

Guidelines for sending samples to Spain

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Before going to the DHL office in question it is necessary to consider several requirements of shipment as well as documentation, know the proper package and declaration and make some contacts in order to assure the process.

1. Generic information and requirements: considerations for preparing shipments

1. Packaging information: Try, as far as possible, to separate the samples to be sent according to the type, preferably as follows: soil, water, food, etc. This way we can avoid delays related to inspection due to different types of samples.
2. Shipments that are refrigerated (especially food) it should be indicated, such as "Keep refrigerated when arriving at destination" for when shipments are stopped longer, weekends, etc. Then the courier company can keep them in the cold storage, so the samples will not be degraded.
3. We need to keep in mind that depending on type of samples we may need a **phytosanitary certificate** which will be a fundamental requirement for entering into European Union. This kind of samples are fresh fruit (only whole, it would be exempted if crushed or mashed), leaves (whole, it is no needed for leaves which are crushed or mashed) and soil (fresh, it would be exempted if dried). The phytosanitary certificate must be obtained in origin by the client Likewise, all type of samples which are coming from a country within the European Union are exempted from this requirement and this inspection.
4. Consider that **our corporate account for DHL (958 289 452) must only be used for shipments into Spain**. For shipments to any other location, you should coordinate through your contact in AGQ.
5. Right statements on the commercial invoice and according to the product being shipped, do not make shipments of a product and declare it otherwise.
6. The declaration of the commercial invoice must be the same as that indicated or declared at the time of scheduling the shipment with the logistics operator (DHL).
7. The packaging of the sample (bottle, vacuum bag, etc.) always must be transparent in order to be able to see the contents.
8. The final packaging must be suitable to withstand beats during transport, preferably in polystyrene or technopor refrigerators.
9. Food samples (pure or pieces) must be pre-frozen well (if analysis allows it) before being sent to prevent the decomposition of the samples and, they must travel with protection enough to secure the cold chain (polyspan box and gel pack pre-frozen, etc.)

10. The weight of each shipment must not exceed 10 kilograms. If necessary, we need to schedule more than one shipment.
11. Sample quantities and volumes: in this matter, it is varying depending on the scope of the analysis, but generally we need around 300gr. for analysis of food, 150gr. of leaves, 300gr. of soil and 0,5l. of water samples. Please ask the AGQ contact in advance in order to be instructed on how to proceed, quantities must be adjusted every instance.
12. Shipments containing meat products and their derived products with an animal origin are not allowed.
13. When the shipment is ready, we hardly recommend contacting directly with the operations department (who are in charge of receiving the packages) to give them tracking data and sample details. We also recommend the use of our analysis order format, indicating sample description data, analytical codes, etc.
The contacts to whom the information should be directed are:
 - Carlos Zamora: carloszamora@agqlabs.com
 - Departamento de Operaciones: operacionesinternacional@agqlabs.com

Also keep your AGQ contact in copy in order to take care about the progress.

14. Send the use and destination letter which is required. Please, see 2.3.

2. How to declare a shipment

The declaration of samples in the commercial invoice and also in shipment shall be as follows:

| SAMPLE TYPE | HOW TO DECLARE |
|---|--|
| Treated Soil Sample | Inert geological samples crushed and sieved at 2mm, in hermetically sealed packaging, for the exclusive use of laboratory analysis |
| Irrigation Water Sample | Water samples, in hermetically sealed packaging, for laboratory analysis only |
| Whole foods (fruits). | Sample of (*) refrigerated, in hermetically sealed packaging, for exclusive use to be analyzed in Laboratory |
| Food samples (fruits) mashed, sliced or chopped | Sample of (*) crushed and frozen pure, in hermetically sealed packaging, for the exclusive use of laboratory analysis |
| Vegetable samples mashed, sliced or chopped | |
| Whole vegetables | Sample of (*) refrigerated, in hermetically sealed packaging, for exclusive use to be analyzed in Laboratory |

| | |
|--|---|
| Food sample (finished food) | Sample of (*) as finished product, in hermetically sealed packaging, for exclusive use to be analyzed in Laboratory |
| Flour and powdered Samples | Flour sample (*), in hermetically sealed packaging, for the exclusive use of laboratory analysis |
| Grain Samples | Sample of processed food grains (*), in hermetically sealed packaging, for the exclusive use of laboratory analysis |
| Whole Foliar Samples | Samples of foliar (*), in hermetically sealed packaging, for laboratory analysis only |
| Leaf samples (dried and crushed or powdered) | Inert samples of dried and crushed foliar (*) in hermetically sealed packaging, for laboratory analysis only |
| Oil Samples | Sample of (*) as finished product, in hermetically sealed packaging, for exclusive use to be analyzed in laboratory |

Table 2.1 (*) Specify type of food, fruit, vegetable, flour, leaf, etc. (in the case of finished products specify: biscuits, patisserie, etc.)

