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## **Sampling Procedure for Chemical Analysis**

### **1 DEFINITION AND ABBREVIATIONS**

#### **1.1 Definition**


These instructions describe the rules to be followed by customers when sending their samples for Chemical Analysis to the NQAC Cergy.

#### **1.2 Abbreviations**

SDS (MSDS)	Safety Data Sheet
GHS	Globally Harmonized System
HS	Harmonized System

### **2 SUMMARY**

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### 3 PROCEDURE

#### 3.1 Safety instructions

All precautions must be taken to have a completely sealed package correctly identified.

If a parcel contains glassware, it must be labelled as containing fragile content. All hazardous samples or chemical products must be labeled with the respective GHS hazard symbol.

The symbol must be displayed on the external surface of the outer packaging on a background clearly visible and legible, so that technicians working at sample reception can adapt their personal protection equipment accordingly.


If you send a sample that might be contaminated with radioelements, please let us know by adding the appropriate hazard pictogram.

Each sample with a pictogram must be accompanied with the respective Safety Data Sheet (SDS).

Always put the SDS into the parcel (ideally in English).

	Fragile
	Harmful
	Flammable
	Health Hazard
	Environmental Hazard
	Biological Hazard

Figure 1: Examples of GHS symbols and safety warning signs

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## 3.2 Sending Information, good sending practice

### 3.2.1 Shipping address and contact information

Parcels must be sent to the following address:

**Nestlé France (Laboratoire NQAC)**  
**Allée du Promenoir**  
**BP.48418**  
**CERGY SAINT-CHRISTOPHE**  
**F-95806 CERGY-PONTOISE Cedex 2**  
**France**

For the shipment always mention the name of a contact person (ideally email and phone number), otherwise please mention the Customer Service Team (customerservice.nqaccergy@fr.nestle.com).

The customer service team can be reached by TEAMS or also by phone: +33 (0)1 34 35 60 70.

### 3.2.2 Shipping conditions and packing requirements

Samples must be labelled adequately to ensure the link between the analytical request (SAP, Commercial Portal) and the sample.

**Please follow the specific instructions requested for each analysis when sending the sample.**

If the supplier or the co-manufactureur is sending the sample on behalf of the factory to Cergy, it must be ensured that the sample has been identified accordingly. Respective SAP or Commercial Portal sample labels should be sent and stuck on the physical sample. If this is not possible, the supplier or co-manufactureur should put a note inside the parcel mentioning the Nestlé contact.


If the parcel does not respect the specification, if it's damaged or opened, it will be rejected. Any rejection will be noticed by email sent to the requester.

In case of information requests or queries, we allow ourselves to reject the sample if the answers are not provided within 15 days.

Samples consisting of fats or oils should be over packed with a plastic bag tightly closed and identified on both jar and bag. If possible, a recipient/container with seal and screw cap is used.

The requester will ensure that the temperature during the transportation of the sample complies with the requirements for the storage of each product type. In case there are no specific norms, the following temperatures for transportation are recommended:

- Stable and dry products: ambient temperature or room temperature
- Fresh and refrigerated samples: between 0 and +4°C (refrigerated parcel transportation and storage or cold accumulation for a short sending = blue ice pack or other)
- Frozen and deep-frozen samples: below -15°C, preferable below -18°C on dry ice
- Other products unstable at room temperature: between 0 and +4°C

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The samples may be transported in rigid insulated containers with appropriate refrigerants (e.g., dry-ice or gel packs). Samples must remain frozen until arrival at NQAC. For frozen and deep-frozen product, use carbon dioxide solid, dry ice. If it is not possible, the samples must be sent with ice pack and make sure that the transport will not last more than 24h. Dehydrated samples may be transported and stored under ambient conditions (that prevent moisture absorption).

To prevent any damage during carriage, please use strong cardboard box in which extra space is filled with bubble pack or crumpled paper to prevent slipping.

Use a carrier (DHL, Fedex, TNT, UPS, ...) adapted to the turn-around-time needed for your sample and ensure that the sample is protected against any degradation.

