

Swab Sampling Policy & Procedures



**Chief Steward /
Chief Veterinarian**

Effective 1st September 2019

Table of Contents

Policy Objectives.....	4
Overview of the Procedures.....	4
Security Measures Pre and Post Race	5
Commencing the Sampling Procedure.....	5
Retrieval of the Greyhound.....	6
The Collection of the Sample	7
Urine Sample Guidelines	7
Safety Notes	7
Equipment Required.....	7
Collection of the Urine Sample.....	8
Blood Sample Guidelines.....	10
Safety Notes	10
Equipment Required.....	10
Collection of the Blood Sample	11
Saliva Sample Guidelines.....	12
Safety Notes	12
Equipment Required.....	12
Collection of the Saliva Sample	13
Hair Sample Guidelines	14
Safety Notes	14
Equipment Required.....	14
Collection of the Hair Sample.....	15
Collection of Out of Competition or Non-racecourse Samples.....	16
Witnessing the Documentation.....	17
GRV Samples – Chain of Custody Procedure.....	18
Sample Collection Kit Cancellation Form.....	19
Typographical Error Documentation Form	20
Re-sealing and Packaging of a Collected Urine Sample Form	21
GRV Sampling - Future Testing Policy.....	22
Re-testing	22
Collection for the Identification of Medication or Miscellaneous Substances	23

Sample Guidelines	23
Safety Notes	23
Equipment Required.....	23
Collection of the Sample	23
GRV Miscellaneous Samples – Chain of Custody Form	24
Collection of Unpackaged Blood Samples – Out of Competition Testing	25
Sample Guidelines	25
Safety Notes	25
Equipment Required.....	25
Collection of the Sample	26
GRV Unpackaged Blood Samples – Chain of Custody Form.....	27
GRV Policy for the Confirmation of Reserve and Control Samples	28
GRV Policy for prohibited substances subject to a threshold	29

Policy Objectives

The intention of this document is to ensure that Greyhound Racing Victoria (GRV) maintains a consistent approach towards the sampling of racing animals with respect to Quality Assurance and Security Standards.

Additionally, GRV is intent on ensuring that the standard of health and safety measures adopted are in accordance with best practice and adhere to the requirements of the Victorian OHS Act (2004)

The following guidelines are designed to provide clear and defined methods towards achieving the above stated objectives and maintain the integrity of the industry at the highest level.

Overview of the Procedures

The Stewards will determine which greyhounds are to be sampled.

The witness (trainer, trainer's representative, handler or person in charge of the greyhound) must be an adult and will be given the opportunity to view the entire procedure including the collection of the sample. A Steward +/- Veterinary Surgeon (or other authorised person) must be present during this procedure. The same person should, wherever possible, witness the entire sampling procedure.

If, at any point, the sampling procedure is either contaminated or suspected of being contaminated, the sampling shall be aborted and the procedure will be recommenced.

Should a typographical error be noticed on the Sample Identity Document or Racing Industry Security Satchel all parties should initial the correction and sign a Typographical Error Documentation Form outlining the reason for the error and the correction made at the time of the sample.

If any unusual circumstances arise during the collection procedure or processing of any documentation, a note is to be made regarding the query and brought to the attention of the Steward in Charge as soon as possible. The Steward in Charge should always ensure a valid sample is collected once it has been determined to sample a greyhound (unless for welfare reasons that is impossible), and any unresolved doubt raised by the trainer or their representative regarding a failure to adhere to these procedures can be noted and dealt with by the Chief Steward, subsequent to the day of the sample.

Each tamper evident Racing Industry Security Satchel has a unique sample number. The tamper evident labels used to seal the bottles containing the sample have the identical sample number. The greyhound's name, the track where it raced and the names of the owner(s) or trainer do not appear amongst this information. The accredited laboratory is only aware of the sample numbers and the sex of the dog.

If you are unsure regarding any procedures during the process of collecting any sample, notify the Steward in Charge of the meeting as soon as possible.

Security Measures Pre and Post Race

As soon as practicable the Steward will inform a handler if samples are to be taken from a greyhound and accompany the handler and greyhound during the procedure, keeping the greyhound in full view at all times. The handler should minimise any handling and/or interference of the greyhound by other persons, including during presentations.

For post race samples, it is advisable that the greyhound have a drink of water before being locked away. This drink is to be taken at the regular wash bay using a regular hose and tap. No other drink, medications, supplements or edibles can be given to the greyhound at this point, except that a clean bowl of water can be provided in the kennel post race (provided by the trainer and at the trainer's own risk), having been appropriately rinsed and then filled from a regular tap in view of the Steward.

The greyhound will either be locked away in its own race kennel or one specifically allocated for that purpose (e.g. swab bay). In the event the security of its own race kennel has been breached at some stage after pre-race removal, the procedure should continue with the greyhound kenneled in a swab bay without bedding (the trainer may use bedding stored in his/her vehicle and be accompanied to retrieve it), or the immediate collection of a sample.

