Notice When Mailing Test Items

Dear client,

In order to ensure the smooth running of the test, please read this notice carefully before mailing test items.

1. About the test items

Please be sure to supply the test items after the contract or test agreement has been signed.

Supply sufficient test items according the test.

Please ensure uniform and consistent state of the test items.

In order to avoid damage to the test items and ensure the safety of mailing process, please choose and use the containers that are not easily damaged .

For chronic, sub-chronic, teratogenicity and other long-term test, if the test items are solid, please supply the powder of the test items to ensure the quality of the test.

For inflammable, explosive, corrosive, poisonous and other dangerous test items, please inform our contact person before entrustment to take corresponding protective measures.

2. About the information of test item

Please fill out the Test Item Data Sheet and Sponsor Questionnaire provided by us, and the information must be consistent with the information of the test item involved in the COA.

The COA of test item must be signed by the inspector and the checker and stamped official seal.

Please supply the MSDS of the test items, if not, please indicate the possible hazards and protective measures during use in section 7 of the Test Item Data Sheet briefly.

3. About the label of test items

 Each test item container should be labeled, and the label must be pasted before sealing test items by the client. The label information template is shown below:

|  |  |
| --- | --- |
| Entrusting party |  |
| Name of test item |  |
| Content/purity |  |
| Batch number |  |
| Storage condition  |  |

4.Special instructions

In order to ensure the quality of the test items, please use ice packs or take appropriate measures when sending or mailing test items, if the test item need to be stored at low temperature or other special conditions.

 If the storage conditions when mailing are inconsistent with those in the Test Item Data Sheet, Please provide a statement that will not affect the quality of the test items.

Safety Evaluation Center of Shenyang SYRICI Testing Co., Ltd.

邮寄供试品须知

尊敬的客户：

为了保证委托的试验顺利进行，在邮寄供试品前，请仔细阅读本须知。

1. 供试品部分：请一定在合同或试验协议签订之后，再提供供试品。根据测试的项目，提供足量供试品。保证供试品状态均匀一致。为避免供试品受损，保证邮寄过程安全，请选用不易破损的容器。对委托慢性、亚慢、致畸等长期试验的供试品，如供试品为固体，为保证试验质量，请提供粉末状供试品。对于易燃、易爆、腐蚀、有毒等危险供试品，请在委托前告知我方联系人，采取相应防护措施。
2. 供试品信息部分：请填写我方提供的《供试品信息调查表》、《委托方问询表》，表格内的信息一定要与供试品质检单涉及的供试品信息保持一致。质检单一定要有检验人员、复核人员的的签名，并加盖单位公章。请提供供试品MSDS。如没有，请在《供试品信息调查表》中的第7部分简要注明使用中可能出现的危害和防护措施。
3. 供试品标签部分：每个供试品容器上都需贴好标签，此标签一定在委托方去 封样前就黏贴好，标签信息模板如下：

|  |  |
| --- | --- |
| 委托单位 |  |
| 供试品名称 |  |
| 含量/纯度 |  |
| 批号 |  |
| 储存条件 |  |

1. 特殊说明部分：为保证供试品质量，如果供试品需低温保存或其他特殊条件保存，在送样或邮寄时，请用冰袋或采取相应措施。如果邮寄时储存条件和《供试品信息调查表》中的保存条件不一致，请出具不影响供试品质量的说明。

沈阳沈化院测试技术有限公司安全评价中心