

Swab Sampling Policy & Procedures



**Chief Steward /
Chief Veterinarian**

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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 +/- Veterinarian (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, Racing Industry Security Satchel or other relevant document, all available parties involved should correct the error in a legible manner (strike through and re-write), initial the correction and sign a Typographical Error Documentation Form detailing the error and the correction made at the time of the sample, or specify if the error was identified at a later stage. These errors and any other relevant comments should be recorded as a comment within the sample incident in Fasttrack.

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 unreasonable), and any unresolved doubt raised by the trainer or their representative regarding a failure to adhere to these procedures or other concern can be noted and dealt with by the Chief Steward, subsequent to the day of the sample. Any relevant notes should be recorded as a comment within the sample incident in Fasttrack.

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 approved laboratory is only aware of the sample numbers and the sex of the greyhound.

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

Security Measures Pre- and Post-Race

As soon as practicable the Steward will inform the handler if samples are to be taken from a greyhound and accompany the handler and greyhound during the procedure, always keeping the greyhound in full view. 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 from a regular hose and tap e.g. at the regular wash bay. 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, another secure un-used 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 (or another secure un-used kennel) 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 kept by the Steward and 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 40 minutes (or at least two races), including if a blood sample is to be taken.

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 the sample is taken. As competing greyhounds are not kenneled, it is the responsibility of the trainer to ensure the security of their greyhound at the meeting.

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 Steward +/- the Veterinarian (or authorised person) are to thoroughly wash and dry 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 Veterinarian (or authorised person) must wear gloves. For collection of any other samples, where possible, the Steward or Veterinarian (or authorised person) should wear gloves.

The Sample Collection Kit should be opened in full view of the handler, after checking that it is intact. 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 and complete the *Sample Collection Kit Cancellation Form*.

For urine samples, the Steward +/- the Veterinarian (or authorised person) will thoroughly 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. The Steward or Veterinarian (or authorised person) should keep the control solution in their 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 not contaminated with the *prohibited substance* detected in the *sample*. If a *prohibited substance* is detected in a *sample*, an *approved laboratory* will also test the control sample for that substance and confirm the *prohibited substance* was not detected in the control, or in the case of a substance ubiquitous in the environment (e.g. cobalt, arsenic), confirm the *prohibited substance* was detected at a concentration less than the relevant limit of quantification for that substance. Such results will confirm that the *prohibited substance* was present in the greyhound's urine.

Retrieval of the Greyhound

The Steward +/- the Veterinarian (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. The Steward or Veterinarian must identify the greyhound by checking the greyhound's ear tattoo 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 and the Steward +/- the Veterinarian (or authorised person). For urine samples, the Steward may also be the authorised person where they have completed training to collect urine samples.

The Collection of the Sample

Urine Sample Guidelines

The Steward +/- the Veterinarian (or authorised person) should comply with the following sampling procedures when obtaining urine 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

Prior to performing urine sampling activities, the Steward or Veterinarian (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 urine sampling activities should be removed from the immediate site to minimise potential hazards.

When collecting urine samples, for hygiene purposes and to minimise any potential cross contamination, hands should be washed between collections and gloves worn during sample collection.

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 approved 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 should make sure that all the necessary equipment is available before the start of the meeting or sample collection day.

Collection of the Urine Sample

The Steward +/- the Veterinarian (or authorised person) should comply with the following procedure:

1. When a urine sample cannot be obtained, another sample type may be collected in accordance with these guidelines, including a blood sample. Before taking a sample of another type, 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 Veterinarian's room (or other designated swabbing area) while always in full view of the handler/witness and Steward.
4. The Steward or Veterinarian (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 Steward or Veterinarian (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.
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 and place 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 cannot or does not need to be removed, the new seal is placed preferably 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 Veterinarian and Steward (or authorised person) should comply with the following sampling procedures when obtaining blood 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 Veterinarian will be required to stand near the greyhound during the collection of blood. Prior to performing blood-sampling activities, the Veterinarian 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 to minimise potential hazards.