Before locking the greyhound in a kennel, the Steward will check the greyhound's bedding and the kennel itself for any abnormalities and invite the handler to check same. No other bedding, muzzle or other item should be introduced during this procedure.

The greyhound will then be locked in the kennel using a numbered security seal, a record of this seal number should be made on the kennel pass. The kennel bay is then locked with a Steward's padlock.

If a person needs to enter the kennel bay for any reason, including for the retrieval of a different greyhound, that person will be accompanied by a Steward. A Steward will witness the retrieval of the greyhound and re-lock the kennel bay.

Under normal circumstances, the greyhound to be sampled will be locked away for at least the next two races or for at least 40 minutes if it competed in the last event, or is a blood sample.

In the case of a coursing Event, once a decision is made to sample a greyhound it will be secured in a vehicle or trailer supplied by the trainer (or their representative) and the greyhound will remain under the observation of a Steward until such time the sample is taken. As competing greyhounds are not kenneled, it is the trainer's responsibility to ensure the security of their greyhound prior to any Event.

Commencing the Sampling Procedure

The Steward and/ or authorised person shall ensure that all sampling procedures are to take place in a clean and tidy area. Any item of equipment located within the swabbing area and the accompanying preparation room identified as being in a damaged condition or state must be reported to a Club representative as soon as possible for repair or replacement.

Swabbing areas that are in a dirty state or where the risk of contamination is more likely should be reported to a Club representative and rectified before collecting any samples.

The Veterinary Surgeon (or authorised person) and the Steward are to wash their hands prior to the commencement of the sampling process. For collection of saliva samples, hair samples or if there is no area to wash hands the Veterinary Surgeon (or authorised person) will wear gloves. The Steward or Veterinary Surgeon (or authorised person) may wear gloves for collection of other samples.

The Sample Collection Kit will be opened in full view of the handler, after checking that it is intact.

For urine samples, the Veterinary Surgeon (or authorised person) will rinse the sample collection pot with water (tap or bottled) and then use the control solution provided in the Sample Collection Kit to set up the control sample by thoroughly rinsing the sample collection pot with the control solution. The solution must be returned to the original sample bottle and the cap replaced firmly. Whilst the urine sample is being collected, the security of the control solution should be ensured at all times. Depending on the circumstances, the Steward or Veterinary Surgeon (or authorised person), should keep the control solution in his/her possession in view of the witness until the sample is packaged.

The purpose of the control sample is to ensure that all the containers and surfaces with which the greyhound's urine will come into contact with are uncontaminated. If a prohibited substance is detected in the original sample, the analyst will also test the control sample for the substance. Its absence in the control will indicate that the substance was present in the greyhound's urine.

Retrieval of the Greyhound

The Steward and the Veterinary Surgeon (or authorised person) will accompany the handler when it is time to retrieve the greyhound from the secured kennel.

In full view of the handler, the Steward will note the security seal number and that it remains intact. This security seal will be on the kennel bay for pre-race samples or the individual kennel for post-race samples. The handler will be given an opportunity to also check the seal number before the seal is broken.

The kennel is then unlocked and the greyhound retrieved and identified by checking the greyhound's ear brands or microchip against the identification records or alternatively by other means available. It is acceptable to confirm the identity of the greyhound later in the procedure.

The greyhound will then be taken to an area for the purpose of collecting a sample, accompanied by the handler, the Veterinary Surgeon (or authorised person) and the Steward.

The Collection of the Sample

Urine Sample Guidelines

The Veterinary Surgeon (or authorised person) should comply with the following sampling procedures when obtaining samples. Care must be taken to reduce exposure to dusts, insects, leaf litter or other foreign matter in the swabbing area.

The person responsible for handling the greyhound must be a licensed individual who is entitled to be located and work within the restricted area.

Safety Notes

During the time that the greyhound is in the swabbing area, only essential personnel should be in that enclosed area due to potential hazards.

When collecting urine samples, for hygiene purposes and to minimize any potential cross contamination, hands should be washed between collections.

Equipment Required

Unless otherwise stated, the Stewards are responsible for providing the following equipment necessary to perform the sampling procedures.

A Sample Collection Kit as determined from time to time by the accredited laboratory but generally containing:

- Three (3) 200 ml sample collection bottles with caps secured – One (1) bottle contains 100 ml of control fluid (1.0% acetic acid).
- One (1) tamper evident, barcoded, three (3) pocketed - “Racing Industry Security Satchel”.
- One (1) barcoded “Sample Identity Document”.
- One (1) set of three (3) barcoded tamper evident seals.

A portable refrigerator or other vessel suitable for the storing and transportation of samples.

A sample collection pot.

NOTE: The Steward in charge (or authorised person) should make sure that all the necessary equipment is available before the start of the meeting.

