

# IMPORT LICENCES

## HOW TO SEND SOIL SAMPLES FROM OUTSIDE CONTINENTAL EUROPE TO SYNLAB THE NETHERLANDS

*In order to protect the Netherlands from harmful influences, i.e. seeds or other harmful organisms which can influence our ecosystem, the Dutch Ministry of Agriculture, Nature & Food Quality has stated an authorized check needs to be performed by the Phytosanitary Department for which an Import License is required. This only concerns SOIL and SLUDGE samples entering the Netherlands from outside Continental Europe.*

*Note that an Import License is not required for water samples (ground water, waste water, or other).*

### For which country an import license is required?

An Import License isn't required for all countries of Continental Europe, Egypt, Israel, Libya, Morocco and Tunisia.

For all other countries, Turkey, Belarus, Moldavia, Russia, Ukraine and all third countries which don't belong to continental Europe an import license is required.

### How to ship and with which company?

Shipping should preferably be done by DHL or TNT as AIRFREIGHT. The shipping party (customer) organizes the shipment. The samples need to be packed in a decent/durable package.

Per box the following documents/notifications need to be packed OUTSIDE the box:

1. Import License
2. Custody Invoice
3. Airway Bill (see Annex III) <sup>1,2</sup> and any other required clearance documents
4. Biohazard notification

<sup>1</sup> On the Airway bill check "Destination Duties/taxes" are for the SHIPPER. If not VAT will be invoiced to SYNLAB in which case we will invoice the shipping party plus € 25 administration costs.

<sup>2</sup> According to European legislation for custom purposes concerning shipments to SYNLAB but from outside the European Continent, the EORI nr. needs to be mentioned: **NL004143930**. If not mentioned your shipment may experience delay at customs

### Explanations

#### 1) Import License (see Annex I)

Conditions:

- Per box 1 original license is required.
- It is allowed to bundle 2 boxes and use 1 license.
- Maximum weight per box is 80 kg.
- A copy is allowed under the condition that on the copy is mentioned that **the original license** is in the box.
- Customer Support can inform you about the costs of the import licenses.

#### 2) Custody Invoice \* (see Annex II)

The Custody Invoice should have a maximum amount of € 22.00 incl. a specification of the content of shipment.

\* A Custody Invoice is not for actual invoicing, but is only procedure so Customs knows what's inside the shipment. This will ensure the shipment goes through Amsterdam Airport instead of Brussels Airport. The latter will delay the shipment at least one week!

#### 3) Clearance documents

The customer himself is required to ask about any other enquired clearance documents needed for local customs, and that these documents are being included at dispatch.

#### 4) Biohazard notification

A biohazard notification always needs to be placed outside each box. This can be a Biohazard sign or the text 'Plant Quarantine material', do not open!

#### Shipping address

SYNLAB  
Attn. Foreign Samples Team  
Steenhouwerstraat 15  
3194 AG Rotterdam  
The Netherlands

#### Ordering Licenses

Customer Support  
NL.RTD.info@SYNLAB.com  
Tel.: +31 (0)10 23 14 700

### Ordering Analysis

- 1) Include the order form (Annex IV) in the shipment.
- 2) Place your order digitally through @MIS, our web based ordering program

When you send your samples including an import license please confirm you read all the information in this flyer by sending this flyer signed to: NL.RTD.receptie@SYNLAB.com

Company : \_\_\_\_\_

Name : \_\_\_\_\_

Date and Signature: \_\_\_\_\_


### Contact

For further information please contact your local Account Manager of SYNLAB.