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 collecting blood samples, for hygiene purposes and to minimise any potential cross contamination, hands should be washed between collections and gloves worn during sample collection.

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 approved 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 and/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 or sample collection day.

Collection of the Blood Sample

The Veterinarian should comply with the following procedure:

1. Remove the components from the Sample Collection Kit. Collect a sample of up to 20mL of blood from the site with which they are most comfortable. Haematoma formation following venipuncture in greyhounds is more likely to occur following exercise and with lay assistance.

N.B. Jugular venipuncture with appropriate head positioning and preparation is most successful providing digital pressure on the venipuncture site is ensured by the veterinarian. However, appropriate haemostasis via application of a pressure bandage to the cephalic vein may lead to this site being preferable for some veterinarians.

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.
5. The Veterinarian may introduce a different sterile syringe, needle or skin cleansing swab to replace that provided in the Sample Collection Kit if required including due to missing or incorrect items, or equipment becoming non-sterile or not flowing (e.g. blood clot).

The Steward or Veterinarian (or authorised person) should comply with the following procedure:

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. 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.
8. Complete all details on the Racing Industry Security Satchel with a ballpoint pen and place 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 (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 Veterinarian and Steward (or authorised person) should comply with the following sampling procedures when obtaining saliva 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 Veterinarian (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 Veterinarian (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 to minimise potential hazards.

When collecting saliva samples, for hygiene purposes and to minimise any potential cross contamination, hands should be washed between collections and gloves always worn during sample collection.

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 approved 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 or sample collection day.

Collection of the Saliva Sample

The Veterinarian (or authorised person) should comply with the following procedure:

1. Remove components from the Sample Collection Kit. 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 Veterinarian (or authorised person) should comply with the following procedure:

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 and place an "X" in the appropriate box. This information includes racing code, date, sex of the greyhound and sample type.
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 Veterinarian (or authorised person) should comply with the following sampling procedures when obtaining hair 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 Veterinarian (or authorised person) will be required to stand near the greyhound during the collection process. Prior to performing hair-sampling activities, the Veterinarian (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 to minimise potential hazards. Care should be exercised when cutting with scissors.

When collecting hair samples, for hygiene purposes and to minimise any potential cross contamination, hands should be washed between collections and gloves always worn during sample collection.

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 approved laboratory but generally containing:

- Two (2) matched barcoded A and B sealable plastic envelopes.
- One (1) pair of sterile single use scissors.
- Aluminium foil, 3 x pairs of gloves, 2 x large sealed alcohol 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.

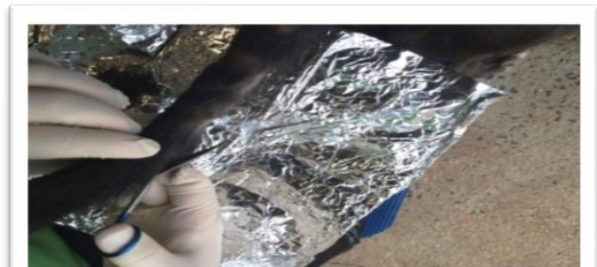
NOTE: The Steward in Charge should make sure that all the necessary equipment is available before the start of the meeting or sample collection day.

Collection of the Hair Sample

The Veterinarian (or authorised person) should comply with the following procedure:

1. Apply gloves then remove the alcohol 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.
2. The Veterinarian (or authorised person) and Steward (to assist if present) should apply new gloves and open the sterile pack of single use scissors.

3. Place the foil below the collection area and cut a patch of hair of at least 400 mg which is equivalent to the underside of the tail for approximately 10cm as shown in the images to the right. Be careful not to cut the greyhound's skin or yourself.



4. Divide the hair into two parts on the piece of foil – 2/3 on one half of the foil for the A sample, and 1/3 on the other half of the foil for the B sample. Using the supplied scissors, carefully cut the foil in half and gather each portion of hair by folding the foil up securely. Place the larger A sample in the barcoded envelope labelled A, and the smaller sample B sample in the barcoded envelope labelled B.



