

**1. Sampling material**

- a. Items are individually packaged and sent to Testing Officials, National Federations or organising Committees by the MCP Central Laboratory.
- b. Each kit contains:
  - 2 pairs of disposable gloves (packed in a sealed plastic bag)
  - 1 plastic urine collection container (packed in a sealed plastic bag)
  - 2 urine bottles with security caps (packed in a sealed plastic bag)
  - 3 blue plastic cases each containing a vacutainer tube for blood collection (packed in a sealed plastic bag)
  - 3 needles for blood collection plus 1 needle holder
  - 3 security bags for packaging the samples
  - 2 disinfection swabs
  - 1 freezer pack
- c. Other items: These items are not included in the sampling kit. They can be sent directly to the persons mentioned under 1a by the Central Laboratory:
  - 1 urine collection holder
  - Roll of narrow adhesive FEI tape
  - Roll of wide adhesive FEI tape
  - Blue carrying bag
  - Numbered plastic clips to secure the blue carrying bags
- d. Documentation:
  - FEI Medication Control Forms
  - Sample despatch forms
  - Bar Code labels (12 labels per sample)

**2. Sampling protocol:**

The utmost care must be taken to avoid any contamination of samples during and after collection of the samples. Testing Officials should strictly adhere to the following procedure:

- a. Open the polystyrene box and arrange all items onto a clean working surface
- b. Put disposable gloves on both hands (gloves should only be removed when the samples have been placed in the security bags)
- c. Every attempt should be made by the Testing Official to firstly collect urine and then blood, as described in the following sections. It is recognised that sometimes only a small volume of urine ( $\leq 120$  ml) can be collected and on occasions, even after 60 minutes, a horse may produce no urine. There are specific requirements in these cases and Testing Officials must follow the guidelines below:

	<b>A sample</b>	<b>B sample</b>
<b>urine volume <math>\geq 120</math> ml</b>	1 bottle (half volume of urine) + 1x 20 ml blood vacutainer	1 bottle (half volume of urine) + 1x 20 ml blood vacutainer
<b>urine volume <math>\leq 120</math> ml</b>	1 bottle (half volume of urine) + 2x 20 ml blood vacutainers	1 bottle (half volume of urine) + 1x 20 ml blood vacutainer
<b>no urine collected</b>	2x 20 ml blood vacutainers	1x 20 ml blood vacutainer

- d. Urine sampling:
  - Remove the bottles from their sealed plastic bag
  - Remove the collection container from the sealed plastic bag and place it in the ring of the holder
  - Collect a urine sample in the container
  - Transfer the urine to the bottles (the container can be slightly squeezed to facilitate transfer). Split the urine sample equally between the two bottles (even if the volume of urine is small, please divide it between the two bottles)

- Screw the caps onto the urine bottles (firmly push before screwing the cap on). Do not unscrew the cap afterwards, as this will break the security ring. In case of breakage, use a new cap.
  - Shake the bottles and squeeze them to check for any leakage.
  - Attach a bar code label on each bottle (please avoids masking the graduations)
- e. Blood sampling:
- Remove the blue cases containing the tubes from the sealed plastic bag
  - Remove the vacutainer tubes from the blue plastic cases
  - Place a needle into the needle holder
  - Clean injection site with a disinfecting swab
  - Collect blood into the vacutainer tuber (the tubes must be filled entirely)
  - Attach a bar code label onto each vacutainer tube
  - Place vacutainer tubes back in their cases
  - Close the cases
  - Attach a bar code label on each blue case
  - Close cases with narrow FEI adhesive tape
- f. Documentation:
- Complete the FEI Medication Control Form (Note: When using a stamp for printing the Testing Official's name, do not forget to stamp the copy as well).
  - Attach 4 bar code labels to the Medication Control From (3 labels on the original and 1 label on the copy)
  - Separate the 3 parts of the original Medication Control Form. The Testing Official must keep one part, the Person responsible must be given the 2<sup>nd</sup> part and the 3<sup>rd</sup> part must be sent to the laboratory, together with the A sample (see below)
  - The copy of the medication Control Form must be sent to the FEI
- g. NON-MCP samples:  
For FEI non-MCP samples (samples taken within the MCP area but nor by a Testing Veterinarian, or samples taken by the Veterinary Official outside Groups I & II) please tick  NO in the line 'FEI MCP sample' on the form. For FEI non-MCP samples the testing expenses are to be met by the Organising Committee (Veterinary Regulations, Art. 1014) and the costs of testing must be forwarded to the laboratory before analysis will take place.

