

Submitting a Sample for GMO Testing: Step-by-Step Instructions

These instructions to accompany the current version of all *GMO Testing Price Sheets*

The Ordering Process

1. The first step is to review *Genetic ID's* GMO Testing Services and select the test appropriate for your needs. **We recommend that you to speak to one of our account managers before making your testing decision** – their expertise will help you arrive at the most effective and economical solution. Please call +49.821.747.76-30, or 0821.747.76-30 from within Germany.
2. A completed **Analysis Order Form** must be sent with each sample(s) to be tested. Any sample received without an Analysis Order Form may be delayed. If necessary, completed Analysis Order Forms may be faxed to +49.821.747.76-39. In case you are using an electronic Analysis Order Form, it may also be emailed to orders-europe@genetic-id.com. In both cases, please reference the courier company and the shipment's tracking number.
3. Please send all samples to be tested to:
Genetic ID (Europe) AG
- Order Processing -
Am Mittleren Moos 48
86167 Augsburg
Germany

Samples sent to another address may result in delays.

4. Samples that arrive before 12:00 noon will be processed the same day; samples arriving after noon may not be processed until the following day.
5. An order confirmation will be sent to the contact person specified. Upon receiving the confirmation, please review the information to ensure that samples are being processed according to your request and that your Sample Identification is accurate. When ordering a *Varietal IDSM* package, please check that the varieties selected are correct.
6. Analysis Reports will be emailed or faxed only to the person(s) specified in the **Analysis Order Form**.
7. The invoice will be emailed or faxed to the specified accounting contact at the time of reporting.
8. **Policy on Confidentiality:** *Genetic ID* regards confidentiality as the cornerstone of professional protocol. It is our strict policy to release test results only to the client-specified contact person for that particular testing order. Results will not be released, even to others who may be associated with the testing client, unless specific written instructions to do so have been received. This policy on confidentiality applies both to test results and to the identities of all testing and consulting clients.

Completing the Analysis Order Form – Client Information

Complete the client information section of the form, including company name, address, and all contact information.

If an originally signed copy of the analysis report is needed, please mark the 'Original Analysis Report Required' section and specify how the document is to be transmitted or sent.

Completing the Analysis Order Form – Sample Processing Information

Use the examples and selection options in the first row of the order form as a guide. Sign and date all pages.

Turnaround Time (TAT): Refer to the various GM Testing price sheets document for processing time options. Some processed and multi-ingredient foods may require additional time. If this is the case, your confirmation letter will indicate when you will receive an update on the progress of testing. If the processing time is a concern, please call your account manager before sending the sample(s) so that we can provide you with an estimated TAT.

If express or rapid processing is required, call your account manager to discuss the availability of these services for your samples. Every effort will be made to meet your needs. Please notify us the day before samples arrive and, if possible, fax your order form in advance to +49.821.747.76-39.

Sample Identification: Identify your sample with the information that you wish to appear on the Analysis Report. For example, you could include lot numbers, bin numbers, vessel and hold identification, etc. Please be sure your Sample Identification is printed clearly and accurately.

Sample Type: Specify the type of material you have submitted for testing, e.g., “yellow maize/corn grain”, “maltodextrin”, “soy protein isolate.” Oils, fats, and lecithin samples incur an additional €50 charge due to the complex sample preparation process.

GMO Detection: Specify the GMO Detection Item(s) as listed in the first column of the GMO Testing price sheets. Items may be added from either GMO detection category.

If you are ordering Upgrade testing please write ‘UPGRADE’ next to the GMO Detection Item. Reference the *Genetic ID* Code of the sample that you initially tested. An Upgrade may be ordered with a reduced Base Fee for up to one week after the initial test result is released. If you elect to have *Genetic ID* automatically Upgrade a positive result, please inform us of the specific conditions under which you would like us to proceed with the Upgrade.

For any *Varietal ID* Upgrade, if the DNA is degraded or if there are PCR inhibitors present, the likelihood of definitive results is significantly reduced.

Level of Quantification: The four levels of quantification are; Qualitative Analysis, Single-Threshold Analysis, Semi-Quantitative Analysis (multiple threshold), and Real-Time Quantitative Analysis.

