



HARNESS RACING VICTORIA

HUMAN SAMPLING POLICY (LICENSED PERSONS)

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Business Unit	Document Owner	Document Writer
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2		
3		

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1. INTRODUCTION

- 1.1. Harness Racing Victoria (HRV) is authorised by the Racing Act (1958) to make policy for the proper administration of the Harness Racing Industry.
- 1.2. HRV considers the use of drugs of abuse and alcohol poses serious risks to the safety of industry participants, horses and members of the public as well as the integrity of the harness racing industry and should not be tolerated.

2. OBJECTIVES

- 2.1. The objectives of this Policy are to:

- a) Protect the safety of the industry through education of those within the industry as to the detection processes surrounding the presence of banned substances in participants when discharging duties in connection with the harness racing industry.
- b) Explicitly state the guidelines to be followed when sampling persons covered by this policy for alcohol concentration testing with an Approved Breath Analysing Instrument.
- c) Clearly advise all persons covered by this policy of their requirements when directed to provide a breath sample for alcohol concentration testing.
- d) Explicitly state the guidelines to be followed by Stewards for urine collection for analysis by Racing Analytical Services Limited (RASL) or other laboratories for banned substances.
- e) Clearly advise all persons covered by this policy of their requirements when directed to provide a urine sample for analysis of banned substances.

3. SCOPE

- 3.1. This Policy applies to, but is not limited to the following persons:

- a) Drivers;
- b) Trainers;
- c) Stablehands;

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- d) Starters, Mobile Drivers and other Officials whose responsibilities may require physical contact with a horse; and
- e) Persons carrying on, or purporting to carry on, licensed activities.

- 3.2. HRV Stewards will conduct any tests for the detection of alcohol and/or drugs of abuse on a random or targeted basis, including when acting upon a reasonable suspicion that the functions or cognitive skills of any person responsible for the control of a horse is or is likely to be impaired by alcohol or drugs of abuse.
- 3.3. HRV Stewards may conduct the testing of persons at race meetings, trials and at private registered properties and training centres.
- 3.4. Failure to comply with the direction of a Steward to provide any sample for a testing will be considered as a “refusal to submit to a test”.

4. RELEVANT AUSTRALIAN HARNESS RACING RULES (AHRR)

Powers

AHRR 15(k)

Alcohol and related matters

AHRR 250

AHRR 250A

AHRR 251

AHRR 251A

AHRR 252

AHRR 252B

AHRR 252C

AHRR 252D

5. BREATH ALCOHOL SAMPLING PROCESS

- 5.1. The HRV Stewards may select a person for breath alcohol testing in accordance with this policy and the AHRR whilst that person is carrying on or purporting to carry on an activity regulated by licence at any time or carrying on official duties at a meeting.
- 5.2. A person selected for an alcohol breath test in accordance with this policy shall supply a sufficient sample or samples of his or her breath when directed by the HRV Stewards. The HRV Stewards may appoint another person to act as a witness to this testing procedure.



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- 5.3.** The sample shall be provided by the person by clasping their lips around the mouthpiece of the Approved Breath Analysing Instrument thereby creating a seal and providing one (1) constant breath until directed to cease.
- 5.4.** The HRV Stewards shall record on the 'HRV Breath Alcohol Sampling Form' (Appendix 1) the following information:
 - (a) The name of the person tested;
 - (b) The date, time and location of the alcohol breath test;
 - (c) The level recorded by the Approved Breath Analysing Instrument.

A separate entry will be made each time a sample is provided including if the same person provides multiple samples.
- 5.5.** The person submitting the sample, the witness (if utilised) and the HRV Steward conducting the test, shall sign the 'HRV Breath Alcohol Sampling Form' once the required details are recorded.
- 5.6.** For the purposes of this policy and determining a breach of AHRR 250(1)(a) and 250A(1)(a) a person will only be deemed to have provided a sample in breach of the applicable AHRR when a reading in excess of 0.025% is returned. This is to allow for a measurement of uncertainty.
- 5.7.** In the instance a person returns a reading of 0.025% or higher that result shall be recorded, along with all relevant details, on the 'HRV Breath Alcohol Sampling Form' and signed by the persons concerned. The person shall be re-tested after a period of no less than twenty (20) minutes expiring (During this time the person shall be observed and not permitted to ingest any fluid or substance). Should the second test result in the person returning a reading in excess of 0.025% two copies confirming this reading will be printed from the approved Breath Analysing Instrument and signed by the person, the witness (if utilised) and the HRV Steward conducting the test. One copy shall be provided to the person who submitted the sample and the other retained by the HRV Steward. A separate 'HRV Breath Alcohol Sampling Form" shall be completed with all relevant details for this second test and signed by all persons concerned. The reading recorded at the second test shall be used by the HRV Stewards in determining whether the AHRR has been breached. For the avoidance of doubt should a person return a reading in excess of 0.025% on the first test, however equal or less than 0.025% on the second test that person will not be deemed to have breached the AHRR.
- 5.8.** A person who returns a breath alcohol reading in excess of 0.025% upon the