Flyer 1808 Import Licenses

Annex I	Example Import License
Annex II	Custody Invoice
Annex III	Example Airway Bill
Annex IV	Order form

Annex I Example Import License



Plant Protection Service  
Ministry of Economic Affairs

<p>1. Name and address of consignor / Plant protection organization of the country of origin  To whom it concerns:</p>	<p><b>Import licence for the introduction of harmful organisms, plants, plant products and other objects for trial or scientific purposes and for work on varietal selections (issued under Directive 2008/61/EC)</b> <b>Number of Document: 2018/419</b></p>
<p>2. Name and address of Importer  SYNLAB Analytics &amp; Services B.V. Att. Monique Koole-Vaessen Steenhouwerstraat 15 3194 AG, Rotterdam The Netherlands</p>	<p>3. Name of the responsible official body  Plant Protection Service Geertjesweg 15 6706 EA Wageningen The Netherlands</p>
<p>4. Address and description of the specific site or sites for quarantine containment As mentioned in box 2</p>	<p>5. Place of origin (documentary evidence attached for material originating in a third country) As mentioned in box 1</p>
<p>6. Declared point of entry for material introduced from a third country Airport</p>	<p>7. Phytosanitary certificate number Not applicable</p>
<p>8. Scientific name(s) of the material, including the harmful organisms concerned Soil</p>	<p>9. Quantity of material  Max. 80 Kgs.</p>
<p>10. Type of material  Soil samples</p>	<p>11. Additional declaration This material is introduced into the Community under Directive 2008/61/EC.</p>
<p>12. Additional information: The material will be subject to quarantine testing procedures according to 2008/61/EC and as mentioned in dispensation TRCNVWA/2018/2137. No material will be released from quarantine, unless treated under approval of the Plant Protection Service.</p>	<p>12. Stamp of the responsible official body of issue  Date of issue: Wageningen Date: 1 June 2018  Name and signature of authorized officer:</p>
<p>13. This import licence, unless previously revoked, shall remain in force till 1 June 2019.</p>	

**Annex II** Custody Invoice example

## Custody Invoice

**Ship to**

<b>Company Name</b>	: SYNLAB	<b>Airway bill number</b>	:
<b>Street</b>	: Steenhouwerstraat 15	<b>Carrier</b>	:
<b>Area code/Town</b>	: 3194 AG Rotterdam	<b>No. of pieces</b>	:
<b>Country</b>	: The Netherlands	<b>Total weight</b>	:
<b>ATTN.:</b>	: Foreign Samples Team	<b>Shipping date</b>	:
<b>EORI nr.</b>	: NL004143930		

Full description of goods	No. of Items	Item Value

**Sent by**

**Company name** : .....  
**Street** : .....  
**Area code / Town** : .....  
**Country** : .....  
**Contact** : .....  
**Tel** : .....

**Reason for export** : .....

**Authorized Signature**

**Name**

.....

.....

**EXPRESS WORLDWIDE** **DOX** **DHL**  
IntraShip (7.4) / \*17-1499\*

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From **Customer AAA** Origin  
 MR. Example **RTM**  
 Example 100  
 Zip Code, City  
 Country

To **Synlab Analytics & Services** Phone: 00000  
 Steenhouwerstraat 15  
 3194 HOOGVLIET ROTTERDAM  
 NL Netherlands, The

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~~XXXXXXXXXX~~ Day Time

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Ref code	Example	Piece Weight	1 kg	Piece
Account No		Pickup date:	2018-08-14	1/1

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Content / Commerce Control Statement / PC  
 Samples



Waybill: 0000000000

SPENCER

Annex IV Order form

Customer	:	.....
Client number	:	.....
Contact person	:	.....

Telephone number : .....

Fax number : .....

Email address : .....

Project number : .....

Project name : .....

Sampling date : .....

Order number : .....

Delivery date samples : .....

Reservation number : .....

Number of samples delivered : jars:..... bottles:.....buckets:.....

Delivery term:

- Standard (5 working days)
- 12 h (overnight)
- 24 h
- 48 h
- 72 h
- Asbestos

**Sample description / barcodes**

1. ....	Sample Type: ...
2. ....	Sample Type: ...
3. ....	Sample Type: ...
4. ....	Sample Type: ...
5. ....	Sample Type: ...
6. ....	Sample Type: ...
7. ....	Sample Type: ...
8. ....	Sample Type: ...

Sample Type : GRN (Soil), GRW (Ground water), SLB (Sludge), AFW (Waste water)  
 AVG (Asbestos contaminated)

Sample number	1	2	3	4	5	6	7	8
<b>Analyses</b>								

Remarks: .....