must only be done in the presence of the trainer's witness. A replacement Security Satchel may be taken from the same sampling kit. It will be necessary to note the Security Satchel Security Number in a blank area on parts A and B of the Sample Identity Card. The amended Security Satchel number must be initialled by both the trainer's witness and Swab Official, noting this change. The original Security Satchel is returned to the Sampling Kit and all changes noted on the Sample Kit Audit Document of the Sampling Kit. The Sample Identity Card associated with the replacement Security Satchel must be returned to the Sampling Kit.

STEP 8

- a) Place the Sample Pack in the Outer Sample Bag and remove any trapped air.
- b) Peel off the transparent tape to expose the blue adhesive. Press the blue tape down firmly from centre to the edges.



STEP 9

- a) Ensure that the trainer's witness is satisfied with the collection and packaging procedures. If so, then the witness must write their name and sign where indicated on Part A (and therefore part B) of the Sample Identity Card.

- b) The Swab Official must write their name and sign where indicated on Part A (and therefore part B) of the Sample Identity Card and give the witness Part B, and ensure that Part A of the Sample Identity Card is retained for the Stewards.

STEP 10

- a) Place the Sample Pack containing the samples and control into the Sampling Kit, which is kept in a secure, preferably cool location. **Ensure that the bottles stand upright.**
- b) The Swab Official signs the Sample Kit Audit Document in the space immediately to the right of the “Security Number” for the urine sample collected, and tick in the relevant space under “Used”.
- c) Any discrepancies in the packaging and sealing of the sample should be noted in the section “Comments on Samples Returned”.

STEP 11

Note: When the control bottle is removed from a sample pack and the seal is broken but then **not** used, empty the contents. **Do not** replace the red cap back on the control bottle. Return the cap and the bottle separated in the Sampling Kit and make a comment on the Sample Kit Audit Document.

If the seal is broken on a white capped bottle and **not** used **do not** replace the cap back on the bottle. Return the cap and bottle separated in the Sampling Kit and make a comment on the Sample Kit Audit Document.

If the control solution has been used, for example, to rinse the pan but the sample is unable to be collected then the sample pack needs to be voided.

- a) Return all unused and voided Sample Packs (including voided security satchels and sample identity cards) in the Sampling Kit in which they were originally dispatched.
- b) Rinse the collection pan thoroughly under running tap water.

4 BLOOD COLLECTION

Do **not** use the blood sampling kit if past the collection tube expiry date. If past the expiry date return the kit to the ARFL. Blood samples should only be collected by an official veterinarian.

The blood sample pack contains:

- ARFL numbered DUO-PAK[®] Sample Bag (self-sealing)
- Six (6) 6 ml lithium heparin Vacutainer[®] evacuated tubes
- ARFL Blood Sample Identity Card



The needle pack contains:

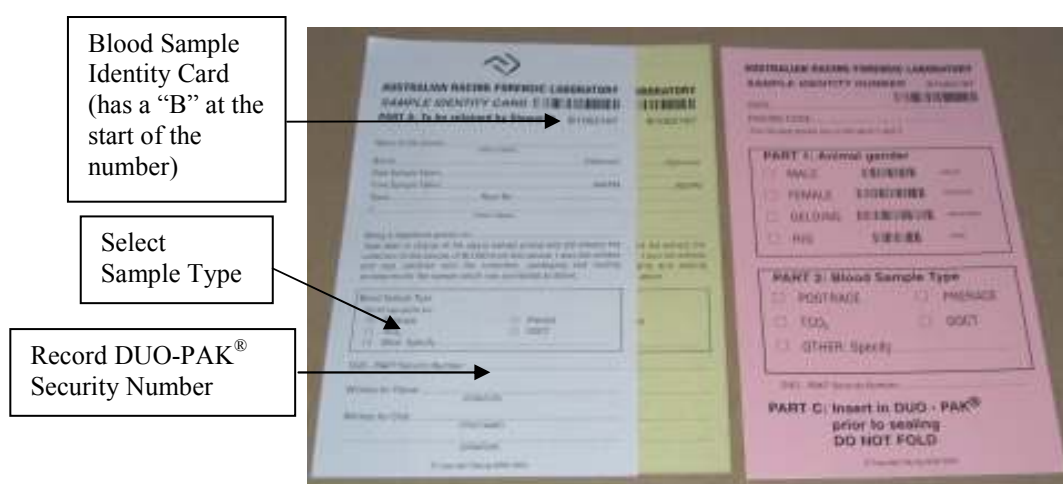
- Needle holder
- Miniwipe
- Monoject[®] 216 Blood Collection Needle (1" x 20g, thin-walled)