### 3. Sealing the sample:

- a. When urine and blood have been collected: The urine and blood samples must be placed in the security bags as follows:
- Security bag # 1: 1 urine bottle + sample A blood tube(s) in plastic case + laboratory section of the Medication Control Form
  - Security bag # 2: 1 urine bottle
  - Security bag # 3: sample B blood tube in plastic case
- b. When only blood has been collected: The plastic cases containing full vacutainer tubes must be placed in security bags as follows:
- Security bag # 1: sample A blood tubes in plastic cases + laboratory section of the Medication Control Form
  - Security bag # 2: sample B blood tube in plastic case
- c. Sealing the security bags:
- Once the samples have been placed in the security bags, the disposable gloves can be removed
  - Seal the security bags on a flat, clean surface
  - Squeeze the air out of the security bag
  - Remove the protective sealing strip
  - Stick the flap of the bag carefully across the full width of the bag
  - Do not open a closed security bag. In case of any problems you must use a new bag

#### **4. Packaging of the kits**

- a. Put all security bags in the polystyrene box with a freezer pack (the pack should be stored in a freezer for at least 12 hours before use)
- b. Wrap wide FEI adhesive tape around the box to secure closing
- c. Put the sampling boxes in the blue carrying bag (max: 4 boxes per bag)
- d. Close the carrying bag with the security clips
- e. Complete the Sample Despatch Form and fax it to the laboratory. Keep the original and any fax transmission confirmation report in a safe place.
- f. Ship the bag by courier service (e.g. DHL) to the laboratory

#### **5. Procedure for forensic analysis of material from bandage controls**

- a. Bandage control must only be carried out by FEI Stewards or the Veterinary Commission/Delegate. If there is any suspicion of hypersensitivity of the limbs during an event, the Veterinary Commission/Delegate must be informed immediately.
- b. In their function as FEI Officials, the Veterinary Commission/Delegate, the Stewards and MCP Testing Veterinarians are entitled to take possession of bandages and other relevant materials if there is reason to believe that there may have been an infringement of the rules (Bulletin 04/2001, p 26, Art 146, par 6).
- c. When examination of the bandages and/or limbs suggests possible contamination with substances that could affect the performance of the horse, samples must be forwarded to the FEI testing laboratory using an official sampling kit.
- d. Use a separate FEI sampling kit and documentation, regardless of whether or not the horse is to be tested additionally for medication control. Follow the same principles of collecting A and B samples, placing the relevant samples into the collection bottles as described below.
- e. Carefully select the samples you wish to send to the laboratory. Samples may comprise pieces of bandage, cotton wool, hair or skin swabs, etc. The material for analysis must be placed into the sample bottles as soon as possible (volatile substances can disappear rapidly). For samples that do not fit in the bottles, a security bag can be used.
- f. Cut off two pieces of the bandage. The size of the sample will depend on the circumstances but as a general guide should not be less than 10 cm x 5 cm. If appropriate, these should be pieces that have been in contact with the skin of the horse. Place the pieces in the two sampling bottles. While preparing the pieces for analysis, you must wear the disposable gloves until you close the security bags.
- g. For skin swabs or hair samples, follow a similar procedure collecting A and B samples. Again, wear the disposable gloves at all stages of the collection procedure until you close the security bags.
- h. If hair is collected as well as bandage material, the samples may be placed together in the same containers if they are from the same area of the affected limb. If different limbs from the same horse are to be reported, a separate kit and report form must be used.
- i. If a suspicious substance (e.g. a bottle suspected to contain an irritant or potentially irritant liquid) that may be associated with the horse to be tested has been found, this must be forwarded to the laboratory. If necessary, open a second kit and, wearing the disposable gloves throughout, put the substance in a collection bottle, label clearly and seal in a security bag.
- j. Make sure that the person Responsible witnesses and understands the entire procedure.
- k. Clearly and concisely complete the Remarks section of the MCP Medication Control Form. If the PR expresses objections or has relevant comments, these should also be recorded. Make sure the PR signs the form in accordance with standard sampling procedures.
- l. Whenever possible, a Ground Jury/Appeal Committee report should be made during the procedure and should be sent, as a signed report, to the FEI.