In case that the shipment come with a vacuum packaging, keep in consideration:

| SAMPLE TYPE | PACKAGING FORM |
|---|---|
| Treated Soil Sample | Plastic bag with watertight closure and standardized case. |
| Irrigation Water Sample | Plastic bottle with airtight closure |
| Whole foods (fruits). | Primary packaging (bag or bottle) + vacuum packaging. |
| Food samples (fruits) mashed, sliced or chopped | |
| Vegetable samples mashed, sliced or chopped | |
| Whole vegetables | |
| Food sample (finished food) | Original retail packaging + vacuum packaging when |
| Flour and powdered Samples | Primary packaging (bag or bottle) + vacuum packaging. |
| Grain Samples | Primary packaging (bag or bottle) + vacuum packaging |
| Whole Foliar Samples | Paper bag + vacuum packaging |
| Leaf samples (dried and crushed or powdered) | Plastic bottle or bag with airtight closure + vacuum packaging. |
| Oil Samples | Original retail packaging + vacuum packaging when warranted |

Table 2.2 (*) Specify type of food, fruit, vegetable, flour, leaf, etc. (in the case of finished products specify: biscuits, patisserie, etc.)

3. Documentation required

3.1 Commercial Invoice

When filling out a commercial invoice, pay particular attention to the following fields:

1. Add invoice number, each country must start a numbering that must be correlative and with the following format: Prefix country + year + month + day + shipping number
2. The AGQ Labs import code has been added. In Spain on the recipient’s data, this code must not be deleted.
3. It must be specified the unit value of each item and the total sum of them, example \$0.10 per ítem:

| DESCRIPCION DE LAS MERCANCIAS (DESCRIPTION OF GOODS) | | | | | | | | |
|--|---|--|------------------------------------|---------------------------------------|------------------------------|--------------------------------|--|------|
| Cantidad (Quantity) | Estos 3 campos pueden ser utilizados como un solo renglón. (These 3 fields may be used as a single row) | | | País de Origen (Country of origin) | Código TARIC (TARIC code) | Valor Unitario (Unit Value) | Subtotal (Subtotal) | |
| | ¿Qué es? (What is it?) | ¿De qué está hecho? (What is it made of?) | ¿Para qué es? (What is it for?) | | | | | |
| | potato for analysis in laboratory | | | Latvia | 81190990 | \$ 0,10 | \$ 0,10 | |
| | potato starch for analysis in laboratory | | | Latvia | 81190990 | \$ 0,10 | \$ 0,10 | |
| | | | | | | | \$ - | |
| | | | | | | | \$ - | |
| | | | | | | | \$ - | |
| | | | | | | | \$ - | |
| | | | | | | | \$ - | |
| | | | | | | | \$ - | |
| | | | | | | | \$ - | |
| | | | | | | | \$ - | |
| Total en dólares (USD Total) | | | | | | | \$ | 0,20 |
| NOTA: "MUESTRAS PARA ANALISIS QUIMICOS, NO SON INFLAMABLES, NI CORROSIVOS POR LO TANTO NO CONSTITUYEN UN RIESGO PARA QUIEN LOS MANIPULE" / "SAMPLES FOR CHEMICAL ANALYSIS, THEY ARE NOT FLAMMABLE, NOR CORROSIVE THEREFORE, THEY DO NOT CONSTITUTE A RISK FOR THOSE WHO HANDLE THEM" | | | | | | | Valor mínimo / Minimum value USD\$1.00 | |

It is also very important to ensure that the value declared on the commercial invoice must match the value declared at the time of scheduling with the transport company.

4. Clear, detailed and accurate description of the sample according to Table 2.1
5. It is quite important to add TARIC number for each item of the sample type. Use the following provisional TARIC codes:

| SAMPLE TYPE | TARIC CODE |
|---|------------|
| Treated Soil Sample | 2617900000 |
| Irrigation Water Sample | 220190009 |
| Whole foods (fruits). | 81190990 |
| Food samples (fruits) mashed, sliced or chopped | 200799920 |
| Vegetable samples mashed, sliced or chopped | |

| | |
|--|------------|
| Whole vegetables | 0710900000 |
| Food sample (finished food) | 170490900 |
| Flour and powdered Samples | 1102909000 |
| Grain Samples | 1104190000 |
| Whole Foliar Samples | 121120009 |
| Leaf samples (dried and crushed or powdered) | 0712390000 |
| Oil Samples | 1509100000 |

Table 3.1(*) Specify type of food, fruit, vegetable, flour, leaf, etc. (in the case of finished products specify: biscuits, patisserie, etc.)

3.2 DHL authorization

This document is not necessary to be sent together with the sample. It would be only needed to show or share it in case it would be required at the DHL's office.

3.3 Use and destination letter

Samples coming from a country within the European Union are exempted from this requirement. In case of shipments coming from outside, we must immediately notify Carlos Zamora and we must also copy to the following emails (mandatory). This letter must be sent on the same day the shipment leaves:

- Carlos Zamora: carlozamor@agqlabs.com
- Miguel Angel Trujillo: matrujillo@lamaignere.com
- Ana Navas: anavas@lamaignere.com
- J. Antonio Pozo: japozo@lamaignere.com

For sending the email we should take some rules: must be attached the commercial invoice, the affidavit and the tracking number, but we will make a small modification to the subject of the email:

AGQ (COUNTRY OF ORIGIN) + TRANSPORTATION COMPANY + TRACKING + DELIVERY OF SAMPLES

Example: AGQ International - DHL 234324567 - Shipping Samples.

2.4 Customs letter

Samples coming from a country within the European Union are exempted from this requirement.