### 3.3 Food analysis related to food samples

Ensure that your sampling is representative of your batches (according to your local regulations). In each case, we will prepare the entire samples and then dispatch subsamples in the respective laboratory sections or subcontracting partners.

If several kinds of analysis are requested on the same sample, the minimum sample sizes to be accepted need to be summed to be accepted (i.e., Pesticides + Trace elements: 300g + 30g = 330g).

To ensure testing under ISO 17025 accredited conditions, it must be ensured that the requested sample amount for the analysis is provided (i.e. Pesticides - 300g needed) and Trace elements (50g needed). In this case 350g will be sufficient for accreditation.

Important:

If the provided sample size is lower than the corresponding listed minimum accepted sample size, sample will be initially rejected. If the derogation request remains unanswered, the test will be cancelled and the sample eliminated after 15 days.

If sample is below the minimum sample size for accreditation, results could be covered by accreditation with reserves explained in the analytical report.


Be aware, we need a minimum of 200g if we must grind the sample.

You can refer to the enclosed list of quantities needed for each analytical method as well as to any specific sampling conditions in Annex 1 of the same document.

### 3.4 Special conditions for selected packaging testing methods in Food Products

Sample must be shipped in the original container. If this is not possible, our enclosed procedure for the subfraction or raw material:

- Composition of oil must be clearly indicated in your request. (For example, in case of blend oil we need to know the exact composition of the mix before starting analysis)
- For finished product % of fat must be indicated in the request
- Container to be used: PET bottle or glass bottle with aluminum caps (see reference below)

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When using a PET bottle, please mentioned this information on the analytical request or on the bottle

- In case of caps that are different from aluminum caps:



Aluminum layers must be put between bottle and caps to avoid contamination from plastic caps (overestimation of results).

Example of bottles which must be used (PET with aluminium caps or glass):


- Food grade Polyethylene Terephthalate (PET) container with silver aluminium cap (brand: Packari). Item code 903206/09/10



- Glass sampling bottles (brand: Fisher)

For solid samples only:

If no PET or glass bottle is available for sampling, then packing in (pure) aluminum bag could be done. Of importance is the correct labeling of each bag to avoid any confusion. One would propose 3x35g test portion, then three all items could be placed in one single plastic bag clearly labeled

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**Step 1**



Take 2 layers of “kitchen-grade” aluminum foil and pack 100 g of raw material.

**Step 2**




Wrap as tight as possible the raw material with aluminum foil (by using a third aluminum foil).

**Step 3**



Put the resulting aluminum pack into a plastic bag.

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### 3.5 Packaging analysis related to packaging samples

Depending on the type of sample and the analyses requested on packaging, the samples must be shipped to the NQAC Cergy or to the NQAC Vittel directly (kindly refer to the enclosed figure):

