

Leaf Sap Analysis Info Sheet

Sampling & shipping — step by step

WHAT YOU RECEIVE

Sample bags

if ordered
for the leaf samples

valid 12 months

Postal shipping documents

if ordered
FedEx waybill, postage paid

until end of calendar year

Customs declaration

if ordered
for Dutch customs

already filled in

Without a customs declaration and postal shipping documents, please send the samples directly to the laboratory from an EU country.

SAMPLING

before 09:00

Take samples in the morning — leaf turgor is decisive.

min. 100 g

Collect enough leaves so that the analysis is possible.



Guide for your crop: Scan the QR code or open novacropcontrol.nl/en/method/manuals — there you will find specific instructions for the individual crops.

HOW TO SAMPLE CORRECTLY

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Sample young and old leaves. The standard is a double sample of young and old leaves from the same crop. Only middle leaves as long as the crop has at most 4 to 5 leaves — e.g. for arable crops in spring or early sampling in maize and vegetables.

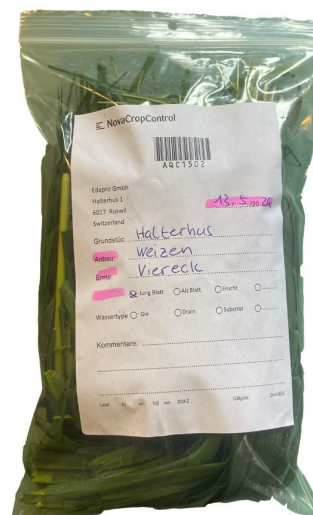
- > Take the youngest, fully unfolded leaves.
- > Do not collect stems — e.g. break off the stem on apple leaves.
- > View the guide for your crop online (QR code above).
- > For the old leaves, take only healthy ones — none with fungal diseases or other damage.
- > Dab off moisture from the leaves before packing.

X No cannabis / hemp: Samples from cannabis or hemp crops are generally rejected by the laboratory and not analysed.

FILLING IN THE BARCODE LABEL

A number of details are already filled in for you on the label. You only add four items:

- 1 Sampling date
- 2 «Anbau» — name of the crop / variety
- 3 «Ernte» — designation of field / location
- 4 Tick: young or old leaves



Example: completed label

SHIPPING

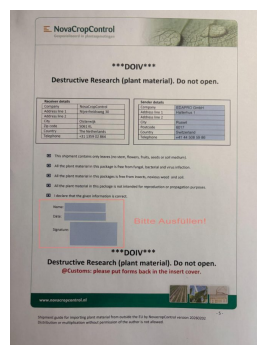
Correctly packed in 4 steps

The analysis takes place in the Netherlands. Customs declaration and postage are already taken care of.

1 Fill in the customs form

Fill in the form «Destructive Research (plant material) — do not open»: state name, date and signature.

This A4 sheet goes on its own into a separate transparent document pouch.



The form



On its own in a transparent pouch

2 Close the shipping bag correctly

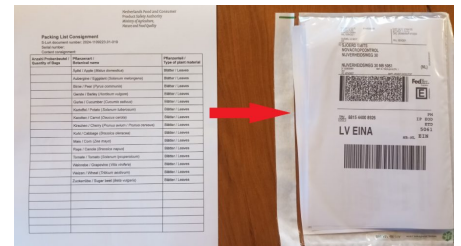
If the large shipping bag is not filled to the top: close the bag further down so that it stays compact.



Closed further down

3 Enclose the packing list

Fill in the document «Sample Letter of Authority / Packing List Consignment» and place it in the transparent document pouch with the papers bearing the barcode.



With the papers bearing the barcode

4 Attach stickers visibly on the outside

Make sure that both stickers are clearly visible on the outside of the shipping envelope.



Both stickers clearly visible

HANDING IN AT THE POST OFFICE

Handing in the URGENT shipment correctly

- ! Only self-operated post offices accept URGENT shipments. Agencies (e.g. inside a Volg store) may correctly refuse to accept them.

Find a branch & check the acceptance deadline

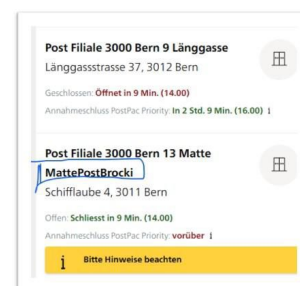
You can find branches at places.post.ch — unfortunately it is not possible to filter by URGENT. At the chosen branch, check the time for URGENT shipments under «acceptance deadline».



Example: acceptance deadline «Urgent»

Agency or self-operated branch?

You can recognise agencies by the naming of the partner in the second line — in the example «MattePostBrocki».



Example: agency «MattePostBrocki»

- i **Tip at the counter:** Some staff scan the FedEx waybill at the wrong barcode or already have an entry open in V-MaX (PostSystem). You can contact the Post's internal «sales support» by phone.