

**There is a unique numbering system that applies to the contents of this sampling kit. Do not mix components from one kit with those from another. If you make a mistake, start again using a completely new kit. Put all the components from the uncompleted kit in the pockets of its security satchel, seal the pockets and return the kit to the laboratory. It is imperative that all kits be accounted for.**

This sealed PCAV Sampling Kit provided should contain the following items:

- (A) One plastic bag for urine collection (the bag with 3 plastic bottles)
- (B) One plastic bag for blood collection (the bag with 2 plastic bottles)
- (C) 2 unused numbered white plastic seals for sealing this Kit post sampling
- (D) 2 Sets of disposable gloves

#### **The Urine Collection Kit Contents**

1. Two empty graduated 200mL collection bottles with caps secured.
2. One 200mL collection bottle containing approximately 100mL of control solution (1.0% acetic acid) with cap secured.
3. One tamper evident barcoded three pocketed “**Racing Industry Security Satchel**”.
4. One barcoded “**Sample Identity Document**”
5. One set of three barcoded tamper evident “**Sample Security Strips**”.

The following is a set of guidelines for PCAV Stewards and Veterinarians upon the use of the Urine Collection Kit.

1. The person responsible or their representative **must** view the conduct and completion of the whole sampling procedure.
2. Gloves must be worn by the sampling official who handles the urine sample bottles at all times
2. Rinse the collection pan with the control solution provided, return to the original bottle, cap securely and ensure its security.
3. Once urine has been collected, wash the control solution through the other two sample bottles (with their caps on), return to the original bottle and cap it.
4. Divide the urine into each of the two empty rinsed sample bottles and cap them firmly. Do not fill bottles past the 150mL graduated mark.
5. Confirm with the person responsible or their representative that the Urine Collection Kit contains its own sample identity documents, sample security satchel and tamper evident seals (bar coded stickers) that all bear the same sample bar coded number. If they do not, open a new kit and return the faulty kit to the laboratory (as described in the note above).
6. Place one seal on each of the three sample bottles by placing the middle of the seal over the top of the cap, and pressing the sides of the seal firmly down both sides of the bottle.
7. Complete details on the plastic 3 pocketed sample security satchel with a ballpoint pen by placing an “X” in the appropriate box. This information includes racing code = PCAV, date and sex of the animal.
8. Insert a sealed bottle into a pocket of the security satchel provided. Remove trapped air and peel off white tape to expose green adhesive. Press green tape down firmly from centre to the edges. Repeat for remaining two bottles and when completed ensure bottles stand upright.
9. Complete the sample identity document. The witness and veterinarian or PCAV steward should then sign the declaration. Return white and yellow copies to the Executive Officer, PCAV Office, PO Box 2025, Brighton North, Vic, 3186. The pink copy should be given to the person responsible or their representative.

#### **The Blood Collection Kit Contents**

1. Two graduated 200mL collection bottles (containing 2 blood collection tubes) in each with their caps secured.
2. One tamper evident barcoded three pocketed “**Racing Industry Security Satchel**”.
3. One barcoded “**Sample Identity Document**”
4. One set of three barcoded tamper evident “**Sample Security Strips**”.
5. A vacutainer holder and collection needle

The following is a set of guidelines for PCAV Stewards and Veterinarians upon the use of the Blood Collection Kit.

1. The person responsible or their representative must view the conduct and completion of the whole sampling procedure.
2. Confirm with the person responsible or their representative that the Blood Collection Kit contains its own sample identity documents, sample security satchel and tamper evident seals (bar coded stickers) that all bear the same sample bar coded number. If they do not, open a new kit and return the faulty kit to the laboratory (as described in the note above). NB – the Urine Collection Kit and the Blood Collection both have their own unique sample bar coded numbers – they are not meant to have the same sample numbers
3. Gloves must be worn by the sampling official who handles the blood vials at all times
4. The veterinarian must collect four 10mL Lithium Heparin tubes of blood, place two tubes in each of the 2 plastic sample bottles. **After collecting the blood, the glass blood tubes must have the sample bar code written by hand on the side of each of the 4 tubes. No other details are to be written on the tubes – ONLY the unique bar code number that is associated with the sample identity documentation.**

Each of the 2 blood plastic sample bottle must then be sealed with tamper evident seals (bar coded stickers), leaving 1 spare tamper evident seals (bar coded stickers) left over. Place one seal on each of the two sample bottles by placing the middle of the seal over the top of the cap, and pressing the sides of the seal firmly down both sides of the bottle. **DO NOT WRITE ANYTHING ON THE BLOOD TUBES.**

5. Complete details on the plastic 3 pocketed sample security satchel with a ballpoint pen by placing an “X” in the appropriate box. This information includes racing code = PCAV, date and sex of the animal.
6. Insert a sealed bottle into a pocket of the security satchel provided. Remove trapped air and peel off white tape to expose green adhesive. Press green tape down firmly from centre to the edges. Repeat for remaining one bottle and when completed ensure bottles stand upright. One pocket will remain unused.
7. Complete the sample identity document. The witness and veterinarian or PCAV steward should then sign the declaration. Return white and yellow copies to the Executive Officer, PCAV Office, PO Box 2025, Brighton North, Vic, 3186. The pink copy should be given to the person responsible or their representative.

### **Green Zipped PCAV MCP Kit Bag**

#### **Final Steps – The Completion of the Sampling Process**

The person responsible or their representative must view the conduct and completion of the whole sampling procedure. All the original contents of the Green Zipped PCAV MCP Kit must be placed back into the kit and then returned to the RASL Laboratory.

Place both of the sealed pocketed sample security satchels (blood and urine samples) back into the Green Zipped PCAV MCP Kit bag.

Place ALL extra unused seals and unused paperwork back into the Green Zipped PCAV MCP Kit bag.

**THE ONLY ITEMS THAT ARE NOT RETURNED TO THE LABORATORY INSIDE THE KIT ARE THE 2 (OR 1 IF NO URINE WAS COLLECTED) SETS OF SAMPLE IDENTITY DOCUMENTS – THE WHITE, YELLOW AND PINK SHEETS AND THE USED VACUTAINER NEEDLE.**

**Finally Seal the Green Zipped PCAV MCP Kit bag with one of the plastic white numbered seals**

**THE COMPLETED SAMPLE IDENTITY DOCUMENTS AND PCAV MCP NOTIFICATION FORM MUST BE RETURNED TO THE PCAV OFFICE**