

# European Turfgrass Laboratories Ltd

## Information Sheet – Sending Samples to ETL

- 1 After taking your samples (see Information Sheet – Sampling Advice), place sample in a clean plastic bag, attach or fix the sample identification to the OUTSIDE of the bag.

Remove any air from the plastic bag and seal securely.

Feel free to download our Sample Identification Notes from the ETL website.

([www.etl-ltd.com](http://www.etl-ltd.com)) - this is available in pdf format.

- 2 To avoid any leakages from the bag, ETL recommend wrapping the samples in another plastic bag.
- 3 Log onto the ETL website and download Customer Details form, also available in pdf format. Please fill out this form and send it with your samples.

Remember, if you're company is based outside of the UK, but in the EC, we will require your company VAT number.

- 4 Pack bags tightly in a box, or padded envelope. The samples should not be able to move around within the container. We recommend using old newspapers, bubble wrap or polystyrene foam chips. Place your Customer Details form in the top of the box.
- 5 Secure the box or package, so that samples will not be damaged during transit.
- 6 If your company is based outside of the EC, you will require a copy of ETL's Foreign Soil Licence. To obtain this licence, please contact ETL to request this form. We can either fax or email this form to you. When you have received this form, the licence should be clearly displayed on the outside of the box. Make sure the licence number is visible.
- 7 You can opt to either post samples or have a courier collect the samples for delivery. Your company should pay the cost of the delivery to ETL.
- 8 Please send your package to:



European Turfgrass Laboratories Ltd  
Unit 6, Millar Court,  
Alloa Business Park  
Alloa, Clackmannanshire,  
FK10 3SA  
Scotland, UK

- 9 Notify the staff at ETL that your samples are on their way by telephone, fax or email.



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