

INSTRUCTIONS FOR SAMPLE ACCEPTANCE AT THE PREMISES OF ALIMENTI TESTING LABORATORY

1. The samples for laboratory analysis may be brought to the premises by the ordering party or its authorised representative.
2. Samples are submitted to the acceptance desk on the second floor of the laboratory building.
3. Samples must be accompanied by one of the following documents:
 - order ФК 508-1 <http://www.alimenti-bg.com/wp-content/uploads/2017/11/заявка-EN.doc>
 - Sampling protocol as per template БАБХ-1;
 - Other document – accompanying letter, report, assignment letter, order, request;
4. The accompanying document must contain the following information at the least:
 - Name of ordering party: name of natural person, name of legal entity, tax number, address, name and type of sampling site
 - Exact description of the sample – name
 - Name of producer, make, other marking
 - Date of production, lot number
 - Quantity in grams, millilitres
 - Number of submitted units (samples)
 - Exact and specific indication of the parameters to be tested
 - Explicit request to present results with uncertainty, if requested
 - Explicit request to attend the testing
 - Telephone number
 - Method of receiving the results: at the premises of the Alimenti Testing Laboratory, by courier with cash on delivery payment, electronically upon payment.
 - Name, position and signature of ordering party
5. Samples are submitted to an employee of Alimenti Testing Laboratory, who verifies the accompanying documents for the samples.
6. Samples are not accepted without an accompanying document or with incomplete data provided. Verbal or telephone orders are not accepted.
7. Samples which have started to spoil or whose packaging has been compromised are not accepted unless this is specified explicitly in the accompanying document.
8. The minimum quantities of foods to be accepted for testing are:
 - For physico-chemical testing - 300 grams
 - For microbiological testing - for Salmonella and Listeria - 250 grams, for all others - 200 grams in total;
 - For organoleptic analysis – 6 end-user packaging units (if possible) or at least 600 grams of the product; for products where packaging description is requested - at least one whole packaging unit.
9. The minimum quantities of waters to be accepted for testing are:
 - For physico-chemical testing - 1500 millilitres
 - For microbiological testing - no less than 2000 millilitres;
 - For organoleptic analysis – 6 end-user packaging units (if possible) or at least 1000 millilitres of the product; for products where packaging description is requested - at least one whole packaging unit.
10. The ordering party is responsible for the condition of the sample.
11. Control samples are kept by the ordering party; these are not taken to the laboratory.
12. Samples are placed in clean containers when collected by the ordering party; sterile containers and tools must be used when collecting samples for microbiological analysis.
13. Testing time is as follows:
 - from 3 to 5 working days for physico-chemical analysis;
 - from 3 to 7 working days for microbiological analysis, for canned products this period is extended by another 7 days;
 - up to 2 working days for organoleptic analysis