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second test shall not be permitted to perform duties requiring a license, as defined by the AHRR, until a period of 12 hours expires or other direction as issued. Should the person fail to adhere to this requirement they may be in breach of the AHRR and liable to penalties as defined by the AHRR.

5.9. A person who provides a breath alcohol reading in excess of 0.025% as displayed on the Approved Breath Analysing Instrument upon the second test may be in breach of the AHRR and liable to penalties as defined by the AHRR.

5.10. Drivers - In the event the Initial Test or Confirmatory Test records 0.25% or below: The person shall be informed they have not breached the AHRR. If the person desires to continue to drive, they shall be questioned regarding the ingestion of alcohol during the previous 24 hours and additionally in regard to the amount of sleep during that period. If the circumstances allow and at the sole discretion of HRV Stewards, the person may continue to be tested. The person may only be permitted to continue to drive on this day if they have provided a sample recording of 0.00% (clear sample) and if they satisfy HRV Stewards that their comprehension and/or motor skills are not impaired.

NOTE: A Driver shall NOT be permitted to work:

- (i) *If circumstances prevent HRV Stewards from continuing to test the Driver (in order to obtain a clear sample);*
- (ii) *The Driver fails to provide a clear sample; or*
- (iii) *In the opinion of the Stewards, his/her functions or cognitive skills are impaired.*

Notwithstanding the above, any Driver who has not provided a sample recording of 0.00% (clear sample) at least thirty (30) minutes prior to the advertised time of the first race in which they have been declared, unless expressly permitted by the Chairman of Stewards, shall not be permitted to fulfil any engagement at the race meeting.

5.11. Should a person refuse to submit a test, attempt to tamper with, or hinder the testing process in any way that person may be in breach of the AHRR and liable to penalties as defined by the AHRR.

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6. URINE SAMPLING PROCESS

6.1. Pre Collection

- a) Identify suitable collection area, ideally an open bathroom area in a restricted area such as the 'drivers room' at a racecourse.
- b) Inspect area to be used for any possible concealed areas or aids that may be used to alter or tamper with the sampling process.
- c) Where possible two (2) HRV Stewards will be present for the collection process. One (1) HRV Steward will perform the collection process and the other acting as a witness to this process.
- d) A male HRV Steward should perform the sampling process when a male person is sampled.
- e) A female HRV Steward should perform the sampling process when a female person is sampled.

6.2. Collection

- a) The HRV Stewards shall direct the person that a urine sample must be provided and give details as to the appointed time for collection and the location of the collection area. Should the HRV Stewards form an opinion that a person is, or may be, under the influence of a banned substance they may direct this person to immediately provide a urine sample and the HRV Stewards may make such orders as they see fit in regard to that person fulfilling further driving engagements or harness racing industry commitments.
- b) When the person advises they are ready to provide a sample, that person and the HRV Steward conducting the test and the HRV Steward acting as a witness should proceed to the designated collection area.
- c) The HRV Steward, performing the collection process, should reaffirm to the person they have been selected to provide a urine sample which will be analysed for substances banned by the Australian Harness Racing Rules and inform them of the collection process.



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- d) The HRV Steward may ask the person to surrender any bags or containers and to remove any bulky clothing, which may reasonably conceal an adulterant. The HRV Steward will place these items in a secure place.
- e) The HRV Steward, collecting the sample, should wash and dry their hands and direct the person to do the same. The HRV Steward, collecting the sample, should now fit disposable gloves to both hands.
- f) The HRV Steward may allow the person selected to provide the sample to choose their own sampling kit, if kits are available. See below image of an unopened sampling kit.