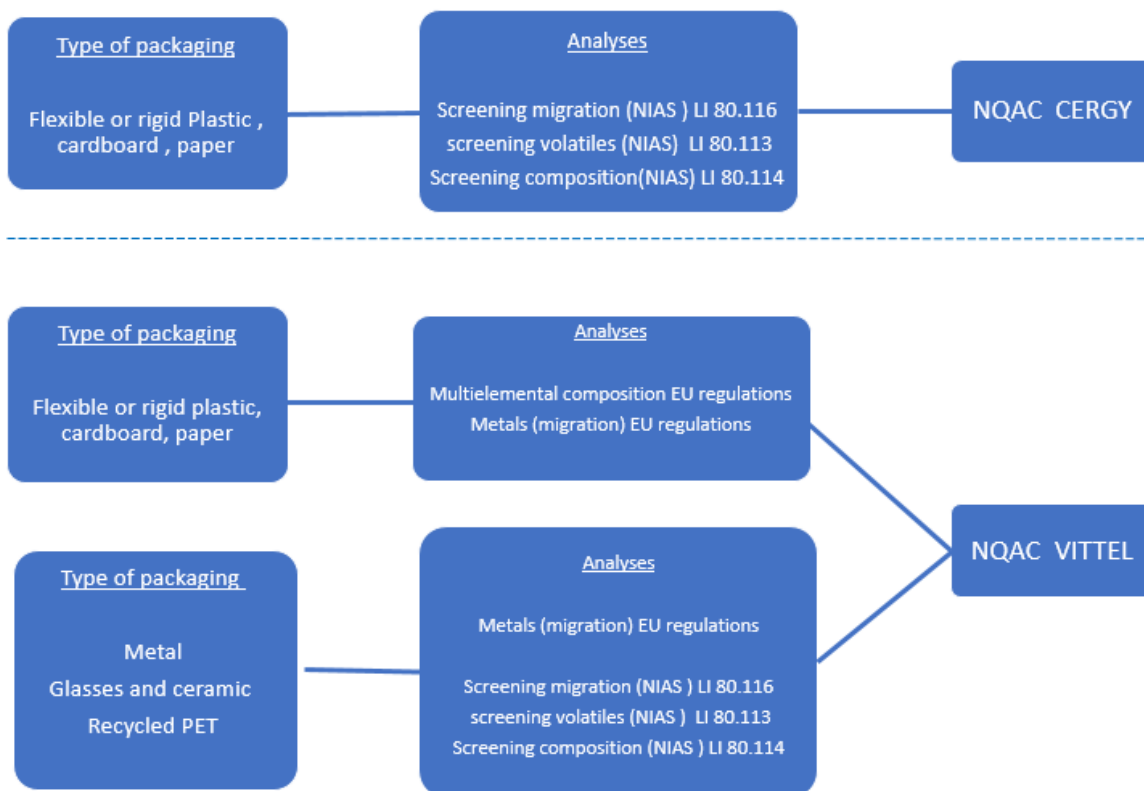


Figure 2: Packaging Testing segregation between NQAC Cergy and NQAC Vittel for direct shipment


### 3.6 Packaging Analysis sent to NQAC Cergy

All samples for packaging analyses must be tightly wrapped with 3 layers of aluminium foil (Thickness: 30 to 40 µm) to avoid loss of volatile and protect from cross contamination.

To easily check the relevance of analysis requested, please stick a piece of the sample (see picture below) and an SAP or commercial portal label on the sample.

Ensure that the aluminium foil will not be teared during transportation.

No tapes or markers must be used on the packaging materials:

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Samples without piece of packaging  
 → Need to open aluminium foil before recording  
 → loss of time and potential loss of volatiles and mistakes on identification




Samples with piece of packaging  
 ⇒ quick identification and recording

For the below listed analysis carried out at NQAC Cergy, please refer to the comments section:

Analyses in packaging	Comments (The sampling depends widely on the type of analyses. Please proceed as follows):
<b>BADGE -BFDGE and derivatives –bisphenol A and bisphenol F</b> in metal can and flexible material	In case of can: at least <b>10 cans</b> , In case of lid: at least 30 lids, In case of foil: 2 m <sup>2</sup> . Wrap tightly with several layers of aluminium foils
<b>Chlorophenol/chloroanisole in paper and board</b>	Take an equivalent of <b>100g</b> of sample Wrap tightly with several layers of aluminium foils
<b>IR characterization (outer and/or inner side only)</b>	Take an equivalent of <b>2m<sup>2</sup></b> of the sample, then roll or protect it with hard cardboard to prevent cracks or folds. Wrap tightly with several layers of aluminium foils.
<b>Melamine in packaging</b>	Coated metal cans and coated metal ends: <b>5 units</b> . Wrap tightly with several layers of aluminium foils
<b>Mineral oil (MOSH / MOAH / DIPN) in recycled cardboard</b>	Minimum sample size is <b>100g or 2m<sup>2</sup></b> of packaging. Take a piece of packaging in the middle of a stack of flat materials or a stack of formed packaging. Wrap tightly with several layers of aluminium foil
<b>Olfactory check / Robinson Test (Taint Transfer Test)</b> in paper and board, flexible and rigid plastic, metal can or closure These analyzes are not carried out on the surface in contact with the adhesive/glue point.	<b>Specification number, description of the material, ratio S/W in dm<sup>2</sup>/kg (surface/packed food weight), type of food packed, packaging type, inner layer and food category is needed to start untargeted Screening analysis.</b>