Collection of the Urine Sample

1. When a urine sample cannot be obtained, a blood sample may be collected in accordance with these guidelines. Before taking a blood sample, the Steward in Charge of the race meeting should be notified. Additionally, it should be noted that the Sample Collection Kit Cancellation Form must be followed with the cancelled urine Sample Collection Kit.
2. If a urine sample is unable to be obtained and the greyhound is to be locked away for a subsequent attempt at collection of a urine sample, the entire Sample Collection Kit is to be placed in a large individually identifiable tamper evident bag and sealed in the presence of the handler/witness. The name of the greyhound is to be identified on the bag and a corresponding receipt issued to the handler/witness. The bag is to remain in the Stewards Room until the entire procedure is then re-commenced (as per below) when re-attempting the collection of a urine sample, ensuring all parties are satisfied the bag remains sealed and not tampered with. If not satisfied the urine Sample Collection Kit is cancelled by completing the Sample Collection Kit Cancellation Form and another Sample Collection Kit used.
3. Once the urine has been collected in the previously rinsed (water and control solution) sample collection pot, it will be taken back to the Veterinary Surgeon's room (or other designated swabbing area) while always in full view of the handler/witness and Steward.
4. The Veterinary Surgeon (or authorised person) should then thoroughly rinse the control solution through each of the sample bottles. Each bottle should be shaken and rinsed with its respective cap on. The control solution should be returned to the original control sample bottle and the cap replaced firmly to prevent leakage.
5. In most cases, sufficient urine will be collected for the Veterinary Surgeon (or authorised person) to divide the sample in two (2). If this is not the case, one sample bottle can remain empty, then sealed as normal, but another sample should be taken (e.g. blood, urine or other substance). For small quantities, the urine should be divided unequally (2/3 and 1/3) into each of the two rinsed sample bottles with each cap screwed on tightly. As a guide, bottles need not be filled past the shoulder. The caps of the sample bottles must be secured tightly to prevent leakage prior to the security seals being placed.

The Steward or Veterinary Surgeon (or authorised person) shall:

6. Confirm with the witness that the Sample Identity Document, Racing Industry Security Satchel and tamper evident seals all bear the same sample number.
7. Place one (1) seal across each of three (3) sample bottles by placing the middle of the seal over the top of the cap, and then press the sides of the seal firmly down both sides of the bottle. Any attempt to remove or re-adhere the seal will result in the seal being voided.
8. Complete all details on the Racing Industry Security Satchel with a ballpoint pen by placing an "X" in the appropriate box. This information includes racing code, date, sex of the greyhound and sample type.

9. Insert each sealed bottle into a pocket of the Racing Industry Security Satchel upright – i.e. all lids facing the same way to avoid possible leakage. The control sample should be sealed in the middle pocket. The larger urine sample should be placed in the left pocket. Remove trapped air and peel off the protective tape to expose the adhesive before pressing down firmly on the tamper evident seal. When completed, ensure that the bottles are kept upright.

10. Should an error occur during the sealing process of any sample kit type (e.g. faulty Sample Collection Kit or human error) it is acceptable for the Steward (or authorised person) to remove the tamper evident seals from the three (3) bottles in full view of the witnesses present, and continue the witnessing and packaging of the sample using the tamper evident seals, Sample Identity Document, and Racing Industry Security Satchel from a new Sample Collection Kit. Alternatively, where a seal does not need to be removed, the new seal can be placed in an X pattern (lid view – i.e. not entirely over the original seal). This should only occur if the Re-sealing and Packaging of a Collected Urine Sample Form is completed and all involved in the collection of the sample sign this form indicating they are satisfied with this process. Alternatively, the voided Sample Collection Kit can be cancelled by completing the Sample Collection Kit Cancellation Form and the procedure re-commenced. This may include the immediate collection of another sample (blood, urine or other substance) or the greyhound may be locked away again and the procedure recommenced.

Blood Sample Guidelines

The Veterinary Surgeon should comply with the following sampling procedures when obtaining samples.

The person responsible for handling the greyhound must be a licensed individual who is entitled to be located and work within the restricted area.

Safety Notes

When performing the following activity, the Veterinary Surgeon will be required to stand near the greyhound during the collection of blood. Prior to performing blood-sampling activities, the Veterinary Surgeon must assess the situation to ensure the safety of themselves, any Steward or official and the licensed person attending with the greyhound (where applicable). All persons not involved with blood sampling activities should be removed from the immediate site.

Care must be taken to avoid needle-stick injuries when using sharps. All sharps must be disposed of in an approved sharps disposal container.

Equipment Required

Unless otherwise stated, the Stewards are responsible for providing the following equipment necessary to perform the sampling procedure.

A Sample Collection Kit as determined from time to time by the accredited laboratory but generally containing:

- Two (2) 200 ml sample collection bottles with caps secured - Both bottles contain vacutainers which should each be labeled with one (1) of the six (6) barcoded tamper evident labels (A-F).
- One (1) tamper evident, barcoded, three (3) pocketed – “Racing Industry Security Satchel”.
- One (1) barcoded “Sample Identity Document”.
- One (1) set of three (3) barcoded tamper evident seals.
- Appropriate venipuncture equipment such as: one (1) 20mL sterile syringe, one (1) 20-22g sterile needle and two (2) sterile skin cleansing swabs &/or one (1) 20-22g sterile vacutainer needle and one (1) vacutainer needle holder.