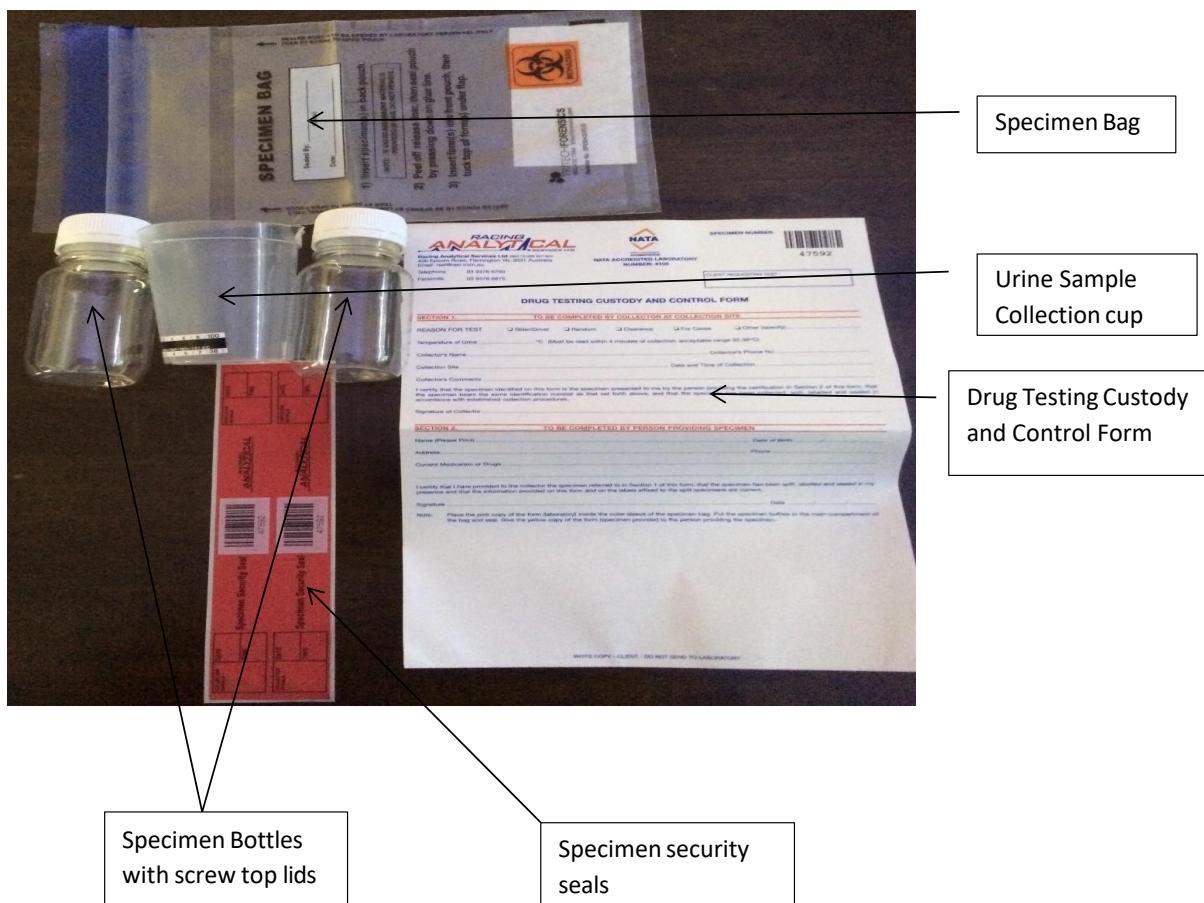
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g) The HRV Steward, collecting the sample, should open the sampling kit in front of the person to be sampled and ensure all required items are contained within the sampling kit. The kit should include (see below image):

- 1 X 'Drug Testing Custody and Control Form'
- 2 X Specimen Bottles with screw top lids
- 1 X Urine Sample Collection Cup with temperature indicator strip
- 2 X 'Specimen Security Seals'
- 1 X sealable 'Specimen Bag'





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h) The HRV Steward, collecting the sample, should now record 'HRV' in the box entitled 'Client Requesting Test' and in Section 1 of the form, tick the "Reason for Test" (see below image). Note: A ballpoint pen is preferred to ensure all copies are legible.

