

Shipment guide



Contact details

NovaCropControl
Nijverheidsweg 30
5061 KL Oisterwijk
The Netherlands
013-590 2864
info@novacropcontrol.nl
www.novacropcontrol.nl



Sending samples to the European Union

Packing the leaves

Put the leaf sample in the plastic zip-lock bag. Push out the air and close the bag. Put a pre-printed label on the sample bag and fill in the needed information. Make sure the barcode is visible, see the pictures below.



Packing the samples

The sample zip-lock bags with barcodes can be sent in an envelope. In case you want to send more than one sample, please send them together in 1 box, so they will arrive together. The material must be shipped in a sturdy closed and leak-proof container/envelope. Please take care that the envelopes are sealed well. You can put extra tape over the closure to avoid opening during transportation. We recommend sampling crops on Friday and sending them the same day by DHL or FedEx, then NovaCropControl will receive your samples at the beginning of the next week.

Sending the samples

To prevent your package, from getting delayed (with customs) you have to take care of the following points:

- Put enough postage on the package. Always check the weight.
- Fill in the yellow shaded cells on the “Commercial invoice” (p. 4). Please put the total value of €1.00 as the shipment value on the package.
- If possible, use a commercial invoice of your own shipment company (instead of p.4) and send it digitally with ETD. Electronic Trade Documents (ETD) or Paperless Customs is an automated international shipping solution that allows you to submit your customs documentation electronically, so you no longer need to print and attach multiple copies to your shipments. Most countries support ETD but not all.
- For sending leaves use HS-code 0604209000 and for water use HS code: HS-code 28539010/y923.
- Fill in the “DOIV Import Destructive Research do not open” form (p. 3) and fix it on the outside of the box. In case you send only water samples you do not have to add this form to the shipment.
- We recommend adding the S-Letter of Authority EU (p. 5, 6) for importing leaves from outside of the EU. The S-Loa serves as proof to Customs that there is phytosanitary approval for bringing it to the DOIV location approved for this purpose by the NVWA. (the serial number is 1, every time)

Attach all the documents on the outside of the box (in the insert cover of the shipment company). We also have an Excel/Word sheet for some of the documents, so you can fill it in on your computer and sign it when you have printed it.

Address for sending samples: **NovaCropControl**
Nijverheidsweg 30
5061 KL Oisterwijk
The Netherlands





****DOIV****

IMPORT DESTRUCTIVE RESEARCH (PLANT MATERIAL) DO NOT OPEN

Regarding plant leaf shipments to: **NovaCropControl** City: Oisterwijk
Address: Nijverheidsweg 30 Country: The Netherlands
Postal code: 5061 KL

Please complete all steps (1-8). Encircle your answer or fill in the dotted line.

1. Origin address of the package: Name company:
Address:
Postal Code:
State, Village/City:
Country:

2. How many samplebags of plantleaves are enclosed in total? Bags

3. What kind of cropleaves includes this package?
.....
.....

4. This shipment contains only plant leaves (without stem, flowers and fruits). Yes

5. All the plant material in this package is free from fungal, bacterial and virus infection. Yes

6. All the plant material in this package is free from insects, noxious weeds and soil. Yes

7. All the plant material in this package is not intended for reproduction or propagation purposes. Yes

8. I declare that the information given is correct. Name: Date:

Signature:

Always put this document on the outside of the box or envelope when you ship to NovaCropControl Laboratory

******DOIV - IMPORT DESTRUCTIVE RESEARCH (PLANT MATERIAL) DO NOT OPEN******

COMMERCIAL INVOICE

Sender Details	
Company	
Address line 1	
Address line 2	
City	
Postcode / zip code	
Country	
Sender name	
Telephone	
Email	

Invoice number (optional)	
Shipping date	
Shipment number	
Currency	
Reason for export	research
Sender VAT Number	
Receiver VAT number	NL819657876B01
Terms of sale (Incoterms)	DDP(delivered duty paid)

Receiver details	
Company	NovaCropControl
Address line 1	Nijverheidsweg 30
Address line 2	
City	Oisterwijk
Postcode	5061 KL
Sender name	
Telephone	+31 1359 02 864
Email	info@novacropcontrol.nl

Delivery details (if different from receiver)	
Company	NovaCropControl
Address line 1	Nijverheidsweg 30
Address line 2	
City	Oisterwijk
Postcode	5061 KL
Country	The Netherlands
Sender name	
Telephone	+31 1359 02 864
Email	info@novacropcontrol.nl




Description of goods	Quantity	Unit weight (kg)	Unit value	HS Code	Location of origin	Total weight (kg)	Total value
Leaves for research				0604209000			
Purified water samples				28539010/y92 purified water			

Number of samples in shipment		Total shipment value:	€ 1.00
		Discount:	
		Subtotal:	€ 1.00
		Shipping costs:	
		Insurance costs:	
		Other costs:	
		Total declared value:	

Declaration		
I declare that the contents of this invoice is true and correct		
Name and Signature	Company and Job title	Date
Additional Information		

Netherlands Food and Consumer
Product Safety Authority
Ministry of Agriculture,
Nature and Food Quality

Sample Letter of Authority EU 2019/829 (Import/Movement) Number of document: 2024-1109223.01-019

1. Name, address email address and phone number of the Consignor of the Member State/Third Country of origin	
2. Name of the responsible body of the Member State of issue	National Plant Protection Organization of the Netherlands Geertjesweg 15 6706 EA Wageningen The Netherlands
3. Name, address, email address and phone number of the person responsible for the specified activities	NovaCropControl Nijverheidsweg 30 5061KL Oisterwijk j.vanroessel@novacropcontrol.nl 0135902864
4. Name and address of the [quarantine station] / [confinement facility]	See box 3
5. Scientific name when appropriate, or name of the specified material, including scientific name of the specified pest concerned	See box 6
6. Quantity of specified material	Different per consignment, maximum of 80 kg. Specification of the actual consignment (amount and type of material) on Packing List on the backside of this LoA or attached including LoA document and unique Serial Number.
7. Type of specified material	Samples plant material for destructive testing only, see box 6.
8. Packaging and movement conditions	Transport unknown The material is packed in unbreakable, hermetically sealed leak-proof packaging. LoA is located on the outside of the package, including a warning 'Plant Quarantine, do not open'
9. Additional information	This specified material is introduced in and/or moved within the Union territory under Regulation (EU) 2019/829, according to Licence nr. NVWA/223500/998013.01
10. Multiple sendings: Yes	Applicable Date of issuance: February 5, 2024 Unique serial number of the sending: Number of sendings per unique serial number: 1
11. Final use	Destruction
12. Not required Yet Endorsement by the Competent Authority of the Member State /Third Country of origin of the specified material. Place of endorsement: Date:	13. Signature and stamp, or electronic stamp and electronic signature of the Competent Authority Place of issue: Utrecht  
Name and signature of the authorised officer:	Date of issuance: February 5, 2024 Expiration date: February 5, 2025 Name and signature of the authorised officer: C.A.M. van Alphen  L.C.M. van Alphen
14. IMSOC reference	Not applicable yet

Netherlands Food and Consumer
Product Safety Authority
*Ministry of Agriculture,
Nature and Food Quality*

Packing List Consignment

S-LoA document number: 2024-1109223.01-019

Serial number:

Content consignment:

Scientific/botanical name:	Type (leaves, seeds, twigs, tube etc.) and amount of specified material:
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	