STEP 1

- a) The Official Veterinarian must advise the person in charge of the horse to witness the collection of blood.
- b) Open a sample pack and place the contents onto the bench. Check that the Sample Identity Card number is the same as the Vacutainer[®] tube numbers.
- c) Collect the blood into each of the six (6) blood tubes, ensuring they are filled to the designated green mark. Do **not** withdraw the needle from the jugular vein until the last tube has been disconnected from the needle holder.

STEP 2



Note: Part B of the card is a carbon copy of Part A, therefore whatever is written on Part A will also appear on Part B.

- a) Record details (except for signatures) on the ARFL Sample Identity Card part A (and therefore part B) including the DUO-PAK[®] security number and blood sample type. Note: the Sample Identity Card is signed when all procedures are complete.
- b) **Complete Part C of the card** for the following:
 - Date: *Date sample taken*
 - RACING CODE: the local authority (e.g., NSWSC, ERA(WA) etc)
 - Tick the relevant box in Parts 1 and 2 of the card
 - Record the DUO-PAK[®] Security Number

AUSTRALIAN RACING FORENSIC LABORATORY

AUSTRALIAN RACING FORENSIC LABORATORY
SAMPLE IDENTITY NUMBER B1062187

DATE: _____
RACING CODE: _____
Tick the appropriate box in the parts 1 and 2

PART 1: Animal gender

<input type="checkbox"/> MALE		MALE
<input type="checkbox"/> FEMALE		FEMALE
<input type="checkbox"/> GELDING		GELDING
<input type="checkbox"/> RIG		RIG

PART 2: Blood Sample Type

<input type="checkbox"/> POSTRACE	<input type="checkbox"/> PRERACE
<input type="checkbox"/> TCO ₂	<input type="checkbox"/> OOCT
<input type="checkbox"/> OTHER: Specify.....	

DUO - PAK® Security Number: _____

PART C: Insert in DUO - PAK® prior to sealing DO NOT FOLD

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Local Authority: _____

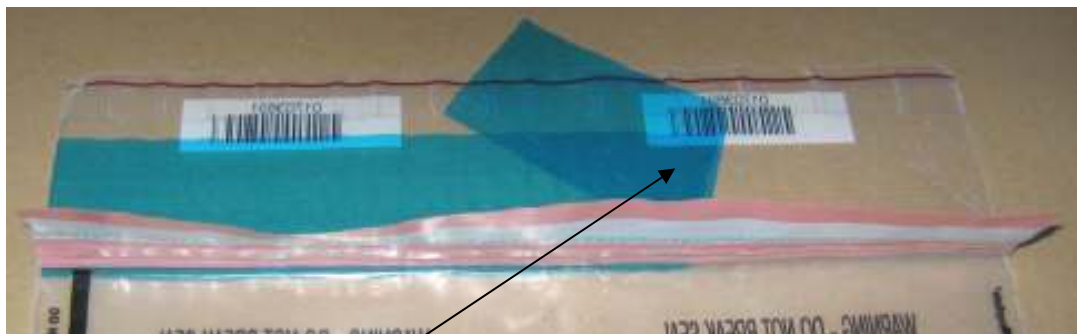
Gender: _____

Sample Type: _____

DUO-PAK® Security Number: _____

STEP 3

- Ensure that the DUO-PAK® Security Number for the DUO-PAK® bag to be used to hold the six tubes of blood is recorded on Part C of the Blood Sample Identity Card.
- Place three tubes of blood into each pouch of the DUO-PAK® bag and the completed **Part C** of the Sample Identity Card into a pouch. **Ensure details on the card are visible through the DUO-PAK® bag.**
- Remove the blue liner strip from the DUO-PAK® bag.