<p>RACING ANALYTICAL SERVICES LTD ABN 75 006 957 824 400 Epsom Road, Flemington Vic 3031 Australia Email: rasl@rasl.com.au</p> <p>Telephone 03 9376 6760 Facsimile 03 9376 6875</p>	<p>NATA WORLD RECOGNISED ACCREDITATION NATA ACCREDITED LABORATORY NUMBER: 4105</p>	<p>SPECIMEN NUMBER 302612</p> <p>Barcode</p> <p>RACING AUTHORITY</p>
RACING INDUSTRY HUMAN DRUG TESTING CUSTODY AND CONTROL FORM		
SECTION 1. TO BE COMPLETED BY COLLECTOR AT COLLECTION SITE		
<p>LICENSEE <input type="checkbox"/> Rider <input type="checkbox"/> Driver <input type="checkbox"/> Horse Handler REASON FOR TEST <input type="checkbox"/> Random <input type="checkbox"/> Clearance <input type="checkbox"/> Other (specify)</p>		
<p>Temperature of Urine °C (Must be read within 4 minutes of collection, acceptable range 32-38°C)</p>		
<p>Collector's Name Collector's Phone No.</p>		
<p>Collection Site Date and Time of Collection</p>		
<p>Collector's Comments</p>		
<p>I certify that the specimen identified on this form is the specimen presented to me by the person providing the certification in Section 2 of this form, that the specimen bears the same identification number as that set forth above, and that the specimen has been collected, split, labelled and sealed in accordance with established collection procedures.</p>		
<p>Signature of Collector</p>		
SECTION 2. TO BE COMPLETED BY PERSON PROVIDING SPECIMEN		
<p>Name (Please Print) Date of Birth / /</p>		
<p>Address Phone </p>		
<p>Current Medication or Drugs</p>		
<p>I certify that I have provided to the collector the specimen referred to in Section 1 of this form; that the specimen has been split, labelled and sealed in my presence and that the information provided on this form and on the labels affixed to the split specimens are correct.</p>		
<p>Signature Date / /</p>		
<p>Note: Place the pink copy of the form (laboratory) inside the outer sleeve of the specimen bag. Put the specimen bottles in the main compartment of the bag and seal. Give the yellow copy of the form (specimen provider) to the person providing the specimen.</p>		



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- i) The HRV Steward, collecting the sample, should direct the person providing the sample to fill the urine sample collection cup. This is the container with the temperature indicator strip located on the outside and the measurement indicators on the opposite side. There should be at least 40 ml of urine provided by the person.
- j) If the person being sampled is unable to provide a specimen, allow them water until the urine sample can be collected.
- k) Immediately and in the presence of the person being sampled, the HRV Steward who collected the sample should check the temperature strip on the urine collection cup and record the temperature in Section 1 of the Custody and Control Form. The temperature is indicated by a “rainbow coloured line” (see below images). If the line does not appear after a minute or so indicating a temperature between 32 and 38 degrees Celsius, another sample may be collected using a new collection kit, if the validity of the first sample is in doubt.
- l) In the presence of the person providing the specimen the HRV Steward, who collected the sample, should pour half of the urine sample from the urine collection cup into each of the specimen bottles provided. Screw the caps on the specimen bottles tightly, ensuring they are on securely to prevent leakage.





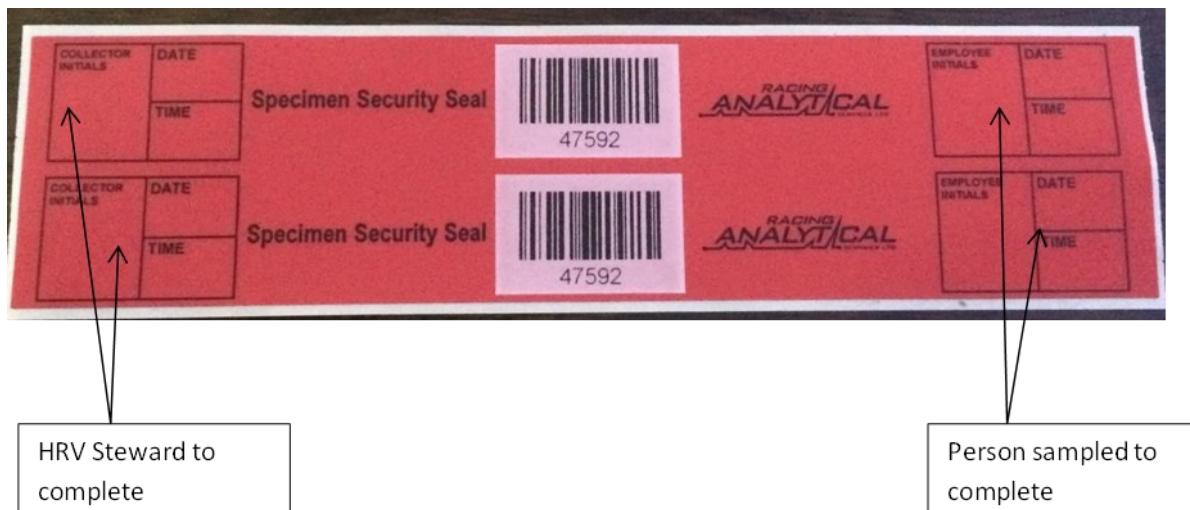
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- m) The HRV Steward, who collected the sample, should ensure the bar-coded number on the seals matches the bar-coded number on the Drug Testing Custody and Control Form. The HRV Steward, who collected the sample, should then ask the person sampled to also verify the bar-coded numbers match and then record their initials, the date and time on the specimen security seals. The HRV Steward, who collected the sample, will then record their initials, the date and time on the seals (see below image). Note: A ballpoint pen is preferred to ensure signatures on security seals do not smudge.



