

INSTRUCTIONS FOR OFF SITE COLLECTION
IMPORTANT
PLEASE READ ALL INSTRUCTIONS BEFORE YOU PROCEED

**** ONLY A VETERINARIAN THAT HAS BEEN PRE- APPROVED BY WILL ROGERS DOWNS OR LONE STAR PARK, WHICH IS ACTING UNDER THE AUSPICES OF A STATE REGULATORY COMMISSION OR STATE DEPARTMENT OF AGRICULTURE MAY COLLECT HAIR SAMPLES.**

- **Each kit is for a specific horse – you may NOT substitute another horse for this kit**
 - **Veterinarian MUST ship the hair you collect for this horse to Industrial Laboratories.**
 - **All hair samples must be PULLED WITH FOLLICLE INTACT – no cut samples will be processed**
1. Verify that the kit for each horse contains these six things: *(call (405) 881-5120 immediately if not)*
 - THIS INSTRUCTION SHEET
 - EVIDENCE BAG
 - CONTROL CARD WITH EVIDENCE STICKERS
 - CERTIFICATION FORM (Triplicate white/yellow/pink form) TO BE COMPLETED AND SIGNED BY VET AT TIME HAIR IS PULLED
 - OQHRA Pre-Addressed RETURN ENVELOPE.
 - FEDEX Envelope and Return Label to Industrial Lab.
 2. The veterinarian must identify the horse by inspecting the registration papers and tattoo comparing to the horse to be tested. Horse must be tattooed and the veterinarian must be very confident that he/she is collecting a sample from the correct horse.
 3. Carefully detach the evidence bag from the Control Card by tearing the bag off along the perforated seam. Ensure the numbered tab at top of bag is still attached to the Control Card.
 4. The vet must pull the hair samples from the mane of the horse.
 - Hair must be pulled not cut
 - There must be at least 4 inches minimum length of hair
 - The veterinarian must collect enough hair to be about the diameter of a pencil
 - There must be at least 50 hairs with follicles attached (more is good but less is not and may delay the receipt of results if you have to pull and send more hair!)
 - Only if the mane is not at least 4 inches, the veterinarian may pull from tail or forelock.
 - The recommendation is that the hair be obtained in as many as three pulls from locations at the crest of the mane.
 - Place hairs with all follicles at the same end of the collected sample in the evidence bag.

5. The vet will place the hair samples in the Evidence bag and seal the bag.
 - The Vet must verify that the number on the Evidence Bag matches the number of the tab stapled to the top of the Control Card. (7 digit number beginning with 0)
 - Once the hair sample is sealed in the bag the Vet must have the witness to the collection sign and initial the Certification form on the line labeled for Sample Collection Witness.
6. The vet must place a numbered evidence sticker over the seal of the Evidence bag.
7. The Evidence Control # is the "E" number on the sticker from the Control Card.
8. The veterinarian must complete the Certification Form (triplicate form - press hard) with the following information: **BE CAREFUL! INCOMPLETE OR INCORRECT PAPERWORK WILL DELAY OR DISQUALIFY SAMPLES.**
 - date and time the sample was collected,
 - verify the Evidence Control Number Stickers are the same as shown on the Certification form, and
 - Sign the certification that he identified the horse and pulled the hair sample that he placed in the sealed Evidence bag.
9. The vet must place the WHITE copy (original) of the Certification form along with the Control Card with the tab from the Evidence bag in the pre-addressed return envelope to OQHRA. ***It is CRITICAL that this return envelope with the correctly completed Certification Form and Control card with evidence bag tab attached be returned to OQHRA to ensure that when the test results are received from the lab the horse will be eligible to enter a race at Will Rogers Downs or Lone Star Park.***
10. The vet must include the YELLOW copy of the Certification form in the shipping envelope along with the sealed evidence bag containing the hair samples.
11. The PINK copy of the Certification form is for the owner/trainers records.
12. The Veterinarian must be responsible for packaging the sample in the enclosed FEDEX Envelope and dropping the sample at a secure FedEx drop location.
 - If you are collecting more than one horse, you may put more than one sample in the shipment so long as you insure each is clearly identified as set out above, and each evidence bag is attached to the paperwork required for that horse.