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Analyses in packaging	Comments (The sampling depends widely on the type of analyses. Please proceed as follows):
<b>Photo initiators in cardboard and laminate</b>  <b>Plasticizers in flexible material and board</b>  <b>Primary Aromatic Amines in laminate</b>  <b>Residual solvents on laminate</b>  <b>Untargeted Screening</b> (migration or composition or volatiles) in paper and board, flexible and rigid plastic or closure. For Metal cans, the sample must be sent to the NQAC Vittel.  <b>For label or tape or others material related to packaging please refer to special procedure below</b>	<p><b><u>For flexible packaging materials (e.g., laminates, foils, etc):</u></b>            Before sampling, discard the first 10 turns of a roll or the first 10 sheets of a pile            Sheet samples can also be prepared from the roll by cutting out a square window (several layers of sheets).            Take an equivalent of <b>2m<sup>2</sup>/analysis</b>, then roll the sample tightly. Wrap tightly with several layers of aluminium foil</p> <p><b><u>For rigid materials:</u></b>            Minimum sample size is <b>500g/analysis</b>. In case of cups, keep them stacked for sending and ensure we have a minimum of 40 cups. Wrap tightly with several layers of aluminium foil</p>
<b>Overall migration (subcontracted)</b>	Please contact us: <a href="mailto:ceryg.reception@fr.nestle.com">ceryg.reception@fr.nestle.com</a>
<b>Styrene in polystyrene-based material</b>	Minimum sample size is <b>100g</b> of packaging materials. Wrap tightly with several layers of aluminium foils.
<b>Unsaponifiable in jute sacks</b>	At least one representative jute sack must be sent to the laboratory.  It must be sent as such ( <b>the whole sack</b> ) and not have been damaged during transport or storage. Wrap tightly with several layers of aluminium foils.
<b>4NP &amp; TNPP in packaging</b>	Take an equivalent of <b>2m<sup>2</sup>/analysis</b> , then roll the sample tightly. Wrap tightly with several layers of aluminium foil

### 3.7 Special procedure for other related packaging material like label or tape

Labels to be tested must not be sent alone but stucked onto the final packaging because the migration will be performed on the inner side of the final packaging where the label is affixed.


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Figure 2: Example of a label sample affixed to the final packaging material for migration testing.

### 3.8 Customs Declaration

Smooth customs clearance is critical for ensuring both the safe arrival of your samples and a quick analysis. For swift assistance with the the process of shipping food and feed samples to our laboratories “importcustoms.ngaccergy@fr.nestle.com” is to be contacted.


Annexe 2 provides useful information for the preparation of a proforma invoice. These rules must be respected for a smooth customs clearance. Information provided must be correct to avoid potential legal consequences.

Quick reference card for the declaration of samples coming from countries outside Europe containing animal-based ingredients is given in Annexes 4 through 6).


Please note that potential costs due to customs clearance may be charged to the customer.

## 4 ANNEXES


### 4.1 Annex 1: Quantity by analytical method

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Important: Please add 200g if we must grind the samples	Analyses	Matrices	Minimum sample size to be accepted (g)	Recommended minimum sample size for accreditation (g)	
					Specific information
<b>Pesticides</b>	Full screening QUECHERS CMQ/MPQ	All food matrices	300	300	
		green coffee	200	300	
	Glyphosate	All food matrices	100	100	
		ETO	All food matrices	100	100
	<b>other molecules :</b>  ETU / PTU Dithiocarbamate Fipronil Folpet Phtalamide Fosetyl Aluminium Furfural Captan THPI Methyl bromide/Bromides Subcontracted pack (PEST Cocoa, PEST Cereals,...) Ethoxyquin dimer Nicotine Morpholine ...	All food matrices	200 if more than 4 molecules add 300g	200 if more than 4 molecules add 300g	
	Pesticides Screening for fatty matrices	All food matrices	100	100	
	Pesticides Emerging Issues (+ full screening Quechers)	All food matrices	400	400	
	Pesticides Screening Babyfood low limit	All food matrices	100	100	
	<b>Water samples</b> are not analysed for pesticides in Cergy, they must be sent to NQAC Vittel. Please check the 2002/63/EC regarding official sampling and laboratory sample size.				