The Steward or Veterinarian (or authorised person) should comply with the following procedure:

5. Seal each envelope by removing the white tape and pressing firmly down. Place one (1) of the supplied matched seals across the envelope as shown below. 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 and place an "X" in the appropriate box. This information includes racing code, date, sex of the greyhound and sample type.
7. Insert each sealed envelope into a pocket of the Racing Industry Security Satchel. 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.

Collection of Out of Competition or Non-racecourse Samples

Where possible, the collection of samples away from the racecourse should closely align with the standard procedures for the collection of samples, 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 Steward or Veterinarian (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 can then be collected, and the sample divided as per normal protocol. During this procedure, the sample bottles may be held by the Steward or other assistant to aid the Veterinarian (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 for the collection of the sample.

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

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

Witnessing the Documentation

1. The Steward or Veterinarian (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 Veterinarian (or authorised person) requests 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 on Fasttrack.

4. The Steward or Veterinarian (or authorised person) shall print their name and 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 greyhound's name and identification, the track where the sample was taken (or OOCT), the race number, sample type, and the date and time the sample was taken, as well as the witness names.
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 approved 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 or authorised person in possession of the sample should ensure it is stored securely in a locked receptacle and ensure timely delivery of the sample to the approved laboratory following the *GRV Samples – Chain of Custody Procedure*.
8. The Steward or authorised person 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 *Stewards Standard Operating Procedures*.

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 approved 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 approved laboratory through to the delivery of the sample to an approved 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 custody 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 approved laboratory.
- If the sample is given to any other Steward (or authorised person) for delivery, the Steward (or authorised person) accepting custody must record the date and time of this in Fasttrack.
- Upon delivery of the sample to RASL or another approved laboratory, the Steward (or authorised person) will ensure the job registration number (or equivalent), date and time are entered in Fasttrack and the RASL sample receipt (or equivalent) 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)

.....
Steward or Authorised Person (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, any samples taken from the following greyhounds will be frozen and stored for up to 10 years, and these samples will then be resubmitted for re-testing at some time in the future:

- All placegetters sampled in Group 1, 2 and 3 Races (Finals).
- All greyhounds sampled after breaking a track record in Victoria.
- Approximately 1% 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 154 (10), (11) and (12) stipulate that normal prohibited substance rules apply in the event a prohibited substance is detected in a sample submitted or resubmitted for testing.

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, testing or re-testing of some or all of the stored samples will be considered annually by the Greyhound Racing Integrity Unit. 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 approved laboratory.
- Advice received from laboratory staff and other professionals.
- Intelligence received, including information provided by external agencies.

These samples will not necessarily be submitted in the chronological order in which they were taken. However, a proportion of the oldest stored samples will be submitted for testing each year.

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

In addition to powers under s77A of the *Racing Act*, GAR 148 allows the Stewards or an officer of GRV to take possession of a prohibited substance, exempted substance, or other substance (including any other medication, medicine, injectable substance, supplement, herbal product or therapeutic good) or preparation to test and/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 approved 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 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 can then be placed in the larger specimen jar before placing in a tamper evident bag. Larger items may be placed directly in the large jar or tamper evident bag.

This should be witnessed and signed by the Steward (and/or authorised person) 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.



GRV Miscellaneous Samples – Chain of Custody Form

This form is to be retained by the Steward (or authorised person) who is in custody of the Samples recorded below, until they are delivered to RASL. It is then to be attached to the RASL Sample Receipt and returned to GRV for filing in the miscellaneous kit register. If the samples are delivered via a courier, this form is to be returned to GRV as soon as possible.

