A GUIDE TO THE SPLIT SAMPLE ANALYSIS SOLICITATION FORM

The process for solicitation of split samples varies considerably between racing jurisdictions and has resulted in frustration for regulatory authorities, laboratories, and horsemen. The standardization of the request and response process is intended to improve communications between the solicitor and the responding laboratories by clearly defining the expectations and requirements of all parties. The solicitor completes the upper secion of the form and distributes it electronically to the candidate laboratories. The responding laboratories complete the lower portions and submit their responses electronically. Thus a complete record of the solicitation process exists and can be produced should any party declare the process was biased or otherwise inadequate. The different sections of the solicitation form are explained below.

I. SECTION TO BE COMPLETED BY PARTY SOLICITING THE ANALYSIS

DATE OF REQUEST:				
RACING AUTHORITY:				
RACING AUTHORITY CONTACT:	**Name:** **e-mail:**			
DRUG / ANALYTE FOR ANALYSIS:				
ANALYSIS REQUESTED:	**Qualitative** (no concentration reported)		**Quantitative** (estimated concentration reported)	
REGULATORY THRESHOLD: (*If applicable)*				
ESTIMATED CONCENTRATION:				
MATRIX TO BE ANALYZED: *(Indicate all to be submitted for analysis)*	**Blood-Plasma**	**Blood-Serum**	**Urine**	**Other _____**
HYDROLYSIS USED IN PRIMARY ANALYSIS:	**YES**		**NO**	
SAMPLE CONDITION:	**Refrigerated**	**Frozen**	**Other_____**	
SAMPLE AGE: *(interval post-collection)*	**< 60 days**	**61-120 days**	**>120 days**	
PARTY RESPONSIBLE FOR PAYMENT:	**Trainer / Owner**	**Racing Authority**	**Other_____**	

Laboratory Response deadline: Regulatory agencies may have different requirements for the length of time in which laboratories respond to a request for split samples. This allows for jurisdiction-specific determination of response deadlines, and avoids the uncertainty of whether or not a lab's response will still be forthcoming.

Date of request: This may be important in some jurisdictions in which there is a prescribed interval from issuance of a Report of Finding from the laboratory to the solicitation of a split lab. Further, this defines the start of the period during which laboratories must respond to the request.

Racing Authority: Laboratories should be informed of the jurisdiction in which the sample will be adjudicated. In the solicitation It is not be appropriate to provide the name of the racetrack, the date of sample collection, or the specific race from which the sample originated or any other information that could be used to identify the affected horse, trainer, or owner. This information may be provided *after* a laboratory has been selected, but not before.

Racing Authority Contact: Laboratories frequently report being contacted by multiple individuals at a Racing Authority as a split sample laboratory is solicited. It is preferable that a single person be designated for communication with the lab. This may be a regulatory veterinarian , racing official, or other Commission employee. Communications related to laboratory solicitation should be conducted via e-mail so that a record exists of the solicitation request and the responses received. It is not necessary for the designated individual be proficient in matters related to drug testing. Information needed to complete the solicitation form can easily be acquired from the primary testing laboratory.

Drug / Analyte for Analysis: This is the substance for which the laboratory will perform a targeted analysis. In some cases this will be a metabolite of the actual substance regulated. An example is 2-1-hydroxyethyl promazine which is a metabolite of acepromazine. For the regulatory authority the substance of interest is acepromazine. The laboratory, however, should be informed that the substance detected was 2-1-hydroxyethyl promazine; that will be the targeted substance in the analysis. To inform the laboratory that a split sample analysis is required for acepromazine is inaccurate and misleading. Racing authorities may wish to require their primary laboratories to submit concurrently with a Report of Finding, a partially completed copy of this form at, including analyte name, estimated concentration, and if hydrolysis was performed in the primary analysis.

Analysis Required: Substances associated with a numerical regulatory threshold (i.e. Flunixin, 20 ng/ml in serum or plasma) will require Quantitative Analysis. The determination of the concentration of the substance is required in order to affirm or refute the finding of the primary laboratory. For substances associated with a regulatory threshold that is the laboratory's limit of detection, Qualitative Analysis is appropriate. Either the substance is detected or it is not. In some cases, the affected trainer or his representative will request that Quantitative Analysis for one of these substances in order to establish a defense argument. This request should be considered by the Regulatory Authority and performed only with its prior consent.

Regulatory Threshold: If the substance is associated with a threshold, the split sample laboratory should be advised. While many thresholds are consistent among racing jurisdictions, others are not. Therefore, it is preferable provide the information rather than assume that the laboratory knows the relevant regulatory threshold.