- n) The HRV Steward, who collected the sample, should seal both specimens immediately by placing a specimen security seal over the lid of each bottle (bar-coded number over cap), with the ends pressed firmly down on either side of the bottle (see below image).





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- o) The HRV Steward, who collected the sample, should complete and sign the remainder of Section 1. If the urine specimen appears unusual in any way (for example smell, colour or suspended material) this observation should be recorded in Collector's comments.
- p) The HRV Steward, who collected the sample, will then ask the person sampled to complete Section 2 of the 'Drug Testing Custody and Control Form'.
- q) In the presence of the person sampled, the HRV Steward, who collected the sample, should place the two sealed specimen bottles in the longer (back) pouch of the specimen bag (this pouch has the blue tear-off strip at its opening) (see below image).



This section to be completed and signed by the person sampled, including listing all current medications or drugs taken.



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r) The HRV Steward, who collected the sample, will peel off the tape to expose the adhesive strip and press the front of the pouch firmly onto the adhesive strip all the way along the bag and upon the bag being sealed the HRV Steward should initial and date the designated area on the specimen bag. The pink 'Laboratory' copy of the Drug Testing Custody and Control Form should be placed in the shorter (front) pouch. No seal is required for this pouch (see below image).



s) The HRV Steward, who collected the sample, should provide the yellow 'Specimen Provider' copy of the 'Drug Testing Custody and Control Form' to

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the person sampled with the white copy to be retained by the HRV Integrity Department.

- t) Once the sample collection process is completed, the person who provided the sample should be interviewed and afforded the opportunity to detail any issues or concerns they may have identified during the sample collection process. This interview should be digitally recorded as per usual practice.
- u) The sealed sample is then to be kept in the custody of the HRV Stewards until secure storage of the sample for delivery to Racing Analytical Services Limited for analysis.
- v) A person who provides a urine sample, which upon analysis is found to contain a banned substance may be in breach of the AHRR and liable to penalties as defined by the AHRR.
- w) Should a person refuse to submit a test, attempt to tamper with, or hinder the testing process in any way that person may be in breach of the AHRR and liable to penalties as defined by the AHRR.

7. ANALYSIS AND RESULTS OF URINE SAMPLES

- 7.1. All human samples shall be submitted to the RASL for analysis for the detection of banned substances in accordance with AHRR.
- 7.2. Upon notification from the RASL that it has detected a banned substance in a urine sample, HRV Stewards shall notify the person of such findings and under the provisions of AHRR 250 and/or 250A may stand down such person from driving and/or other licensed activities.
- 7.3. The person may request that the “B” sample and/or the control solution be analysed by an Official Racing Laboratory. Such requests must be in writing to the Chairman of Stewards within 24 hours of the person being notified of the result.
- 7.4. Should no such request be made the result and certification of the “A” sample from the RASL shall be *prima facie* evidence that a banned substance was found to be present in the urine sample referred to.

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8. DEFINITIONS

8.1. For the purpose of this Policy the following definitions apply:

Approved Breath Analysing Instrument means the Breath Analysing Instrument approved by HRV for use under this Policy, which is the 'Andatech Prodigy S' – AS3547:2019 certified. The calibration for this Instrument shall occur every twelve (12) months.

Driver means a person who is on a racecourse, racetrack, or a registered or unregistered training track for the purpose of driving or riding a horse.

