

ADDENDUM A

DNA Collection Protocols and Procedures

All DNA must remain in a locked and secure area. Whether it is in the respective drop cabinet or locked in the main storage cabinet before the end of the day.

Processing Returned DNA

1. Collect the packaged from the drop slot cabinet. (requires key to unlock drop slot – sign out and sign key during every use)
2. Remove the white sheets from the outside of the envelopes, scan and then organize in binder in numerical order.
3. Verify all envelopes are completed properly and sealed and then place envelopes in numerical order.
4. If an envelope or form is incomplete take the following steps based on the error:
 - a. If a white form is missing completely or missing information: email stating the issue and schedule for error to be corrected at the office
 - b. If the envelope is missing information: email stating the issue and schedule the error to be corrected at the office
 - c. If the envelope isn't sealed: email stating the issue and have the exhibitor come to the office to seal and resubmit DNA kit.
5. After verification place all kits in numerical order in the locked storage cage in the box corresponding to their number or in the box for error corrections.
6. Sign in that you are unlocking the cage and put the date and time you opened the cage.
7. Once you are done, sign out that you locked the cage with the date and time.

Third Party DNA Procedures During Event

Steps for pulling DNA for testing-retags, randoms, and champions

1. Grab blank DNA Envelopes & Clipboard, pliers, nolvasan solution
2. Have exhibitor or adult witness fill out paperwork
3. Have exhibitor pull DNA with clean pliers and place it in the envelopes. (Pliers to be provided by the show)
4. Complete paperwork by exhibitor and adult.
5. Exhibitor/Adult to drop DNA kit in locked drop box.

DNA to be retained until after the event.

Third Party DNA Procedures Post Event

1. DNA Drop Boxes are taken to the front office where locked storage cage is.
2. DNA envelopes are pulled out of the locked cabinet and matched with the DNA Kits in the Drop Box. Mark the submitted DNA as Sample A on envelope, mark DNA collected at show as Sample B on envelope.
3. Fill out Bulk Sample Submission Form, use ear tag as ID. Email completed bulk submission form to samplelist@vgl.ucdavis.edu
4. Print Bulk Submission
5. DNA Envelopes A & B are put together. They are rubber banded and boxed for shipping.
6. DNA is shipped FedEx to US Davis VGL:

Veterinary Genetics Laboratory
University of California, Davis
Old Davis Road
Davis, CA 95616-8744

Jordy Drug Testing Procedures

The following outlines the procedures used by Jordy Drug Testing for livestock show drug test collection and sample storage.

General Procedures

- A **parent or legal guardian must be present at all times** to witness the collection process, sign all required paperwork, and initial specimen bottles and bags.
- The **livestock show determines the species and number of samples** to be collected (e.g., Grand, Reserve Grand, and three random selections).
- For random testing, the **selection method** (place in class or sale order position) will be determined **prior to the species being shown**.
- Once an animal is selected, it will be **immediately taken to the drug testing area** and remain there until the sample is collected.
 - If the animal must return to the show ring before sample collection, it will go **directly to the ring** and may be followed by a technician or show official.
 - After completion in the show ring, the animal will be returned to the testing area.
- **All samples are split into two specimens:**
 - One specimen is sent to the laboratory for testing.
 - The second specimen is frozen and maintained by either the livestock show or Jordy Drug Testing for confirmation testing if required.
- **Strict chain of custody** will be maintained at all times. A copy of the collection form must be signed whenever custody of a sample changes.

Documentation and Chain of Custody

- A **triplicate collection form** is used and includes:
 - Show name
 - Species
 - Unique sample ID number (assigned by Jordy Drug Testing)
 - Animal ID (ear tag, tattoo, wing band, etc.)
 - Exhibitor name
 - Parent/guardian signature
 - Technician initials/signature
- Each form accommodates **up to six samples**.
- To protect exhibitor identity:
 - Only the **top copy** contains identifying information linking a sample to a specific animal. This copy is held by either a show official or Jordy Drug Testing.
 - Carbon copies contain **only the unique sample ID**. This copy is sent with the samples to the lab to protect exhibitor identity.

Sample Collection Aids

- Approved aids may be used to expedite sample collection, including but not limited to:

- Drench
- Ice
- Clippers
- Food and water
- Massage techniques (species dependent)
- Any aid used:
 - Must be approved by both the **technician and parent/guardian**
 - Must not violate livestock show rules
 - Must be provided by the exhibitor or their designee
- Jordy Drug Testing can provide **Peace and Calm essential oil** for lambs and goats.

