



RIU Swabbing Official Guidelines for Sample Collection Greyhound

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Introduction

This document provides the guidelines for the collection of 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 Swabbing Official and the Trainer's Representative.
- Only authorised personnel (RIU staff, Veterinarians, Trainers or Trainer's Representatives) are to be present in the swabbing area.
- No eating, drinking or smoking is allowed in the swabbing area. Please ensure you wash your hands thoroughly after doing any of these.

1.0 Preliminary Requirements

1.1 Start of Day Procedure

A.) Report to the race course two hours before the first race.

B.) Find the Chairman of Stewards for the day and

1. Tell him/her the Swabbing Officials' names for the day and their mobile phone numbers, if necessary pick up a hand held radio for communication.
2. Make sure you have the mobile phone number or radio channel for the Chairman of Stewards.
3. Collect the key to Swabbing area.
4. Collect the bag of swabbing supplies

C.) Return to the swabbing area and check:

1. There is running water, and the water is clear
2. The fridge is turned on and working
3. You have all the swabbing equipment you need for the meeting (bottles, security bags, forms, collection pot)
4. The Swabbing kennels are to be clean and secure.
5. There should be clean stainless steel bowls for drinking water.

Note: All Stipendiary Stewards and Racing Investigators attending race meetings will be on the RIU Roster.

2.0 Collection of Urine Samples

1.1

2.1 Overview

- a) At the end of a race the Chairman of Stewards will select the dog/s to be swabbed.
- b) The Swabbing Official will go with the selected dog when it leaves the enclosure and place the dog in a swabbing kennel. Greyhounds to be locked in swabbing kennel for preferably one hour (this is recommended as the Greyhound is more likely to urinate after this time). When the swabbing process commences the Swabbing Official will be present and remain with the dog until the swabbing process is finished.
- c) Greyhounds are to be given fresh drinking water in one of the stainless steel bowls. To be filled by the handler only.
- d) All dogs selected to be swabbed must have the trainer or a trainer's representative present during the swabbing process until it is finished. **The trainer or representative must be licensed.**
- e) The Veterinarian/Swabbing Official must wash his/her hands with soap and water and put on a new pair of gloves prior to starting each new swabbing procedure.
- f) If a Veterinarian/Swabbing Official needs to do another task outside of the swab being done at the time, then new gloves must be put on before restarting the swab.

2.2 Preparing to take the Sample

When the Veterinarian / Swabbing Official, dog and trainer or their representative arrive at the swabbing area for the swabbing process the Veterinarian / Swabbing official will:

(Note: Control will be pre – prepared unless otherwise requested by the trainer or connections)

2.2.1 Preparing the Bottles

- a) Wipe down the bench area to be used for preparation of taking the swab.
- b) Wash hands with soap and water.
- c) Put on a new pair of gloves before starting the swabbing procedure.
- d) Thoroughly rinse the collection pan under running tap water before use.
- e) Take four (4) bottles with lids – 2 for controls, 2 for samples.
- f) From the water tap:
 - i. Fill two bottles to the neck of the bottle
 - ii. Apply the lids to these two bottles (without screwing them down tight)
 - iii. Shake so the water comes into contact with the underside of the lid. These two bottles will become the two controls.
 - iv. Pour the water from these two control bottles into the pan.
 - v. Swirl the water around the pan.
 - vi. Pour the water from the pan into the remaining two bottles. These bottles will become the sample bottles.

- vii. Apply the lids to these two bottles (without screwing them down tight)
 - viii. Shake so the water comes into contact with the underside of the lid.
 - ix. Pour the water from the sample bottles into the pan. Swirl the water around the pan.
 - x. Pour the water from the pan into the original two bottles, the control bottles.
 - xi. Place the lids on top of the two control bottles making sure they are straight.
 - xii. Screw the lids on tight **until you hear a click**. This completes the process of preparing the two controls.
- g) Place a clean paper towel over the pan until you are ready to use it for urine collection. (This will prevent any dust or dirt getting into the pan).

Note: When preparing the control and sample bottles keep the lid loosely on top of each bottle. If a lid is temporarily placed on the bench when pouring water or urine keep the lid in a bench area which is dry and clean taking care not to contaminate the lid and in turn the control or sample.