A portable refrigerator or other vessel suitable for the storing and transportation of samples.

NOTE: The Steward in charge should make sure that all the necessary equipment is available before the start of the meeting.

Collection of the Blood Sample

The Steward or Veterinary Surgeon must identify the greyhound by checking the brand or microchip against the official identification records or alternatively by other means available.

The Veterinary Surgeon shall:

1. Collect a sample of up to 20mL of blood from the site with which he/she is most comfortable. Haematoma formation following venipuncture in greyhounds is more likely to occur following exercise and with lay assistance.
N.B. Appropriate haemostasis via application of a pressure bandage to the cephalic vein may lead to this site being preferable to jugular venipuncture, however jugular venipuncture with appropriate head positioning and preparation is most successful providing digital pressure on the venipuncture site is ensured by the vet.
2. Where possible collect at least two (2) vacutainers of blood identifying each and ensuring the Sample Collection Kit number is recorded on the exterior of each tube.
3. Place one (1) vacutainer of blood in each plastic sample bottle – the remaining vacutainers (if any) should be divided evenly in the plastic sample bottles with any extra tube placed in the sample bottle that is placed in the left pocket of the Racing Industry Security Satchel.
4. In the event of less than 20mL of blood being available, the sample should be divided to ensure that at least one vacutainer containing 5mL of blood is in the left and right pocket of the Racing Industry Security Satchel. The remainder of the blood sample should be divided such that up to 10mL is placed in the left pocket before the right pocket has more than 5mL.

The Steward or Veterinary Surgeon (or authorised person) shall:

5. Confirm with the witness that the Sample Identity Document, Racing Industry Security Satchel and tamper evident seals all bear the same sample number.
6. Secure each bottle firmly with the screw top cap and place one (1) seal across each of the two (2) sample bottles by placing the middle of the seal over the top of the cap, and then pressing the sides of the seal firmly down both sides of the bottle. Any attempt to remove or re-adhere the seal will result in the seal being voided.
7. Complete all details on the Racing Industry Security Satchel with a ballpoint pen by placing an “X” in the appropriate box. This information includes racing code, date, sex of the greyhound and sample type.
8. Insert each sealed bottle into a pocket of the Racing Industry Security Satchel (with the vacutainer/s containing the most blood placed in the left pocket) and place any remaining tamper evident seal in the empty pocket. Remove trapped air and peel off the protective tape to expose the adhesive before pressing down firmly on the tamper evident seal. When completed, ensure that the bottles are kept upright.

Saliva Sample Guidelines

The Veterinary Surgeon (or authorised person) should comply with the following sampling procedures when obtaining samples.

The person responsible for handling the greyhound must be a licensed individual who is entitled to be located and work within the restricted area.

Safety Notes

When performing the following activity, the Veterinary Surgeon (or authorised person) will be required to stand near an un-muzzled greyhound during the collection of saliva. Prior to performing saliva-sampling activities, the Veterinary Surgeon (or authorised person) must assess the situation to ensure the safety of themselves, any Steward or official and the licensed person attending with the greyhound (where applicable). All persons not involved with saliva sampling activities should be removed from the immediate site.

Equipment Required

Unless otherwise stated, the Stewards are responsible for providing the following equipment necessary to perform the sampling procedure.

A Sample Collection Kit as determined from time to time by the accredited laboratory but generally containing:

- Two (2) 150 ml sample collection bottles with caps.
- Two pre-labelled collection tubes with blue lids
- Two pre-labelled transportation tubes with clear lids.
- One (1) tamper evident, barcoded, two (2) pocketed – “Racing Industry Security Satchel”.
- One (1) barcoded “Sample Identity Document”.
- One (1) set of two (2) barcoded tamper evident seals.

A portable refrigerator or other vessel suitable for the storing and transportation of samples.

Gloves (e.g. latex examination gloves)

NOTE: The Steward in charge should make sure that all the necessary equipment is available before the start of the meeting.

Collection of the Saliva Sample

The Steward or Veterinary Surgeon must identify the greyhound by checking the brand or microchip against the official identification records or alternatively by other means available.

The Veterinary Surgeon (or authorised person) shall:

1. Remove tubes from the sealed bag. Open the two blue lid tubes and remove the saliva collectors. Do not discard tubes. Join the two collectors by pressing the two flat dimpled surfaces together.
2. Place the device into the dog's mouth and swab the mouth until either the indicator turns blue or for approximately one (1) minute.
3. Separate the devices, open one of the transportation tubes (white lid) and eject the collector into the fluid (place thumb on flat smooth part of the device and push down releasing the collector into the fluid). Cap the tube. Return the empty collection device to the blue lid tube and cap. Keep together. Repeat with the other collector.

