



RIU Guidelines for Hair Sample Collection

Canine

Introduction

This document provides the guidelines for the collection of hair samples from animals.

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Important Information

- Any changes to information recorded on the Sample Identity Record must be initialled by both the Authorised person and the Trainer's Representative.
- An Authorised person is defined as either an RIU staff member or RIU contracted Veterinarian.
- Only the following personnel (RIU staff, RIU contracted Veterinarians, Trainers or Trainer's Representatives) are to be present in the area where the sample is being taken.
- No eating, drinking or smoking is allowed in the sample area. Please ensure you wash your hands thoroughly after doing any of these.

Hair Sample Guidelines

The authorised person should comply with the following procedures when obtaining samples.

The person responsible for handling the animal must be a licenced individual who is entitled to be located and work within the area where the sampling is taking place.

Safety Notes

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

During the time the hair is being taken from the animal, the minimum number of persons must be in the immediate area, due to potential risks.

Equipment Required

Unless otherwise arranged the RIU Racing Investigators are responsible for providing the following equipment necessary to perform the sampling procedure.

A sample kit as determined from time to time by the accredited laboratory but generally containing:

- 1 x pair of sterile single use scissors
- 2 x sample collection bottles and lids
- 1 x piece of aluminium foil
- 4 x gloves
- 2 x sealed wipes
- 1 x duplicate swab card "Sample Identity Document"
- 1 x set of 6 swab number stickers
- 1 x RIU security sealed quad sample bag

Note –The RIU Racing Investigator should ensure all necessary equipment is available before the start of the testing

Collection of the Hair Sample

The authorised person must identify the animal by checking the brand or microchip against the official identification records, or 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 authorised person shall –

1. Open the hair sample collection kit, check all components are present. If not open a new kit and repeat. Repack faulty kit to return to office for disposal.
2. The authorised person should apply gloves (one spare set provided)
3. Remove wipe from the bag and wipe the collection area to remove any loose hair. The preferred collection area for canines is the proximal tail (closest to the body) however other areas including the remainder of the tail or tail base, chest, abdomen are also suitable.
4. The authorised person 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 at least 300mg (eg: the underside of the tail for approx. 10cm) be careful not to cut the animals skin.
6. Transfer the hair into the collection bottles - 2/3 for sample A and 1/3 for sample B.
7. The authorised person shall seal each bottle firmly with the screw cap. The foil can then be discarded.
8. Use a numbered sticker on each bottle that will match the samples with the documentation. Adhere the numbered sticker down the side of the bottle from the top of lid, so if the lid is unscrewed the sticker will break to indicate this.
9. Complete all details on the security quad bag with a ballpoint pen by placing an "X" in the appropriate boxes. Also indicate on the bag in the space allowed for "Sample Type" as "blood -other" record 'HAIR'
10. Insert each sealed bottle into a pocket on the security quad bag, facing upright.
11. Remove trapped air and peel off protective tape to expose the adhesive before pressing down firmly on the tamper evident seal. An attempt to pull apart the seal will result in the seal being voided. When completed ensure the bottles are kept upright.
12. Dispose of the onetime use scissors in a sharps container

Witnessing the documentation

The authorised person shall complete the details required on the Sample Identity Document.

Apply two of the numbered stickers to the duplicate Sample Identity Documents as indicated.

After the security quad bag has been sealed it is imperative all parties again check that the Sample Identity Document, Security Quad bag and the bottles all bear the same sample number.

The authorised person should request the representative, who has witnessed the collection and packaging, to sign the Sample Identity Document declaration.

Once having witnessed this being actioned, the authorised person should then sign the Sample Identity Document themselves.

The authorised person must ensure the witnessing representative retains the pink copy while themselves retaining the white copy of the Sample Identity Document. This document records relevant information such as the sample number, location (eg: Kennel or race track) where the sample was taken, date time etc.

The authorised person is to ensure the sample is returned to the NZ Racing Laboratory as soon as practical where it will be stored securely, and ensure timely delivery of the sample to the accredited laboratory following sampling procedure.

The authorised person responsible for collection of the sample should enter the details into the RIU Swab Card database.

Collection of Out of Competition or Non Race day Samples

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

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