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Important: Please add 200g if we must grind the samples	Analyses	Matrices	Minimum sample size to be accepted (g)	Recommended minimum sample size for accreditation (g)
Mycotoxins	<b>Mycotoxins Screening LC-MS</b>  <i>including</i> <i>Afla B/G</i> <i>Afla M1</i> <i>Fumonisins</i> <i>Ochratoxin A</i> <i>Zearalenone</i> <i>Deoxynivalenol</i> <i>T2/HT2/Nivalenol</i>  <b>Other plant and mycotoxins :</b> Ergot alkaloids Pyrrolizidine alkaloids Tropane alkaloids Alternaria toxins Patulin	Cereals	100 if more than 3 molecules add 200	500 (1000 for raw material)
	Other matrices	100 if more than 3 molecules add 200	250 (1000 for green coffee; 3000 for cocoa beans)	
Heavy metal + Trace Elements	Trace elements (Al + As + Se + Sn + Hg +...)	All food matrices	30	50
<p>Special care must be taken during sampling operations to avoid contaminations (dust, dirty tools...) particularly if Aluminium has to be analysed.</p> <p>If you send grinded samples, the grinder must be properly cleaned and dried between each use. Do not grind the sample with steel pieces if Cr, Mo, Ni have to be analysed. We use a specific grinder for that purpose.</p> <p>It is particularly important for heavy metals / trace elements analyses to condition samples in polyethylene jars rather than in plastic bags.</p>				


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Important: Please add 200g if we must grind the samples	Analyses	Matrices	Minimum sample size to be accepted (g)	Recommended minimum sample size for accreditation (g)
		Do not add in fresh samples any preservative or stabilizer likely to bring some metal contaminations like potassium dichromate for example. Prefer to send fresh raw material deep-frozen if necessary.  Please mention expected targets (especially for chromium, molybdenum, selenium and iodine) in analytical request form ("Norms" column)		


Radioactive Elements	Césium (Cs)	All food matrices	at least enough to fill a <b>400 ml container</b>	
	Strontium	All food matrices	800	800
	Radioactivity/ Iode	All food matrices	400	400
	Irradiation	All food matrices	180	180
		Take at least 6 different samplings of 30-50g each per batch of material to be analyzed depending on the suspected heterogeneity and the historical data on this material. If materials are delivered in small conditioning units, samplings must be done in different ones if possible. One sample = 6 sub samples  Samples must be taken in the depth of bag/conditioning unit to avoid material exposed to light that could cause false negative results.		

Additives + Preservatives	Anti-oxydants (anti-oxygens)	All food matrices	100	100
	Nitrates/Nitrites	All food matrices	100	100
	Denathonium benzoate	All food matrices	100	100
	Conservateurs (preservatives)	All food matrices	100	100

Process & Environment Contaminants	4 NPE	All food matrices	100	100
	4-Nonylphenol Ethoxylates	Sample must be in an original container or unwashed glass or metal container		
	Acrylamide	All food matrices	50	100
	Alkylphenols	All food matrices	100	100
	DIOXINS and PCB	All food matrices	200 (50 g for oil/fat)	200 (50 g for oil/fat)
		It is important to pack samples <b>in glassware</b> . If this is not possible, the sample can be wrapped with a layer of aluminium foil before putting it in a plastic jar (except for oil)		
Diterpens DTP	Coffee and coffee substitutes	20 capsules/ 50 g for instant coffee	50 capsules/ 100 g for instant coffee	