The Steward or Veterinary Surgeon (or authorised person) shall:

4. Place one of the transportation tubes (white lid) into each 150mL bottle and cap.
5. Secure each bottle firmly with the screw top cap and place one (1) seal across each of the two (2) sample bottles by placing the middle of the seal over the top of the cap, and then pressing the sides of the seal firmly down both sides of the bottle. Any attempt to remove or re-adhere the seal will result in the seal being voided.
6. Complete all details on the Racing Industry Security Satchel with a ballpoint pen by placing an "X" in the appropriate box. This information includes racing code, date, sex of the greyhound and sample type. For sample type print "SALIVA" in one of the boxes.
7. Insert each sealed bottle into a pocket of the Racing Industry Security Satchel and place the corresponding collection tube (blue lid) alongside it. Remove trapped air and peel off the protective tape to expose the adhesive before pressing down firmly on the tamper evident seal. When completed, ensure that the bottles are kept upright.

Hair Sample Guidelines

The Veterinary Surgeon (or authorised person) should comply with the following sampling procedures when obtaining samples.

The person responsible for handling the greyhound must be a licensed individual who is entitled to be located and work within the restricted area.

Safety Notes

When performing the following activity, the Veterinary Surgeon (or authorised person) will be required to stand near the greyhound during the collection process. Prior to performing hair-sampling activities, the Veterinary Surgeon (or authorised person) must assess the situation to ensure the safety of themselves, any Steward or official and the licensed person attending with the greyhound (where applicable). All persons not involved with hair sampling activities should be removed from the immediate site.

During the time that the greyhound is in the swabbing area, the minimum number of persons must be in that enclosed area due to potential hazards.

Equipment Required

Unless otherwise stated, the Stewards are responsible for providing the following equipment necessary to perform the sampling procedure.

A Sample Collection Kit as determined from time to time by the accredited laboratory but generally containing:

- Two (2) 200 ml sample collection bottles with caps.
- One (1) pair of sterile single use scissors.
- Aluminium foil, 3 x gloves, 2 x large sealed IPA wipes
- One (1) tamper evident, barcoded, two (2) pocketed – “Racing Industry Security Satchel”.
- One (1) barcoded “Sample Identity Document”.
- One (1) set of two (2) barcoded tamper evident seals.

A portable refrigerator or other vessel suitable for the storing and transportation of samples.

NOTE: The Steward in charge should make sure that all the necessary equipment is available before the start of the meeting.

Collection of the Hair Sample

The Steward or Veterinary Surgeon must identify the greyhound by checking the brand or microchip against the official identification records or alternatively by other means available.

All involved in the collection of the sample should thoroughly wash and dry their hands at the commencement of the procedure.

The Veterinary Surgeon (or authorised person) shall:

1. Open the hair sample collection kit, check that all components are present and that all barcodes match. If they do not, open a new kit and return the entire faulty kit to the laboratory.
2. The Veterinary Surgeon (or authorised person) should apply gloves.
3. Remove the IPA wipe from the bag and wipe the collection area to remove any loose hair. The preferred collection area is the proximal tail (closest to the body), however other areas including the remainder of the tail or tail base, chest or abdomen are also suitable.
4. The Veterinary Surgeon (or authorised person) and Steward (assistant, if present) should apply new gloves and open the sterile pack of single use scissors.
5. Place the foil below the collection area and cut a patch of hair of at least 300 mg (e.g. the underside of the tail for approx. 10 cm). (Be careful not to cut the dog's skin or yourself.)
6. Transfer the hair into each collection bottle – 2/3 for the A sample and 1/3 for the B sample.

The Steward or Veterinary Surgeon (or authorised person) shall:

7. Seal each bottle firmly with the screw top cap and place one (1) seal across each of the two (2) sample bottles by placing the middle of the seal over the top of the cap and then pressing the sides of the seal firmly down both sides of the bottle. Any attempt to remove or re-adhere the seal will result in the seal being voided.
8. Complete all details on the Racing Industry Security Satchel with a ballpoint pen by placing an "X" in the appropriate box. This information includes racing code, date, sex of the greyhound and sample type. For sample type print "HAIR" in one of the boxes.
9. Insert each sealed bottle into a pocket of the Racing Industry Security Satchel upright. The larger hair sample should be placed in the left pocket. Remove trapped air and peel off the protective tape to expose the adhesive before pressing down firmly on the tamper evident seal. Any attempt to pull apart the seal will result in the seal being voided. When completed, ensure that the bottles are kept upright.

Collection of Out of Competition or Non-racecourse Samples

Where possible, the collection of samples away from the racecourse should follow standard protocols, however in some cases conditions may be suboptimal and minor alterations in the protocol are acceptable.

If for example a clean bench or workspace is unavailable when collecting a urine sample, the Veterinary Surgeon (or authorised person) may thoroughly rinse the control solution through the ladle and all bottles at the start of the procedure by shaking each bottle with its respective cap on and returning the control solution to the original control sample bottle and placing its cap firmly on to prevent any leakage. The urine sample should then be collected and the sample divided as per normal protocol. During this procedure, the sample bottles can be held by the Steward to assist the Veterinary Surgeon (or authorised person) in the establishment of the control sample and dividing of the urine sample.

If for example there is no ability to wash hands at the commencement of the procedure, gloves will be worn.

If for example there is no running water available to rinse the sample collection pot, bottle water should be used or as a last resort given it has been cleaned since the previous sample, it is acceptable to proceed to the establishment of the control sample by thoroughly rinsing sample collection pot with the control solution.

