Equestrian Australia
Checklist for BMCO’s and EA Swab Stewards

For MCP Sampling at all EA and FEI Events.

Event Name: ________________________________
Location: ________________________________
Date: ____________________________________
Discipline: ________________________________

(A) Organise the Sampling Personnel – liaise with the Event Organisers

1. Organise an approved EA/FEI event sampling steward(s) □
2. Organise an event sampling veterinarian (may need to be an FEI vet) □
3. Notify the NMCO of the staffing selections and event details □
4. Confirm the financial resources for MCP sampling at the event. (Ensure that the level of sampling is consistent with the EA Anti Doping Policy) □

(B) Organise the Sampling Kits, Documentation and Equipment

1. Make the appropriate number of sampling kits available □
2. Make sure that the EA Sampling steward has the following documentation:
   a) EA MCP Notification Forms (at least 1 for each sample) □
   b) EA MCP Sampling Procedure Documentation □
   c) EA MCP Sampling Procedure – Rider Handout □
   d) EA Horse Medication Control Policy □
   e) EA Blank Horse MCP Identification Forms (to identify horses without papers) □
   f) Prepaid Courier Labels (if required) (sufficient for the number of samples to be taken) □
3. Make sure the EA Sampling Steward has a personal equipment kit □

This kit includes;
- Identity badge (available from the EA) □
- Stapler □
- Collection pan/urine collector □
- File/notebook □
- Pens □
- Spare Plastic Gloves □
- Sunscreen lotion □
- Sun hat or cap □
(C) **Post-Event Sampling**

1. Confirm the shipping/delivery of the samples via courier to the testing laboratory  
   *(Liaise with the EA Sampling Steward who has the custody of the samples post event)*

2. Complete the EA Post Event MCP Report and return to the NMCO  
   *(This may be done by either the BMCO or the sampling steward within 7 days of the event)*

3. Return all of the Sample Card Sheets, Notification Forms and any completed  
   MCP Horse Identification Forms to the National EA Office  
   *(This must be done by either the BMCO or the sampling steward within 7 days of the event)*

4. Advise the National Office/NMCO of the billing details for the Laboratory fees

5. Ensure the return of unused samples kits  
   *(Preferably back to the BMCO or laboratory)*