

Guidance for completing the Sample Submission form (SSF)

Delivery of a complete and correct SSF is essential for proper handling of analysis requests. The SSF consists of 3 sections (A,B,C) for some specific information. Details of how to complete each section are set out below. In addition, please also consider the Conditions of Delivery section in the SSF. For further questions regarding completing the SSF and shipment of samples to our facilities, please do not hesitate to contact us at PROXYcustomer@eurofins.com.

Section A: Sender information

This section should specify contact details from the person in your organization who may be contacted in case of questions regarding the sample shipment and Sample Submission Form details.

Valid Quotation (Mandatory): This information can be found on your Quote. Please do not send samples prior to approval of the quote by both parties. The quote clearly states a reference number that should be referred to in all correspondence.

Purchase order/Cost center: Please provide a reference number that enables you to identify your shipment in your own organization. The Purchase Order will be referred to on our invoice. If Client requests inclusion of a PO number that was not depicted on the SSF, Eurofins PROXY Laboratories will charge an administration fee.

Section B: General sample Information

Storage information: Tick the box specifying the correct storage condition. If the appropriate condition for your sample is not listed, please note this under *other*.

If your shipment contains a Temperature logger, tick this box and specify the return address for the logger. Return shipment will be at cost of Sender.

Sample type: Please select the type of sample you are shipping to our facilities. In addition, opiates should be marked. If the appropriate sample type is not listed, please specify as *other*.

Technical Attachments: Please make sure that the SSF refers to the appropriate attachments by ticking the boxes. It is of utmost importance that the documents attached are in English or Dutch

Safety considerations: when you send GMO's or one of the other indicated substances indicate this on the form. And if it concerns GMO's, please also fill in the requested information.

Notes: If there is any additional information you would like to share with us regarding the sample or analysis, you can note in here. Information you require to be mentioned on the Certificate of Analysis can also be mentioned in this box.

Section C: Specific sample information

Quotation code (mandatory): This is automatically taken over from "Valid Quotation" mentioned on page 1..

Purchase order code: This is automatically taken over from "Purchase order/Cost centre" mentioned on page 1.

Sample description: Note the name of the product/sample to be tested preferably in English as complete as possible. If applicable include the hydration level, type, and/or nominal value or label claim. Please note that each line item will be considered an individual sample. Multiple containers to be tested and reported individually should be separate line items.

Quantity: Please provide the number of samples you submit. (i.e. 10 bottles)

Contents: Please provide the volume or weight of the sample (i.e. 10 g)

ID/Lot/Batch#: Please provide the Lot/Batch# and if applicable a sample ID#. All information required to identify the sample and you wish to be noted on the Certificate of Analysis should be entered here.

Test code/Analyses/Test name: Please specify the test code as supplied in the quote.

Method Reference: This is the method by which the product should be analyzed, as defined in the quote.

Specification: Please specify the requirements the test results should comply with. If the test result does not comply, it will be reported as an Out-of-Specification result. A current Specification Document or Specification Reference should be provided with each submission. If no document or reference is provided in the SSF, the laboratory will use the most current version of the document listed in our system.

RUSH TAT: Rush Turnaround time; this box should be ticked if expedited results are required. Please note that RUSH Service can only be applied if included in your quotation.

Notes: This is automatically taken over from "Notes" mentioned on page 1.