

SAMPLING PROCEDURE



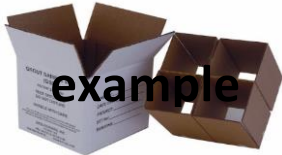
HALVEC Laboratories Sdn Bhd
Revongen Corporation Center
No 12A, Jalan TP5, Taman Perindustrian UEP,
47600 Subang Jaya, Selangor DE, MALAYSIA
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Email : info@halvec.com

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 out at least 100ml or 100g and transfer into a clean container.
- 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

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

Halvec Collection Center area

COUNTRY	DETAILS
United Kingdom	Pop-Bio Ltd St John's Innovation Centre Cowley Road, Cambridge, UK CB4 0WS Phone: +4401223421731 Attn: Paul Ellwood Email: euro@pop-bio.com
Netherland	EDEB Peellandstraat 8, 5283 CM, BOXTEL, Netherlands Phone : +31645432650 Attn: Ihsan de Jong Email: edeb.info@gmail.com
California, US	BioLife Valley Inc 520 Second Avenue Suite D Redwood City, CA 94063 Phone: +1-510-277-2478 Attn: Song Yu Email: info@blvalley.com
Jakarta, Indonesia	Yayasan Produk Halal Indonesia (YPHI) Jl.Melati No.21, Komplek Bermis Gading, Kelapa Gading Timur, North Jakarta 14240 Phone : +62 21 75876094 Attn: Dr Muhammad Yanis Musdja Email : myanis88@gmail.com

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)



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

SAMPLE ID# :
(Customer own sample identification)



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

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