Completion of the Sample Submission Form GQCF011

The sample submission form is regarded as the legal contract between the laboratory and the client. Information supplied on the sample submission form is transferred to the Laboratory Information Management System (LIMS) and the instructions entered are used to perform the analysis to your specifications. PLEASE take some time to read the guidelines for the completion of the form. If you complete this form correctly it will ensure that the test certificate meets your expectations in terms of the information contained therein. No testing of samples will commence until the sample submission form is correctly completed and the samples registered into the laboratory. After the samples have been assigned unique laboratory numbers by the laboratory the samples are grouped into a batch. The batch of samples will then be added to the schedule of the laboratory for completion.

FIRST SECTION *(For Office Use)*

Please do not complete this block – the laboratory uses this section to record the arrival and condition of the sample(s) at the laboratory.

SECOND SECTION *(Compulsory Client Information)*

Please supply your company details in this section. The FDA Client code must be added as it is very important for invoicing purposes. If you are unsure of your FDA Client code please check a previous invoice or email accounts@fdalab.co.za for assistance.

The contact person(s) together with their respective e-mail address(es) must be supplied in this field, this is the person(s) that will receive the test results. NO other persons will receive the test results unless the laboratory has received written instruction from the contact person giving the laboratory permission to forward the results to a third party. This ensures that results are treated in a confidential manner when issued by the laboratory. More than one person's contact details can be entered if you require the report to be sent to more than one recipient.

Immediately after your sample is registered you will be notified by e-mail of the registration process, if you do not want to receive confirmation of your sample being registered, please indicate so by ticking no. The postal address, physical address and VAT number need only be completed if this is the first time samples are submitted or to inform the laboratory of a change of address.

SAMPLE STORAGE REQUIREMENTS SECTION

Please complete this section if a specific sample storage condition is required, this is to ensure the integrity of the sample during storage prior to the analysis. Indicate whether you intend to collect the sample(s) after the analysis is completed, would like the laboratory to discard it, or if you would prefer that the sample be kept until further notice. Please take note that according to the QC system of the laboratory, the sample will be discarded ONE month after the results have been released unless otherwise specified.

TECHNIQUE REQUESTED

If you require the sample to be analysed with a specific technique, you can indicate this by marking the appropriate block. If you are unsure of the technique to be used leave this section open and the laboratory will select the most appropriate technique for the required analysis. The technique requested will affect the sample turnaround time and may affect the pricing structure. You are welcome to consult the laboratory should you require more information regarding the technique.

MATRIX SUBMITTED AND SPECIES OF ORIGIN

Please indicate the type of sample matrix that you are submitting, and if applicable the species of origin for the sample matrix, for example beef kidney or poultry muscle. Also for feed samples, the constituents of feed samples must be identified correctly. This is to assist the laboratory in choosing the most appropriate test method for the requested analysis.

Avoid sending more than one sample matrix or analysis request on a single sample submission form. For example, if you have animal feed for levels and trace, use one form for the levels and one form for the trace samples, if you have maize samples to be analysed for mycotoxins and melamine use two forms for each analysis. This will ensure that your request is registered into the LIMS system without any delays. After the samples have been assigned unique laboratory numbers the samples are grouped into a batch. The batch of samples will then be added to the schedule of the laboratory.

Note: The laboratory does not prepare composite samples. Samples are analysed as they are received and only subsamples are taken.

CLIENT REFERENCE:

This section is optional. You may want to add a unique reference on your test certificate relating to your samples, for instance you might want to add your purchase order number or some other reference for your own records. This reference is limited to 20 characters including spaces.

SAMPLE AND ANALYSIS DETAIL TABLE

FIRST COLUMN (*Sample identification and/or Description*):

The first column is used to identify/describe/ name the sample and is used to differentiate between the samples. Avoid putting non-descriptive titles as: sample1, sample2, this will make it difficult to distinguish between samples on multiple test certificates. The description given in this column will appear on the final certificate. Please note the amount of space allowed in this column is limited to 30 spaces – this includes the blank characters.

SECOND COLUMN (*Analysis to be performed*):

Indicate the compound of interest you wish to have the samples tested for. For example: Monensin, Propetamphos, Zeranol, etc.

THIRD COLUMN (*FDA lab numbers*):

This column is completed by the laboratory, when the samples are registered into the LIMS system they are assigned a unique laboratory number which will also appear on the test certificate.

FOURTH COLUMN (*Detection limit required/Expected level*):

If you know what detection limit is required possibly due to regulatory stipulations you can enter it into this column, alternatively you can list the expected value if known. If you want the results reported as low as possible you can enter the word “trace”. If you do not know the detection limit, you can leave the column blank. This column is also used to enter the “expected value” in the case of feed analyses.

FITH COLUMN (Special instructions):

Any comments, remarks or additional instructions can be entered in this column. This column will not be displayed on the test certificate.

PLEASE NOTE:

It is *essential* to either sign the sample submission form OR add a purchase order number from your company. Failing to comply with this requirement will result in your samples not being registered into the laboratory. The laboratory only accepts responsibility of your samples and their integrity after they are registered into the laboratory. Absolutely no samples will be registered into the laboratory unless accompanied by a correctly completed sample submission form.

TURN AROUND TIME

To ensure the quality of the work quality control is done with every batch. Quality control usually consists of several blanks and fortified samples. These go through the same process as the samples and therefore have a financial implication on the laboratory. For this reason only full batches are done on schedule and the turn around time for batches of 6 or less samples need to be confirmed by email at reception@fdalab.co.za .

We also refer you to our TERMS AND CONDITIONS as published on our website: www.fdalab.co.za

Should you experience difficulties completing the sample submission form, please do not hesitate to contact the laboratory at reception@fdalab.co.za for assistance.