Steward: _____

Date: ____/____/____

Seal Number	Trainer	Substance Description

Delivered to:

Time: _____ am/pm

(PRINT NAME - SIGNATURE)

Date: ____/____/____

Delivered to:

Time: _____ am/pm

(PRINT NAME - SIGNATURE)

Date: ____/____/____

Collection of Unpackaged Blood Samples – Out of Competition Testing

Sample Guidelines

Under the provisions of GAR 139, 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 Veterinarian 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 Veterinarian will be required to stand near the greyhound during the collection of blood. Prior to performing blood-sampling activities, the Veterinarian 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 to minimise potential hazards.

When collecting blood samples, for hygiene purposes and to minimise any potential cross contamination, hands should be washed between collections and gloves worn during sample collection.

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 approved 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 sample collection day.

Collection of the Sample

The Steward or Veterinarian must identify the greyhound by checking the ear tattoo 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 Veterinarian should comply with the following procedure:

1. Collect the sample from the site with which they are most comfortable following wiping with a sterile skin swab. Haematoma formation following venipuncture in greyhounds is more likely to occur following exercise and with lay assistance.

N.B. Jugular venipuncture with appropriate head positioning and preparation is most successful providing digital pressure on the venipuncture site is ensured by the veterinarian. However, appropriate haemostasis via application of a pressure bandage to the cephalic vein may lead to this site being preferable for some veterinarians.

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 Veterinarian (or authorised person) should comply with the following procedure:

3. Complete the *Unpackaged Blood Samples – Chain of Custody Form* and maintain custody of the samples until delivered to RASL. There is no requirement for witnessing of the documentation as testing will be for screening purposes only, prior to a packaged sample being collected.

GRV Policy for the Confirmation of Reserve Samples

Following receipt of a *Certificate of Analysis* indicating a *prohibited substance* was detected in the “A” portion of a *sample* from Racing Analytical Services Limited (RASL), or another *approved laboratory*, Stewards will notify the Trainer and then Owner of that greyhound, of the sample irregularity in accordance with GAR 155.

Confirmation of this finding will generally depend upon the analysis of the reserve “B” portion of the *sample* by an *approved laboratory* and where applicable, analysis of the control sample. The laboratory chosen will be at the sole discretion of RASL based on the capability of the laboratory to perform the analysis in a timely fashion. In the unlikely event that no *approved laboratory* is capable of performing the confirmation, it will proceed at RASL in accordance with GAR 154 (7).

The *approved laboratory* performing the analysis of the reserve “B” portion of the *sample* will be made aware of the *prohibited substance* detected in the “A” portion of a *sample* and will only be required to confirm the presence of that substance in the reserve *sample*, except in cases where quantitative analysis is required to deal with a *prohibited substance* which is subject to a threshold.

Where applicable, the *approved laboratory* will also perform the analysis of the control sample and confirm the *prohibited substance* was not detected in the control, or in the case of a substance ubiquitous in the environment (e.g. cobalt, arsenic), confirm the *prohibited substance* was detected at a concentration less than the relevant limit of quantification for that substance.

Note: Greyhound Racing Victoria has approved the following analytical racing laboratories as “approved laboratories”, as per the definitions in Greyhounds Australasia Rule 9:

*Racing Analytical Services Limited, Melbourne
Australian Racing Forensic Laboratory, Sydney
Racing Science Centre, Queensland Racing Integrity Commission, 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
LGC, Fordham, Ely, Cambridgeshire, United Kingdom
Australian Sports Drug Testing Laboratory, Sydney
ChemCentre, Western Australia
National Measurement Institute (NMI), Sydney
Institute of Biochemistry, German Sports University, Cologne, Germany*

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 *prohibited substances* is present in the “A” portion of a *sample* at or below the threshold (including those specified in GAR 140), plus the measurement uncertainty, then the *sample* is not considered a positive *sample*.*

Following receipt of a *Certificate of Analysis* from an *approved laboratory* indicating a *prohibited substance* was detected in the “A” portion of the *sample*, the *GRV Policy for the Confirmation of Reserve Samples* will apply. Notification of the sample 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 “B” portion of the *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 “B” portion of the *sample*.

Where an irregularity is not confirmed due to a decrease observed in the reserve “B” portion of the *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.