

HORSE RIDING CLUBS ASSOCIATION OF VICTORIA INC.**SWABBING PROTOCOLS****1. Preamble**

Swabbing must be performed diligently and in accordance with all the requirements. Any variation from the formal procedure is likely to lead to any positive swab findings being disallowed on appeal.

2. Terminology**Chain of Custody document**

Document identifying persons responsible for sample at the various stages of the process.

HRCAV Assistant

A member of the HRCAV Committee or their appointed delegate.

Sample

Urine or blood sample

Sample kit

Assorted vessels, paraphernalia and documentation for sample collection

Swabbing box

Facility reserved for sample collection

Witness

A person nominated to witness the process. The witness may be either the owner/rider of the horse or their agent.

3. Requirements

- a) Swabbing process to be overseen by the HRCAV Assistant.
- b) A witness is required to be in attendance.
- c) A suitable facility is required for sample collection (swabbing box).
- d) A registered veterinarian, familiar with the swabbing procedure and comfortable with the requirements, is to collect the sample.
- e) A chain of custody document is required.
- f) The HRCAV Assistant or Vet is to take charge of the samples
- g) Sample kits to be obtained from the State racing analytical service.

4. Selection of Horses to be sampled

The HRCAV Assistant shall determine the selection process for the event or may delegate the responsibility for determining the selection process to the official Veterinarian, Technical Delegate or another senior member of the Organising Committee.

Selection processes include any of the following:

- a) Horses may be chosen specifically because their behaviour raises suspicion, in other words, they appear drugged or under the effect of medication (deemed a "spot test")

- b) Horses may be chosen at random from all competitors entered, or chosen at random from a group of winners or place getters (deemed a random selection)
- c) Horses may be chosen because they are winners or place getters (deemed a “required selection”)
- d) Horses may be chosen because they have been withdrawn or scratched (deemed a “spot test”)
- e) Horses may be chosen because of poor performance (deemed a “spot test”)
- f) Horses may be chosen at a judge’s request (deemed a “spot test”)

5. Sample Collection

- Make arrangements well in advance of the event.
- The entire process, from the time the horse is called until samples are collected and the horse released back to owner, may take up to an hour. Whilst every effort should be made to ensure that the timing of the sample collection does not disadvantage the competitor, some inconvenience may occur.
- It is vital to the process that the witness watches the whole procedure and has everything explained to them by the veterinarian. They must watch each step as it takes place and have the steps explained to them.
- The horse chosen for swabbing should be taken by the witness accompanied by the HRC AV Assistant to the swabbing box area. It is recommended that the horse be allowed to drink water and, if necessary, be hosed down before being taken into the swabbing box by the Assistant. Allow horse to walk for 5-10 minutes. Owner or witness to be responsible for supply of water.
- The swabbing box must not be used for other activities, eg: no drug administration, no smoking and no eating or drinking.
- Wash the collection vessel with water to ensure it is clean.
- Urine should be collected using the sample collection vessel. This needs to have a handle about 2’6” long in order to reduce the likelihood of the horse being put off urinating. Witness to observe. Allow up to 30 minutes – 40 minutes to collect urine sample.
- Rinse the collection vessel with the control solution and return it to the original bottle, cap securely and ensure its security. Witness to observe. Ensure witness knows the purpose of a control solution.
- Once urine has been collected, wash the control solution through the other two sample bottles (with their caps on) ensuring the sample solution touches the lids. Ensure that the witness observes. Return the control solution to the original bottle and cap it.
- Divide the urine into each of the two empty rinsed sample bottles and cap them firmly. Do not fill the bottles past the 150ml graduated mark.

- Confirm with the witness that (1) the sample identity document, (2) sample security satchel and (3) tamper evident seals all bear the same sample number.
- Place one seal centrally on each bottle and attach firmly.
- Complete details on sample security satchel.
- Insert each sealed bottle into a pocket of the sample security satchel with the control in the middle pocket. The bottles should all be the same way up. Seal each pocket according to the instructions on the satchel.
- Complete the sample identity document. The witness and veterinarian should then sign the declaration. The pink copy should be given to the witness and the other copies retained by the HRC AV Assistant.
- When urine cannot be obtained, collect four 10ml lithium heparin tubes of blood. Place two tubes in each sample bottle and complete the documentation sealing the bottles and sample security satchel as previously directed.
- The sample security satchel is to be forwarded to the appropriate authority by the Vet as soon as possible. Should the Vet decline to take responsibility for the sample, responsibility shall devolve to the HRC AV Assistant. The sample should be kept refrigerated overnight.
- Should there be a need for the sample security satchel to change hands the details of possession should be recorded on the chain of custody document.