Witnessing the Documentation

1. The Steward or Veterinary Surgeon (or authorised person) shall complete the Sample Identity Document.
2. After the Racing Industry Security Satchel has been sealed it is imperative that *all* parties again check that the Sample Identity Document, Racing Industry Security Satchel and tamper evident seals all bear the same sample number. The kennel number and security seal should also be recorded on the Sample Identity Document with the initials of the Steward overseeing the sample collection.
3. The Steward or Veterinary Surgeon (or authorised person) shall request the trainer, trainer's representative or person in charge, who has witnessed the collection and packaging, to read and sign the Sample Identity Document declaration. The witness should be asked to produce their ID card for entry of licensee number onto the document. The witness must be an adult.

Note: Where the witness refuses to sign the declaration, the reasons will be clarified and if the Steward is satisfied that the procedure has been acceptably carried out, the witness' reasons will be briefly noted on the Sample Identity Document (e.g. Refused to sign – Specify Reason) and if more detail is required the Steward in Charge will conduct an inquiry to record the reasons conveyed by the participant, and a notation will be made in the Sample Incident comments.

4. The Steward or Veterinary Surgeon (or authorised person) shall sign the Sample Identity Document having witnessed the collection and packaging of the sample and witnessed the trainer, trainer's representative or person in charge, signing the Sample Identity Document declaration.
5. The Steward must ensure the white and yellow copies of the Sample Identity Document are given to the Steward in Charge and the pink copy is given to the witness. This document includes relevant information such as the sample number, the track where the sample was taken and the date and time the sample was taken.
6. The Steward is to ensure the sample is returned to the Steward's Room as soon as is practicable. Where it shall be stored securely in a locked receptacle during the race meeting. At the conclusion of the meeting the Steward in Charge will continue to store the sample securely (preferably in a cool location) and will ensure timely delivery of the sample to the accredited laboratory following the GRV Samples – Chain of Custody Procedure.
7. For Out of Competition Testing or other samples collected outside of a race meeting, the Steward in possession of the sample should ensure it is stored securely in a locked receptacle and ensure timely delivery of the sample to the accredited laboratory following the GRV Samples – Chain of Custody Procedure.
8. The Steward in possession of the Sample Collection Kit shall ensure the timely entering of the sample information into FastTrack in accordance with the procedure described in the FastTrack Workbench User Guide – Stewards.

GRV Samples – Chain of Custody Procedure

All Sample Collection Kits used to collect samples in this Swab Sampling Policy & Procedures document are to be delivered to the accredited laboratory following this Chain of Custody procedure.

The Chain of Custody will be recorded electronically using Fasttrack from allocation of the Sample Collection Kit by the accredited laboratory through to the delivery of the sample to the accredited laboratory.

- Stewards Administration will allocate the Sample Collection Kits to an individual on Fasttrack.
- The Steward (or authorised person) in possession of the Sample Collection Kit will confirm they have possession and Activate the Sample Collection Kit on Fasttrack.
- Where a Sample Collection Kit is transferred to another Steward (or authorised person) for use, the Steward (or authorised person) accepting possession must ensure it is transferred to them on Fasttrack.
- Once the sample is collected the Steward (or authorised person) in possession of the sample shall ensure timely delivery to the accredited laboratory.
- If the sample is given to any other Steward (or authorised person) for delivery, the Steward (or authorised person) accepting custody must record this in Fasttrack.
- Upon delivery of the sample to RASL or another accredited laboratory, the Steward (or authorised person) will ensure the job registration number, date and time are entered in Fasttrack and the RASL sample receipt is attached electronically. Where a sample is delivered via a courier, Stewards Administration shall ensure the above information and the courier details are entered in Fasttrack.
- Where a Sample Collection Kit is cancelled, the Steward (or authorised person) in possession of the kit must ensure it is cancelled on Fasttrack, that it is returned to RASL and that the Sample Collection Kit Cancellation Form is completed and returned to GRV for electronic filing.



Sample Collection Kit Cancellation Form

TRACK:DATE/...../.....

Race No	Box No	Name of Greyhound	Sample No

Reason: (outline clearly)

Indicate the Sample No if a subsequent sample was taken: Sample No:

Race No	Box No	Name of Greyhound	Sample No

Reason: (outline clearly)

Indicate the Sample No if a subsequent sample was taken: Sample No:

Race No	Box No	Name of Greyhound	Sample No

Reason: (outline clearly)

Indicate the Sample No if a subsequent sample was taken: Sample No:

Race No	Box No	Name of Greyhound	Sample No

Reason: (outline clearly)

Indicate the Sample No if a subsequent sample was taken: Sample No:

.....
Steward-in-Charge (Name and signature)

.....
Swabbing Steward (Name and signature)

Please ensure that any cancelled Sample Collection Kits are returned to RASL and cancelled on Fasttrack. This form is to be returned to the Stewards Department for electronic filing.



