

HOW TO AVOID COMMON SUBMISSION DEVIATIONS

There are a few things you can do on your end to ensure smooth processing of your sample submission. Please see below for a list of suggestions:

Shipping

- Make sure the shipping container is in good condition and sturdy enough to arrive intact.
- Follow local regulations and guidelines to make sure that you have the appropriate documents needed (e.g. Permits, heat treatment information).
- See the suggestions for temperature sensitive samples in the "[Shipping Temperature Sensitive Samples](#)" here.

NQAC Processing

- Before shipping samples, make sure any necessary documents, including the packing list or analysis request form or SAP manifest, are included with your samples.
- Ensure that the information found in SAP or on your request form matches the sample. This will help get your sample into the laboratory without delay.
- Check that the labeling on your sample (SAP label, printed label, or packaging label) match the actual sample. **This is a critical step, NQAC is not responsible for communicating or correcting any discrepancies between the sample information and the submission paperwork.**
- Ensure that your sample has at least one identifying item on it that will allow NQAC to match your samples to the paperwork.