



CHEMICAL SAMPLING GUIDE

Version: January 2019



This document provides guidelines for the submission of chemical samples to NimkarTek Laboratory

CHEMICAL SAMPLING GUIDELINES

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Correct Sampling and proper packaging can help ensure that your chemical samples are uncontaminated and arrive at the Laboratory safely. These Chemical Sampling Guidelines will help you from measuring your samples, to packing method, sealing and labelling instruction and guidelines for restricted chemicals shipments.

<p>Step 1: Sample Bottles</p> <ul style="list-style-type: none"> • Preferred Sample Bottles – NEW Amber Coloured Glass Bottles • Bottles should come with an Inner Lid and Screw Cap • Please use different samplers for different input chemicals • <i>DO NOT WASH or RINSE the sample bottles.</i> 	
<p>Step 2: Label the Bottle Correctly</p> <ul style="list-style-type: none"> • Fill 5 grams or 5 ml of the Chemical Sample in the Bottle. • Press the inner lid firmly into its place and place the screw cap on the bottle. • Ensure that the sample is not leaking from the bottle. • Label the bottle correctly with the following details <ul style="list-style-type: none"> ○ Sample Name (Chemical Name) ○ Chemical Identification Number • <i>All communication should be in ENGLISH ONLY</i> 	
<p>Step 3: Packing the Sample Bottle</p> <ul style="list-style-type: none"> • Pack each bottle individually in bubble-wrap to avoid breakages during transportation 	

Step 4: Packing Methods

- Place each bottle in a box and centre them in boxes away from other items and away from the sides, corners, top, and bottom of the box.
- Position bottles that contain liquids upright.
- Restrict product movement inside the box using fillers such as crumpled newspaper, loose fill peanuts, or other cushioning material.
- Take two print-outs of the **Sample Information/Submission Form**. Please place one copy of this form inside the box along with the Chemical Samples
- Enclose an extra label, business card, or letterhead with the company's address and phone number and the recipient's address and phone number inside the package before sealing it.
- Please attach the **CHECKLIST (as given under Document 1)** inside the box



Step 5: Sealing your Package

- Apply plastic tape evenly across flaps and seams on both the top and bottom of the box.



Step 6: Addressing and Labelling your package

- Place delivery information on the outside the package. Include an address for your company.
- A print-out template of NimkarTek Laboratory address is given in this document below. Place this on the largest surface of the Box.



Step 7: Documents for the courier

Once the boxes are packaged and labelled, please attach all the documents which are required for the courier package -

- The second copy of the Sample Information/ Submission Form
- **Document 2 – Undertaking of Non-Dangerous Goods and Contraband**
- **Document 3 – Commercial Invoice (For customers from abroad)**
- Safety Data Sheets (SDS) – of all chemical samples

These documents should be placed in a plastic sheet and attached on the **outside of the Box**.



Step 8: Courier your samples to NimkarTek Laboratory

- Courier the samples to NimkarTek Technical Services Laboratory in Mumbai, India using global services such as DHL, Fedex, Bluedart or UPS services.
- Email the courier details and the tracking number at lab@nimkartek.com along with your **SAMPLE INFORMATION / SUBMISSION FORM**.

NOTE – All charges related to courier, dispatch and customs clearance of samples will be borne by the customer.



NIMKARTEK CONTACT DETAILS:

ANY QUESTIONS? Please contact us for more information:

Email	Phone	Mobile
Lab@nimkartek.com	(+91) 22 25888463	(+91) 9819641527
Info@nimkartek.com	(+91) 22 25885185	(+91) 7045331488

Laboratory Address:

You can cut on the dotted line and paste the Address on your courier Box

To:

NimkarTek Technical Services Pvt Ltd,
3rd Floor, Narmada Building,
Laxmi Industrial Complex,
Vartak Nagar, Pokhran Road 1,
Thane (West)-400606, India

Laboratory Contact Details:

Name of contact person: Anagha Nimkar
CONTACT EMAIL: lab@nimkartek.com
CONTACT NUMBER: +91-22-25888463. / + 91- 7045331488

DOCUMENT 1

CHECKLIST FOR SAMPLING AND SAMPLE DISPATCH

Please print this Checklist and attach a copy of the same with your Courier.

I have attached the following documents –

- 'Sample Information / Submission Form' (Place a copy in the courier box)
- 'Safety Data Sheets' of all the chemical samples
- Undertaking of Non-Dangerous Goods and Contraband
- Commercial Invoice for the shipment

Signature of Authorized Representative:

Name and Title of Authorized Representative:

Contact Information

Contact Name :

Contact Email :

Company Name :

Company Address :

Please contact the NimkarTek Team with any questions lab@nimkartek.com

DOCUMENT 2

Date: dd/mm/yyyy

UNDERTAKING FOR NON DANGEROUS GOOD AND ANY CONTRABAND

To,

We __<Company Name> __are enclosing herewith ___ number of Chemical Samples which will be sent to NimkarTek Technical Services Pvt Ltd in Mumbai, India, for research and testing purposes.

We hereby assure you that the chemical samples are Non-Dangerous and do not contain any Contraband that may conflict with custom regulations.

The chemical samples have no re-sale value and are for testing purposes only.

The Safety Data Sheets of all chemicals are duly enclosed for your reference.

Thanking you,

For _____ < Company Name> _____

Signature (along with Company Stamp)

DOCUMENT 3

Commercial Invoice (TEMPLATE)

International Air Waybill No.

Date: dd/mm/yyyy

SHIPPER/EXPORTER INFORMATION	CONSIGNEE INFORMATION
Company Name:	Company Name: NimkarTek Technical Services Pvt. Ltd
Address:	Address: 3 rd Floor, Narmada Building, Laxmi Industrial Complex, Vartak Nagar, Pokhran Road 1, Thane 400606, India.
Phone No.:	Phone No.: +91 22 25888463
Email ID:	Email ID: LAB@NIMKARTEK.COM
Technical Contact Person:	Technical Contact Person (NimkarTek): Anagha Nimkar

The following chemicals are couriered to NimkarTek Technical Services Pvt Ltd –

<i>Chemical Name</i>	<i>Manufacturer/Supplier</i>	<i>Weight lb/g</i>	<i>Unit value Currency</i>
Total Value			USD 1.00

Signature (along with Company Stamp)

*** End of Document ***

3 rd Floor Narmada, Laxmi Industrial Complex, Vartak Nagar, Pokhran Road No. 1, Thane (W) – 400606, India.		
+91 22 25888463	lab@nimkartek.com	www.nimkartek.com
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