- If you select Single-Threshold Analysis, it is necessary to specify one of the following Quantitative Thresholds: 0.1%, 0.5%, 1%, 2%, 3% or 5%. (More than one threshold at additional cost).
- If you select Semi-Quantitative Analysis, it is necessary to specify two or more Quantitative Thresholds. The standard options are:
 - 0.1% and 1% GMO
 - 2% and 5% GMO
 - 0.01% and 0.1% GMO (for seeds and grains only)

You may add one or two additional thresholds, but they must be approved by your account manager prior to submitting the sample.

Species-Specific Reference Gene(s): If you wish to be certain that DNA of any particular species is present in your sample, you will want to include one or more Species-Specific Reference Genes with your test. If you order one of the 35S-based tests, it is necessary to specify the reference gene to be included with your test.

Payment Information

For Payment terms please check our document ***Genetic ID Terms & Conditions (EU)*** in its current version.

<p>Domestic bank transfers within Germany: Genetic ID (Europe) AG Stadtsparkasse Augsburg Account No. 257 4010 BLZ 720 500 00</p>	<p>Regular payments by check should be made payable to Genetic ID (Europe) AG and submitted in € funds to: Genetic ID (Europe) AG Am Mittleren Moos 48 86167 Augsburg, Germany</p>
<p>International bank transfers: (amount to be stated in € only) Genetic ID (Europe) AG Stadtsparkasse Augsburg S.W.I.F.T. address: AU GS DE 77 Account No. 257 4010 (in case the bank’s postal address is required: Halderstr. 1 - 5, 86250 Augsburg, Germany)</p>	<p>Check payments sent by courier should be made payable to Genetic ID (Europe) AG and submitted in € funds to: Genetic ID (Europe) AG UTG – Geb. C - 214 Am Mittleren Moos 48 86167 Augsburg Germany</p>

Preparing and Sending the Sample

1. All tests have minimum sample size requirement to ensure statistical representation of the lots from which they were drawn. *Genetic ID's Analytical Methods for GMOs* paper provides an in-depth explanation of how these sample sizes were determined.

Please note that the GMO analysis performed by *Genetic ID* is valid strictly for the sample submitted to the laboratory. By using appropriate sampling protocols, however, it is possible to obtain a sample that is representative of an entire lot of product.

If your product is not listed in the following table, or if you have questions, please call +49.821.747.76-30, fax us at +49.821.747.76-39 or eMail us at info-europe@genetic-id.com.

canola/rapeseed	500 grams	18 oz	oil (canola, corn/maize, soy)	4 liters	1 gallon
maize/corn chips	200 grams	7 oz	papaya seed	150 grams	6 oz
maize/corn pasta	200 grams	7 oz	potato flakes	200 grams	7 oz
maize/corn grains	3 kgs	6 lbs	soybeans	2.5 kgs	5.5 lbs
maize/corn syrup	500 milliliters		soya cream and milk (liquid)	1 liter	35 fl oz
cottonseed	1 kg	2 lbs	soya lecithin	200 grams	7 oz
flour (maize/corn, soya)	200 grams	7 oz	soya protein isolate and concentrate	200 grams	3.5 oz
meal (canola, maize/corn, soya)	200 grams	7 oz	soya tofu	200 grams	7 oz
multi-ingredient dry foods	> 3 packages		tomato seed	50 grams	2 oz
multi-ingredient wet foods	500 milliliters	16 fl oz	zucchini / courgette seed	2.5 kgs	5.5 lbs

2. Seed and grains may be submitted pre-milled. This will help with sample sizes and shipping costs when samples are being submitted from abroad. For milled samples, *Genetic ID's* milling standard requires that no more than 25% of the ground material remain on the USDA standard #20 mesh screen.
3. It is preferable that unmilled soybean or maize / corn samples are completely dry before packing to allow effective milling in the testing process.
5. Perishable items must be packaged in dry ice or ice packs that last the entire duration of the shipping time.
6. Each food sample must be secured in its own container. Samples should always be double-bagged if sent together with other samples. Seal each sample package completely, so there is no possibility of leakage of contents. **These steps are necessary to prevent cross-contamination.**
7. Label each sample individually with your company name and identifying information such as vessel, hold, or other coding. Fix the label securely to the sample package.
8. Ensure that the package or container is strong enough to travel without damage or leakage.
9. Enclose an **Analysis Order Form** with the samples, or fax it to *Genetic ID* at +49.821.747.76-39.
10. **NON-EU PACKAGES:** To prevent delays by EU customs inspectors, clearly state on the air bill and any documents inside the package that the contents are for laboratory analysis only.