

# SAMPLING PROCEDURE



**HALVEC Laboratories Sdn Bhd**  
Revongen Corporation Center  
No 12A, Jalan TP5, Taman Perindustrian UEP,  
47600 Subang Jaya, Selangor DE, MALAYSIA  
**Phone** : +603 8025 1603 **Fax**: +603 8025 1637  
**Email** : [info@halvec.com](mailto:info@halvec.com)

**Purpose :** This document is established to provide simplified and significant procedure to Customer to prepare and send out their sample to Halvec Laboratories Sdn Bhd (Halvec) for analysis.

## How to prepare the sample?

### Method 1 : Bulk Sample

For sample amount that originate in bulk amount container (*more than 5kg*). Samples shall be sent out in portions.



- Use a clean mixer to homogenize samples a few times.
- Take out at least 100ml or 100g and transfer into a clean container.
- Take another 100ml or 100g from another 2 different points and transfer into separate containers.
- Seal all 3 replicates of samples properly transfer into 3 different zip lock bags.
- Cut the **sample ID label** (refer **Sampling Procedure attachment**) and fill in necessary information.
- Affix the label tightly on each zip lock bag.
- Seal the **sample ID label** with transparent tape again to avoid

### Method 2 : Packed Sample

For sample amount that originate in retailer/commercial packaging in less than 5kg. Samples shall be sent out in the original packaging.



- Make sure the sample is intact and properly sealed in the original packaging. (For amount less than minimum 100 ml or 100g, please provide at least 3 replicates of samples)
- Seal all 3 replicates of samples properly and transfer into 3 different zip lock bags.
- Cut **sample ID label** (refer **Sampling Procedure attachment**) and fill in necessary information.
- Affix the label tightly on each zip lock bag.
- Seal the **sample ID label** with transparent tape again to avoid damage on the label

## How to pack & send the sample?

- Please make sure each sample is properly sealed and labeled with Halvec **Sample ID Label Template (Refer Sampling Procedure attachment)**.
- For cold temperature samples, please include ice pack to keep the samples in required storage temperature during transportation.
- Seal/pack/box all the zip lock bags again and post or courier the samples directly to Halvec or nearest Halvec Collection Center.
- Please use proper packaging to protect the integrity and conditions of sample throughout the delivery progress.

## How to request the quotation?

Please fill in Customer Service Request Form and submit to Halvec via email to [info@halvec.com](mailto:info@halvec.com)

Halvec's representative shall response via email with complete quotation based on the information provided.

## Halvec Collection Center area

COUNTRY	DETAILS
United Kingdom	<b>Pop-Bio Ltd</b> St John's Innovation Centre Cowley Road, Cambridge, UK CB4 0WS Attn: Paul Ellwood Email: <a href="mailto:paul@pop-bio.com">paul@pop-bio.com</a>
Netherland	<b>EDEB</b> Peellandstraat 8, 5283 CM, BOXTEL, Netherlands Phone : +31645432650 Attn: Ihsan de Jong Email: <a href="mailto:edeb.info@gmail.com">edeb.info@gmail.com</a>
California, US	<b>BioLife Valley Inc</b> 520 Second Avenue Suite D Redwood City, CA 94063 Phone: +1-510-277-2478 Attn: Song Yu Email: <a href="mailto:blvalley2013@gmail.com">blvalley2013@gmail.com</a>
Jakarta, Indonesia	<b>Yayasan Produk Halal Indonesia (YPHI)</b> Jl.Melati No.21, Komplek Bermis Gading, Kelapa Gading Timur, North Jakarta 14240 Phone : +62 21 75876094 Attn: Dr Muhammad Yanis Musdja Email : <a href="mailto:myanis@gmail.com">myanis@gmail.com</a>

## Terms & Conditions

Please note:

- Sample receiving cut-off date: every 2nd and 4th week of Friday. Customer is advised to send out the samples direct to Halvec HQ or Halvec Collection Center before the cut-off date.
- Customer shall responsible for the cost of shipping to Halvec Collection Center.
- Types of test depend on the types of sample (matrix). Halvec reserves the right to recommend the most suitable test analysis according to the information given by customer.
- Certificate of Analysis (COA) will be released upon receipt of full payment. COA shall be given in original hard copy via courier and PDF file (upon request) via email.
- Halvec reserves the rights to request for re-sampling from customer in the event the samples received are not in good condition.
- Customer is deemed to accept the terms and conditions apply upon signing off **Customer Service Request Form**

Procedure Attachment : .....\*Please cut on the dotted line.....\*If label not sufficient, please make your own copies.....

**SAMPLE ID# :**

*(Customer own sample identification)*



<b>Sample Name</b>	
<b>Date/Time Taken</b>	
<b>Sampling Location/Replicate</b>	
<b>Sampling Method</b>	<input type="checkbox"/> Method 1 <input type="checkbox"/> Method 2
<b>Sample Type/Volume/Unit</b>	
<b>Storage Condition</b>	
<b>Precautions</b>	
<b>Customer Name &amp; Signatures</b>	

**SAMPLE ID# :**

*(Customer own sample identification)*



<b>Sample Name</b>	
<b>Date/Time Taken</b>	
<b>Sampling Location/Replicate</b>	
<b>Sampling Method</b>	<input type="checkbox"/> Method 1 <input type="checkbox"/> Method 2
<b>Sample Type/Volume/Unit</b>	
<b>Storage Condition</b>	
<b>Precautions</b>	
<b>Customer Name &amp; Signatures</b>	

**SAMPLE ID# :**

*(Customer own sample identification)*



<b>Sample Name</b>	
<b>Date/Time Taken</b>	
<b>Sampling Location/Replicate</b>	
<b>Sampling Method</b>	<input type="checkbox"/> Method 1 <input type="checkbox"/> Method 2
<b>Sample Type/Volume/Unit</b>	
<b>Storage Condition</b>	
<b>Precautions</b>	
<b>Customer Name &amp; Signatures</b>	