Typographical Error Documentation Form

We declare that the following typographical error was observed on the Sample Identity Document / Racing Industry Security Satchel (please circle).

Sample No. _____

The Greyhound sampled was _____

The typographical error was _____

The correction is _____

We have witnessed and are satisfied with the collection and packaging of the sample. The witnesses accept the typographical error has no effect on the integrity of the sample collected and have signed the Sample Identity Document declaration as a result.

Signed _____ Print name _____ Date _____

Signed _____ Print name _____ Date _____

Signed _____ Print name _____ Date _____



Re-sealing and Packaging of a Collected Urine Sample Form

This form is to be completed if a process failure occurs during the packaging or sealing of a sample but can be safely corrected without compromising the integrity of the collected sample by using items from a new Sample Collection Kit. If any doubt or objection from any witness exists, the sampling should be recommenced.

Original Sample No. _____ (Please complete a Sample Collection Kit Cancellation Form)

Replacement Sample No. _____

The Greyhound sampled was _____

The process failure and solution that occurred was _____

We have witnessed and are satisfied with the collection, packaging and sealing of the sample. The witnesses accept the process failure and subsequent packaging and sealing has no effect on the integrity of the sample collected and have signed the Sample Identity Document declaration as a result.

Signed _____ Print name _____ Date _____

Signed _____ Print name _____ Date _____

Signed _____ Print name _____ Date _____

GRV Sampling - Future Testing Policy

After initial testing, the samples taken from the following greyhounds will be frozen and stored for up to ten years, and these samples will then be resubmitted for re-testing at some time in the future:

- All placegetters sampled in Group Finals;
- All greyhounds sampled after breaking a track record in Victoria;
- A significant number of samples determined randomly from those submitted to RASL by GRV;
- Any other samples selected at the discretion of GRV Stewards.

It should also be noted the Greyhounds Australasia Rules 80 (4) (5) and (6) stipulate that 'normal' prohibited substance rules apply in the event of a positive result being detected in a resubmitted test.

The Chief Steward shall ensure a register of samples stored by Racing Analytical Services Limited is maintained for the purposes of this policy.

Re-testing

As a guiding principle, re-testing of some or all of the stored samples will be formally considered at least twice per annum by the GRV Integrity Council and GRV Stewards. This will occur in January and July each year. The type of factors to be considered at this time will include, but will not be strictly limited to:

- Modified and/or new tests becoming available at an accredited laboratory.
- Advice received from laboratory staff and other professionals.
- Intelligence received, including information provided by external agencies.

These samples will not necessarily be re-submitted in the chronological order in which they were taken.

GRV reserves the right to alter these arrangements at any time if it is deemed appropriate to do so.

Collection for the Identification of Medication or Miscellaneous Substances

Sample Guidelines

Under the provisions of GAR 18, an officer of the Controlling Body may take possession of a substance found on the premises of a licensed person for the purposes of any examination or test to be carried out where the officer of the Controlling Body believes that an offence has been, may have been or is being committed. Under the provisions of GAR 84 the Stewards may take possession of a Prohibited Substance to test or destroy.

Safety Notes

Care must be taken to avoid needle-stick injuries when using sharps. All sharps must be disposed of in an approved sharps disposal container.

Care should be taken when handling unknown substances and where possible these substances should not be touched e.g. by using gloves. Hands must be washed between collections to reduce potential safety risks and the risk of cross contamination.

Equipment Required

Unless otherwise stated, the Stewards are responsible for providing the following equipment necessary to perform the sampling procedures.

A Miscellaneous Substance Collection Kit as determined from time to time by GRV or the accredited laboratory but generally containing:

- One (1) 5mL sterile syringe and one (1) 20-22g sterile needle.
- One (1) 20mL sterile specimen jar and one (1) 5mL sterile specimen jar.
- One (1) tamper evident bag.

A portable refrigerator or other vessel suitable for the storing and transportation of samples.

NOTE: The Stewards (or authorised person) should make sure that all the necessary equipment is available before the start of a meeting or kennel inspection.

Collection of the Sample

The substance should be placed in either the smaller sterile specimen jar (by use of the syringe and needle or pouring it from the original container) and then this container should be placed in the larger specimen jar before placing that jar in a tamper evident bag. Larger items may be placed directly in the large jar or bag. This should be witnessed and signed by the Steward and either the trainer or another witness. The GRV Miscellaneous Samples – Chain of Custody Form should then be completed. A Racing Industry Security Satchel may be used if a Miscellaneous Substance Collection Kit is unavailable.

Collection of Unpackaged Blood Samples – Out of Competition Testing

Sample Guidelines

Under the provisions of GAR 79A, Stewards may cause to be carried out such tests as they deem necessary in relation to a greyhound at any time for the purposes of Out of Competition Testing. The collection of unpackaged samples allows for both a smaller volume of blood to be collected from each greyhound for screening and allows for larger numbers of samples to be collected by a Veterinary Surgeon in a shorter period. Where an irregularity is suspected on preliminary screening of a sample, another out of competition sample will be collected from the greyhound as soon as possible, which should be within 24-48 hours of the initial collection of the unpackaged sample.