- d) **Press firmly to seal the bag.** Request that the witness confirm the security of the seal.



STEP 4

- a) Ensure that the trainer's witness is satisfied with the collection and packaging procedures. If so, then the trainer's witness must write their name and sign where indicated on Part A (and therefore Part B) of the Sample Identity Card.
- b) The Official Veterinarian must then write their name and sign where indicated on Part A (and therefore Part B) of the Sample Identity Card and give the witness Part B, and ensure that Part A of the Sample Identity Card is retained for the Stewards.

STEP 5

- a) Place the DUO-PAK[®] containing the six (6) blood tubes and Part C of the Sample Identity Card into the Sampling Kit, which is kept in a secure, preferably cool location.
- b) The Official Veterinarian must sign the Sample Kit Audit Document in the space immediately to the right of the "Security Number" for the blood sample collected, and tick in the relevant space under "Used".
- c) Any discrepancies in the packaging and sealing of the sample should be noted in the section "Comments on Samples Returned".
- d) Return all unused and voided Sample Packs (including voided DUO-PAK[®] bags and sample identity cards) to the Sampling Kit in which they were originally dispatched.

5 REQUIREMENTS AFTER SAMPLE COLLECTION COMPLETED

- a) When the Sampling Kit is filled with its complement of samples and unused sample packs, enter the white return security seal number (located in the clear window of the Sampling Kit) and the “Date Returned” (the date the meeting/event was completed) in their appropriate locations on the Sample Kit Audit Document. If the return seal is **not** in the clear window it may be loose inside the Sampling Kit Security Bag.
- b) Crosscheck the Sampling Kit and contents with the Sample Kit Audit Document for the following:
 - Sampling Kit ID number
 - Number of samples
 - Sample security numbers
 - Signatures and ticks for used sample packsThis crosscheck requires a witness (another relevant official).
- c) Sign the Sample Kit Audit Document after the Final Check has been done. The witness also signs the Sample Kit Audit Document. Place the document in the sampling kit.

Seal System 1:

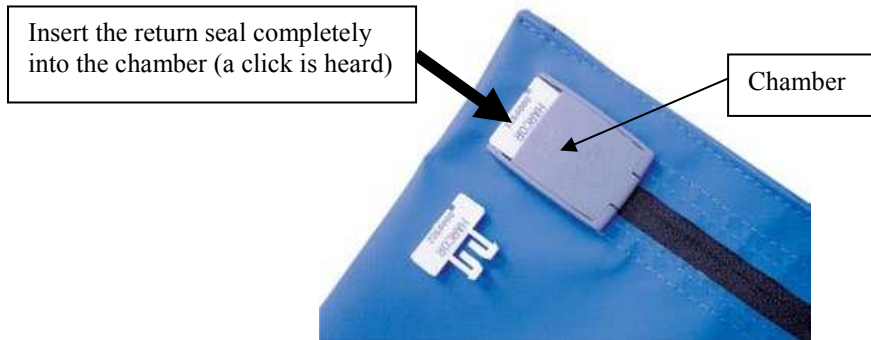
- d) Seal the Sampling Kit Security Bag after the zipper is closed with the white unused return security seal.



Ensure that the return seal is **completely** inserted (a click is heard) into the zip.

Seal System 2:

- d) Pull the zip completely into the chamber base, align lid and base hinges and fold downwards until snapped closed.
- e) Insert the white unused security seal and push until a click is heard.



Dispose used needles in an appropriate manner – do not return to the ARFL.

The sampling kit should be kept upright and cool (preferably refrigerated) for delivery to the ARFL.