Sample Transport and Storage

- Samples will be sent to the **laboratory selected by the livestock show**.
- Samples will either be:
 - Hand-delivered by Jordy Drug Testing, or
 - Shipped via **UPS overnight** in a sealed cooler with dry ice to maintain frozen conditions.
- Secondary samples will be stored frozen in a **secure freezer** by either Jordy Drug Testing or the livestock show.

Species-Specific Collection Procedures

Poultry

- Exhibitor name and wing band numbers recorded.
- Parent/guardian verifies intact specimen bottle seals.
- Technician dons' gloves and pulls feathers and directly places into specimen bottles.
- Bottles are closed, sealed with tamper-proof tape, and initialed by technician and parent/guardian.
- Bottles are placed in sealed plastic bags with tamper-proof tape and initialed by technician and parent/guardian.
- Collection form completed by technician and parent/guardian.

Lambs and Goats

- Exhibitor name and ear tag numbers recorded.
- Males: new plastic cup in holder or collection ring with new Ziplock bag (if animal allows).
- Females: new plastic cup in holder.
- Urine may be collected by exhibitor, parent/guardian, or technician.
- Parent/guardian verifies bottle seals.
- Samples are poured into specimen bottles.

- Bottles are closed, sealed with tamper-proof tape, and initialed by technician and parent/guardian.
- Bottles are placed in sealed plastic bags with tamper-proof tape and initialed by technician and parent/guardian.
- Approved aids may include Peace and Calm essential oil, drench, or other approved methods.

Swine

- Exhibitor name and ear tag numbers recorded.
- Males: new plastic cup in holder or collection ring with new Ziplock bag (if animal allows).
- Females: new plastic cup in holder.
- Urine may be collected by exhibitor, parent/guardian, or technician.
- Parent/guardian verifies bottle seals.
- Samples are poured into specimen bottles.
- Bottles are closed, sealed with tamper-proof tape, and initialed by technician and parent/guardian.
- Bottles are placed in sealed plastic bags with tamper-proof tape and initialed by technician and parent/guardian.
- Approved aids may include ice, food, water, or other approved methods.

Steers

- Exhibitor name and ear tag numbers recorded.
- A new plastic cup in holder or collection ring with new Ziplock bag (if animal allows).
- Urine may be collected by exhibitor, parent/guardian, or technician.
- Parent/guardian verifies bottle seals.
- Samples are poured into specimen bottles.
- Bottles are closed, sealed with tamper-proof tape, and initialed by technician and parent/guardian.
- Bottles are placed in sealed plastic bags with tamper-proof tape and initialed by technician and parent/guardian.
- Approved aids may include ice, food, water, or other approved methods.

Heifers

- Exhibitor name and ear tag numbers recorded.
- A new plastic cup in holder.
- Urine may be collected by exhibitor, parent/guardian, or technician.
- Parent/guardian verifies bottle seals.
- Samples are poured into specimen bottles.
- Bottles are closed, sealed with tamper-proof tape, and initialed by technician and parent/guardian.

- Bottles are placed in sealed plastic bags with tamper-proof tape and initialed by technician and parent/guardian.
- Approved aids may include rear massage, food, water, or other approved methods.

Rabbits

- Exhibitor name and ear tattoo numbers recorded.
- Cage collection tray cleaned with rubbing alcohol.
- Rabbits placed in cage until urine is collected.
- Parent/guardian verifies bottle seals.
- Samples are poured into specimen bottles.
- Bottles are closed, sealed with tamper-proof tape, and initialed by technician and parent/guardian.
- Bottles are placed in sealed plastic bags with tamper-proof tape and initialed by technician and parent/guardian.
- Approved aids may include food, water, or taking the rabbits in the cage in a truck or side-by-side.

Horses

- Exhibitor name recorded.
- Urine collected using a new plastic cup in holder.
- Urine may be collected by exhibitor, parent/guardian, or technician.
- Parent/guardian verifies bottle seals.
- Samples are poured into specimen bottles.
- Bottles are closed, sealed with tamper-proof tape, and initialed by technician and parent/guardian.
- Bottles are placed in sealed plastic bags with tamper-proof tape and initialed by technician and parent/guardian.
- Approved aids may include food, water, or other approved methods.