2.2.2 Labelling the Bottles

- a) Take 6 identically numbered stickers from the roll of stickers.
- b) Place one sticker on each bottle.

2.2.3 Filling out the RIU Sample Identity Record form

- a) Place the 2 remaining numbered stickers on each copy of the RIU Sample Identity Record form (see Fig 1).
- b) Complete the animal details including sex and brand using the data provided.

2.2.4 Filling out the RIU Swabbing Record book

- a) Complete the RIU Swabbing Record book with all relevant information.
- b) Once the sample has been taken the trainer's representative will need to sign this.
- c) At the end of the night the Racing Investigator or Chairman of Stewards will sign the bottom of each page used in this book for the meeting.

2.2.5 Collection of Urine

The Veterinarian/Swabbing Official now must:

- a) Put on a clean pair of gloves.
- b) Tell the trainer or trainer's representative they must watch the collection of urine.
- c) Collect the urine (The trainer or trainer's representative must watch this). **Making sure the collection pan does not come into contact with other material before, during or after the collection of the sample.**

- d) Take the pan and pour an approximate equal amount of urine into the two sample bottles, even if the sample is a small amount. Do not fill the bottles past their neck and tighten securely until they click.
- e) Place the lids on top of the bottles making sure they are straight before tightening.
- f) Screw the lids on tight until you hear a click.
- g) Disposable gloves may now be removed.
- h) Leftover urine is to be poured down the sink where possible.

If you cannot collect a urine sample by the end of the next race, contact the Chairman of Stewards of the day who will determine whether to

**Continue trying to get a urine sample or
Not continue with the process and release the dog**

IMPORTANT NOTES

- **At all times during the entire swabbing process a Swabbing Official or Veterinarian must be with the animal being swabbed.**
- If there is any doubt that enough urine has been taken;
- Every urine sample must be sent for analysis no matter how small the sample is.
- If a Racing Industry Security Bag is damaged during the sample collection process:
 - It must be opened in front of the trainer or trainer's representative
 - A new security bag may be used but the number on the RIU Sample Identity Record from must be changed and initialled by both the trainer's representative and the Swabbing Official.

3.0 Sealing the Samples & Finalising the Documentation

3.1. Putting the samples in the Industry Security Bag

The Swabbing Official will:

1. Show the trainer or trainer's representative the numbers on the 4 bottles and RIU Sample Identity Record form.
2. Ask the trainer or trainer's representative to confirm these numbers are identical.
3. Fill out the front sections of the Security Bag using a permanent marker. (Note: Using a ballpoint pen may damage the pouch).
4. Place the four (4) sealed bottles in the appropriate pouches.
5. Remove trapped air from the Security Bag.
6. Peel off the tape to show the sticky strip on the Security Bag.
7. Working from the middle to the outer edges press down firmly on the sticky strip.

3.2 Completing the RIU Sample Identity Record form

1. Complete the sample details on the RIU Sample Identity Record form.
2. Show the trainer or trainer's representative the
 - RIU Sample Identity Record form.
 - Racing Industry Security Bag containing the 4 bottles.
3. Ask the trainer or trainer's representative to confirm that the number on the Security Bag matches the number written as the Security Bag No. on the RIU Sample Identity Record form.
4. Sign the RIU Sample Identity Record form and the RIU Swabbing Record book to confirm they are satisfied with the collection and packaging of the samples taken.
5. Give the trainer's representative their copy of the RIU Sample Identity Record form.
6. Place the Racing Industry Security Bag with the samples and controls into the courier bag. The courier bag must be kept in a secure, preferably cool location at all times
7. Record the Sample Identity Record form number on the Sample Despatch Record form.

Note: If an RIU Sample Identity Record form becomes unusable during the process, draw 2 diagonal lines across the form and leave it in the Sample Identify Record book (see Fig 3).

IMPORTANT NOTES

If the Security Bag is damaged during the sample collection process;

- It must only be re-opened in the presence of the Trainer or Trainer's Representative.
- A new Security Bag may be used however the number of the new Security Bag must be recorded on the RIU Sample Identity Record form.
- All changes to the Security Bag number on the RIU Sample Identity Record form must be initialled by both the Trainer's representative and the Swabbing Official.


