Strategy to strengthen collaboration between National Control Laboratories to develop capacity

SEARN Work Plan 2023-2024 – Action point 9

**Draft Practical guide to sending samples for testing in COUNTRYNAME**

# NAME-OF-THE-NQCL

*[Include general information about the NQCL]*

More information on current capacities can be found in the SEARN internal platform.

*[Person/Department/Address where the sample should be sent – this information may need to be regularly reviewed and may be specific to the type of tests to be conducted]*

For more information and following up on any delivery, please contact *[Include contact details of a focal point in the NQCL, including name, email and phone number]*

# Samples storage and transport requirements

*[Include information about:*

* *the general expectations from your NQCL,*
* *General packaging and labelling requirements,*
* *Reference to separate specific information to be provided (e.g. number of required samples)]*

# Sample dispatch instructions

*[Include information about:*

* *Letter of authorization of the dispatching organisation, as required.*
* *Documents required by the NQCL*
* *Documents required by the postal services, as required. - include links if relevant*
* *Documents required by the customs (e.g. non-commercial declaration, declaration regarding psychotropic substances or narcotics) - include links if relevant*
* *Include further information summarized from other sources (e.g. customs), as needed.*
* *Further recommendations: e.g. to send the consignment number to an email address*
* *You may include a check list*
* *Confirmation of receipt by NQCL]*

# Forwarding Agents

*[Include information about forwarding agents who can assist with the process. Ideally, there should be several companies proposed]*

# Payment

*[Include information about how the payment should be arranged]*