Officials includes an official of a club

Penalties defined by AHRR as defined by AHRR 256 which states:

- (1) One or more of the penalties set out in sub rule (2) may be imposed on a person, club or body guilty of an offence under these rules.
- (2) (a) A fine within the limits fixed by legislation or by the Controlling Body,
 - (b) conditional or unconditional suspension for a period;
 - (c) disqualification, either for a period or permanently;
 - (d) warning off, either for a period or permanently;
 - (e) exclusion from a racecourse, either for a period or permanently;
 - (f) a bar, either for a period or permanently, from training or driving a horse on a racecourse, track or training ground;
 - (g) conditional or unconditional suspension of registration for a period or cancellation of registration;
 - (h) conditional or unconditional suspension of a licence for a period or cancellation of a licence;
 - (i) a severe reprimand;

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(j) a reprimand or caution.

(3) Should a rule of its own terms impose a penalty in respect of an offence created by that rule then, subject to any contrary intention expressed or otherwise apparent in that rule, that penalty is the only one which can be imposed in respect of that offence.

(4) Penalties, whether under this or any other rule, attach from the time they are imposed, except that the Controlling Body or the Stewards may postpone such attachment.

(5)

- (a) Penalties other than a period of disqualification or a warning off under this or any other rule may be suspended for a period not exceeding two years upon such terms and conditions as the Controlling Body or Stewards see fit;
- (b) If the offender does not breach any term or condition imposed during the period of suspension, the penalty shall be waived;
- (c) If the offender breaches any term or condition imposed during the period of suspension then, unless the Controlling Body or Stewards otherwise order, the suspended penalty thereupon comes into force and penalties may also be imposed in respect of any offence constituted by the breach.

(6) Although an offence is found proven a conviction need not necessarily be entered or a penalty imposed.

Person is a person included in the scope (section 3.1) of this Policy.

Refusal to submit a test includes at any time after being notified of the testing requirements, failing to provide enough breath for alcohol testing or failing to provide enough urine or other specimen required for the drug testing without a valid medical reason or obstructing the testing process in any other way.



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(1 JAN 2026)****9. APPENDIX 1 – HUMAN SAMPLING FORM – URINE**

RACING ANALYTICAL SERVICES LTD
ABN 75 006 957 624
400 Epsom Road, Flemington Vic 3031 Australia
Email: rasl@rasl.com.au

Telephone 03 9376 6760
Facsimile 03 9376 6875



SPECIMEN NUMBER



302612

RACING AUTHORITY

RACING INDUSTRY HUMAN DRUG TESTING CUSTODY AND CONTROL FORM**SECTION 1. TO BE COMPLETED BY COLLECTOR AT COLLECTION SITE**

LICENSEE Rider Driver Horse Handler
 REASON FOR TEST Random Clearance Other (specify).....

Temperature of Urine.....*C (Must be read within 4 minutes of collection, acceptable range 32-38°C)

Collector's Name..... Collector's Phone No.....

Collection Site..... Date and Time of Collection.....

Collector's Comments.....

I certify that the specimen identified on this form is the specimen presented to me by the person providing the certification in Section 2 of this form, that the specimen bears the same identification number as that set forth above, and that the specimen has been collected, split, labelled and sealed in accordance with established collection procedures.

Signature of Collector.....

SECTION 2. TO BE COMPLETED BY PERSON PROVIDING SPECIMEN

Name (Please Print)..... Date of Birth.....

Address..... Phone.....

Current Medication or Drugs.....

I certify that I have provided to the collector the specimen referred to in Section 1 of this form; that the specimen has been split, labelled and sealed in my presence and that the information provided on this form and on the labels affixed to the split specimens are correct.

Signature..... Date.....

Note: Place the pink copy of the form (laboratory) inside the outer sleeve of the specimen bag. Put the specimen bottles in the main compartment of the bag and seal. Give the yellow copy of the form (specimen provider) to the person providing the specimen.



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10. APPENDIX 2 – HUMAN SAMPLING FORM – BREATH



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Breath Alcohol Sampling Form

PERSON SAMPLED:	DOB:
ADDRESS:	
PHONE NUMBER:	
DATE:	TIME:
LOCATION:	
CURRENT MEDICATION:	
ALCOHOL CONCENTRATION DISPLAYED ON APPROVED BREATH ANALYSING INSTRUMENT:	
<p>I,.....confirm that the above recorded alcohol concentration is a true and accurate record of the alcohol concentration displayed on the approved breath analysing instrument of a breath sample provided by me at the location, time and date detailed above.</p>	
Signed:	
Signed:	
<u>Witness Name:</u> (if utilised)	
Signed:	
<u>HRV Steward Name:</u>	
Sampling Comments (if any):	