4.0 End of Day Duties

4.1 Sealing of Courier Bag & Cleaning Swabbing Area

After the last dog has been released from the swabbing area the Swabbing Official must:

1. Take the courier bag (large white KeepSafe bag) with all samples to the Chairman of Stewards or Racing Investigator who will check all samples are present prior to sealing the courier bag.
2. Clean all surfaces in the swabbing area.
3. Pack all swabbing equipment away in the bag provided.
4. Return the swabbing equipment to the Chairman of Stewards or Racing Investigator.
5. Any other tasks (ie: cleaning swab kennels) as required at your venue.

Fig 1



RIU Sample Identity Record

Place bottle number sticker here

60000
60000
60000
60000
60000
60000

ANIMAL DETAILS:
 Animal Name:
 Gender: Male/Female/Gelding Horse/Dog/Bitch

Brand


SAMPLE DETAILS:
 Date Sample Taken: Time Sample Taken:AM/PM
 Club: Race No: Security Bag No:
 Type of Sample: Post Race/Pre Race Urine/Blood Other: Specify

DECLARATION:
 I, being the trainer/registered person/authorised representative have been in charge of the above animal and did witness the collection of the sample from this animal. I was satisfied with the collection, packaging and sealing procedures for the sample taken which was numbered as above.
 I, certify that I have waived the right for the second sample to be taken from this animal.

Witness for Trainer: (Print Name) (Signature)

Swabbing Official: (Print Name) (Signature)

This copy to be retained by the RIU



RIU Sample Identity Record

Place bottle number sticker here

ANIMAL DETAILS:
 Animal Name:
 Gender: Male/Female/Gelding Horse/Dog/Bitch

Brand

SAMPLE DETAILS:
 Date Sample Taken: Time Sample Taken:AM/PM
 Club: Race No: Security Bag No:
 Type of Sample: Post Race/Pre Race Urine/Blood Other: Specify

DECLARATION:
 I, being the trainer/registered person/authorised representative have been in charge of the above animal and did witness the collection of the sample from this animal. I was satisfied with the collection, packaging and sealing procedures for the sample taken which was numbered as above.
 I, certify that I have waived the right for the second sample to be taken from this animal.

Witness for Trainer: (Print Name) (Signature)

Swabbing Official: (Print Name) (Signature)

This copy to be retained by the Trainer

Fig 2

RACING INTEGRITY UNIT

RIU Sample Identity Record

Place bottle number sticker here

ANIMAL DETAILS:
 Animal Name:
 Gender: Male/Female/Gelding Horse/Dog/Bitch **Brand**

SAMPLE DETAILS:
 Date Sample Taken: Time Sample Taken: AM/PM
 Club: Race No: Security Bag No:
 Type of Sample: Post Race/Pre Race Urine/Blood Other: Specify

DECLARATION:
 I, being the trainer/registered person/authorised representative have been in charge of the above animal and did witness the collection of the sample from this animal. I was satisfied with the collection, packaging and sealing procedures for the sample taken which was numbered as above.
~~I, certify that I have waived the right for the second sample to be taken from this animal.~~

Witness for Trainer: (Print Name) (Signature)
Swabbing Official: (Print Name) (Signature)

This copy to be retained by the RIU

Fig 3

RACING INTEGRITY UNIT

RIU Sample Identity Record

Place bottle number sticker here

ANIMAL DETAILS:
 Animal Name:
 Gender: Male/Female/Gelding Horse/Dog/Bitch **Brand**

SAMPLE DETAILS:
 Date Sample Taken: Time Sample Taken: AM/PM
 Club: Race No: Security Bag No:
 Type of Sample: Post Race/Pre Race Urine/Blood Other: Specify

DECLARATION:
 I, being the trainer/registered person/authorised representative have been in charge of the above animal and did witness the collection of the sample from this animal. I was satisfied with the collection, packaging and sealing procedures for the sample taken which was numbered as above.
 I, certify that I have waived the right for the second sample to be taken from this animal.

Witness for Trainer: (Print Name) (Signature)
Swabbing Official: (Print Name) (Signature)

This copy to be retained by the RIU