Safety Notes

Care must be taken to avoid needle-stick injuries when using sharps. All sharps must be disposed of in an approved sharps disposal container.

When performing the following activity, the Veterinary Surgeon will be required to stand near the greyhound during the collection of blood. Prior to performing blood-sampling activities, the Veterinary Surgeon must assess the situation to ensure the safety of themselves, any Steward or authorised person and the registered person attending with the greyhound (where applicable). All persons not involved with blood sampling activities should be removed from the immediate site.

Equipment Required

Unless otherwise stated, the Stewards are responsible for providing the following equipment necessary to perform the sampling procedures.

Blood collection equipment as determined by GRV's Chief Veterinarian in consultation with the accredited laboratory but generally including:

- 20-22g 1" sterile needles (vacutainer & normal), 5 mL syringe and vacutainer needle holder;
- 6mL sterile lithium heparin (or other suitable type) vacutainers labeled according to the corresponding sample number on the Chain of Custody Form;
- Sterile skin cleansing swabs

A portable refrigerator or other vessel suitable for the storing and transportation of samples.

NOTE: The Steward (or authorised person) should make sure that all the necessary equipment is available before the start of any collection.

Collection of the Sample

The Steward or Veterinary Surgeon must identify the greyhound by checking the brand or microchip against the official identification records or alternatively by other means available and record the greyhound details on the Unpackaged Blood Samples – Chain of Custody Form.

The Veterinary Surgeon shall:

1. Collect the sample from the site with which he/she is most comfortable following wiping with a sterile skin swab. The jugular or cephalic veins are suitable sites for venipuncture.
2. Collect at least one (1) vacutainer of blood ensuring the exterior of the tube is labelled with a number that identifies it on the Unpackaged Blood Samples – Chain of Custody Form.

The Steward or Veterinary Surgeon (or authorised person) shall:

3. Complete the Unpackaged Blood Samples – Chain of Custody Form and maintain custody of the samples until delivered to RASL.

GRV Policy for the Confirmation of Reserve and Control Samples

Following receipt of a Certificate of Analysis indicating an irregularity in a sample from Racing Analytical Services Limited (RASL), or another Accredited Laboratory, Stewards will notify the Trainer of that greyhound, of the irregularity.

Confirmation of this finding will depend upon the analysis of the reserve and control samples by an Accredited Laboratory. The laboratory chosen will be at the sole discretion of RASL based on the availability of the laboratory to perform the analysis in a timely fashion. In the unlikely event that no Accredited Laboratory is capable of performing the confirmation, it will proceed at RASL.

The independent Accredited Laboratory will be made aware of the prohibited substance detected in the sample and will only be required to confirm the presence of that substance in the reserve sample and its absence in the associated control sample, except in cases where quantitative analysis is required to deal with a prohibited substance which is subject to a threshold.

Note: Greyhound Racing Victoria has approved the following laboratories as an “accredited laboratory”, as per Greyhounds Australasia Rule 1:

*Racing Analytical Services Limited, Melbourne
Australian Racing Forensic Laboratory, Sydney
Queensland Government Racing Science Centre, Brisbane
Racing Chemistry Laboratory, Chemistry Centre (W.A.), Perth
The Hong Kong Jockey Club Racing Laboratory, Sha Tin, Hong Kong
New Zealand Racing Laboratory Services Limited, Avondale, Auckland, New Zealand
Horseracing Forensic Laboratory, Fordham, Ely, Cambridgeshire, United Kingdom
Australian Sports Drug Testing Laboratory, Sydney
ChemCentre, Western Australia
National Measurement Institute (NMI), Sydney (trace element analysis)
Institute of Biochemistry, German Sports University, Cologne, Germany (Xenon & Argon)*

GRV Policy for prohibited substances subject to a threshold

GRV support the development through appropriate research of thresholds for prohibited substances that may naturally be present in greyhounds. When the concentration at which one of these substances is present in a sample is at or below the threshold, plus the measurement uncertainty, then the sample is not considered a positive sample.*

Following receipt of a Certificate of Analysis indicating an irregularity in a sample from an accredited laboratory the GRV Policy for the Confirmation of Reserve and Control Samples will apply. Notification of the irregularity will occur according to the established Stewards procedure as amended from time to time.

GRV will generally not proceed with a sample irregularity unless the concentration stated on the Certificate of Analysis from the reserve sample is greater than the threshold plus the measurement uncertainty. GRV may determine to proceed where relevant scientific advice can explain the decrease observed in the reserve sample.

Where an irregularity is not confirmed due to a decrease observed in the reserve sample, the Stewards may conduct a Stewards Inquiry and may issue a caution to the trainer of the greyhound. Stewards will remind them that they are strongly encouraged to change their animal husbandry practices to reduce their risk of offending in the future, as GRV may not take the same approach in future matters.

*For example, if a urinary threshold for a naturally occurring prohibited substance is 20 ng/mL and the measurement uncertainty is 2 ng/mL then a urine sample is not considered positive unless the sample concentration is greater than 22 ng/mL.