Estimated Concentration: For threshold substances, the primary laboratory will include a concentration in its Report of Finding. For non-threshold substances, the primary laboratory will likely have performed a semi-quantitative analysis and can inform the regulatory authority of the estimated concentration. While this concentration may have no regulatory significance, it is helpful to provide this information in the solicitation so that responding laboratories are able to determine if their limits of detection for that substance will afford

them the ability to detect the substance. Not all laboratories have the same limits of detections for non-threshold substances, and it is not a given that if one laboratory detected a substance, that all will.

Matrix to be Analyzed: If the regulated substance was detected in serum, then that would be the matrix submitted for analysis; likewise for urine. Laboratories typically analyze either serum or plasma, not both. It is important to identify what type of blood sample will be submitted for analysis. It is not unusual for the affected trainer or his representative to request analysis of both matrices (blood and urine), despite the Report of Finding's issuance for the detection of a substance in a single matrix (blood or urine). This request should be considered by the Regulatory Authority and performed only with its prior consent. If blood and urine are both to be analyzed, this represents two analyses and should be expected to be priced accordingly.

Hydrolysis used in Primary Analysis: This information helps inform laboratories of the method of analysis they will apply to the sample. This is rarely reported in the primary laboratory's Report of Finding, but can easily be determined by a phone call or e-mail to the primary lab.

Sample Condition and Age of Sample: These help inform the laboratory of the risk of sample degradation which could impact the lab's analytic results. It is preferable that split sample analysis be solicited and performed as promptly as is possible after the issuance of the primary laboratory's Report of Finding.

Party Responsible for Payment: While it is inappropriate to identify the affected individual to the laboratory during the solicitation process, it is helpful for the lab to know who will be responsible for submitting payment. This will aid the lab in providing payment remittance instructions in its response.

II. SECTIONS TO BE COMPLETED BY RESPONDING LABORATORIES

LABORATORY:	
LABORATORY CONTACT:	Name: e-mail:
LABORATORY RESPONSE:	AGREE DECLINE TO PERFORM REQUESTED ANALYSIS
Justification, if declined:	

TO BE COMPLETED BY LABORATORIES AGREEING TO PERFORM ANALYSIS:

PRICING AND REMITTANCE INSTRUCTIONS:		
PROJECTED TURN-AROUND-TIME:		
SAMPLE VOLUME REQUIRED:	_____ mls serum/plasma	_____ mls urine
SHIPPING ADDRESS AND INSTRUCTIONS:		

Laboratory: This identifies the responding laboratory.

Laboratory Contact: The name and e-mail address of the individual designated by the laboratory to respond to split sample solicitations. The designation of a single individual will reduce redundant communications, and establish an appropriate line of communication with the laboratory. As above, communications regarding split sample solicitation should be archived. Therefore, e-mail is the recommended method for communications related to split sample solicitation.

Laboratory Response: The laboratory will indicate if it agrees or declines to accept the sample. RMTC-accredited laboratories are required to provide justification if the solicitation is declined. RMTC-accredited laboratories are expected to agree to accept split sample analyses associated with Controlled Therapeutic Medications, as listed in the RCI Schedule of Controlled Therapeutic Medications. As a condition of their RMTC accreditation laboratories are required to have validated methods for the controlled therapeutic medications at concentrations relevant to the thresholds in the specified matrices. An example of an exception that would permit an RMTC-accredited laboratory to decline the analysis of a Controlled Therapeutic substance: The laboratory's scope of ISO 17025 accreditation is for analysis in plasma but the sample for which split sample analysis is requested is serum.

Pricing and Remittance Instructions: The laboratory specifies its pricing for the requested analysis. This pricing is inclusive of the issuance of a Certificate of Analysis. It should be expected that the production of a litigation packet will result in additional cost. The laboratory will identify approved methods of payment. (i.e. cashier's check, credit card, electronic transfer of funds). Sample shipment should not occur until payment arrangements have been made to the satisfaction of the recipient laboratory.

Sample Volume Required: The laboratory will specify the minimum amount of sample that it requires to perform the analysis. If a laboratory's minimum sample volume is greater than the amount of sample retained, that laboratory will likely be unable to complete the requested analysis and thus should be excluded from consideration.

Shipping address and instructions: The laboratory will provide an accurate shipping address (which may differ from the payment remittance address). It will also identify any constraints on receipt of samples (i.e. The laboratory is unable to receive shipments on Saturdays).