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Important: Please add 200g if we must grind the samples	Analyses	Matrices	Minimum sample size to be accepted (g)	Recommended minimum sample size for accreditation (g)	
		<p>In case of liquid coffee, please send it frozen with ice packs and give us the coffee mass and the final volume that you would need.</p> <p>In case of cold or hot extraction, please let us know the final volume that you would need as well as the temperature for extraction</p> <p>In case of capsules or coffee sticks, please, give us the number of capsules /sticks to pull and the volume per capsule/stick.</p>			
	Furan Alkylfurans	All food <b>matrices (except green vegetables*)</b>	2 specific closed jars (total 240g)		
		Please prepare 2 specific <u>well closed</u> jars for this analysis . Finished products			
		<b>Green vegetables</b>	2 specific closed jars (total 240g)		
		*For green vegetables (e.g. broccoli, spinach, green pea, zucchini etc.) it is not possible to analyze 2,5-dimethylfuran and 2-ethylfuran. In that case we need one more container for subcontracting your sample (one more jar of 120g).			
		Sample will be rejected if recommendation is not followed.			
	MCPD	All food matrices	50	100	
	Please let us know the fat percentage				
	Perfluorinated compounds PFC	All food matrices	500	500	
	(PFAS)	<p>Avoid use of Teflon containing or teflon coated equipment. LDPE bottles/ materials and glass containers. Avoid use of markers/waterproof pens, post -it notes, blue ice or chemical packs, and aluminium foil. HDPE, PET, PP, or PE containers are recommended. Samples should be stored in air-tight containers and protected from light.</p> <p>Thermo Scientific™ Nalgene™ Wide Mouth Economy HDPE Bottles with Caps   U.S. Plastic Corp. (usplastic.com) to be used ideally</p>			
PAH	All food matrices	50	100		
	It is important to pack sample <b>in glassware protected from light</b> . If not possible, the sample can be wrapped with a layer of aluminium foil before putting it in a plastic jar (except for oil)				
<b>Adulteration &amp; Authenticity</b>	Coumarine, vanillin, ethylvanillin and methylvanillin	All food matrices	100	100	
	Food Authenticity	All food matrices	100	100	

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Important: Please add 200g if we must grind the samples	Analyses	Matrices	Minimum sample size to be accepted (g)	Recommended minimum sample size for accreditation (g)
	(herbs, fishes, foreign species)			
	Meat, Fish, Plant	All food matrices	300	300
	Identification by Next Generation Sequencer (NGS)	IMPORTANT: The completed form has to be provided systematically		
	Fruit Authenticity	Authenticity control of a flavour on products such as fruit juice or puree or concentrate,  honey, aroma (other than mint) and mint aroma		juice = 1500 ml  puree = 800g Fruit conc. = 800g honey = 300g aroma (other than mint) = 300g mint aroma = 50g
		IMPORTANT: Technical data sheet/ composition of the sample must be provided systematically. Kindly precise in your request what kind of information you want to get from fruit authenticity testing.		
	HMF	All food matrices	100	100
Melamine	All food matrices	100	100	

<b>Veterinary drugs</b>	<b>Veterinary Drugs Screening</b>	All food matrices	200 if more than 4 molecules add 300	300
	<i>including</i>  <i>Sulfamides, Quinolones, Ionophores, cocci, Macrolides, Linco, avermectins or anthelmint</i>			
	<b>Other Veterinary Drugs</b>			


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Important: Please add 200g if we must grind the samples	Analyses	Matrices	Minimum sample size to be accepted (g)	Recommended minimum sample size for accreditation (g)
	B lactames, Tétracyclines, Bacitracine, hormones, streptomycins, nitrofurane, nitroimidazoles, morphine, malachite green/leucomalachite/crystal Violet, colistin, ...			


<b>Others (Foods)</b>	Cyanures (cyanides)	All food matrices	50	50	
	Histamine	All food matrices	50	50	
	Oxalic Acid	All food matrices	50	50	
	Chlorate/Perchlorate	with milk		50	50
		without milk		50	50
	Kindly precise in the analytical request form whether the sample contains milk ingredients in %.				
	Aromatic Volatiles	All food matrices	50	50	
	Aromas	Conformity check : seend also the technical sheet given by the supplier			
	Off flavors	All food matrices		50	50
		We need a complete descriptio of the off-flavours, information on the process, recipe and any suspicion			
	QAC Quaternary Ammonium Compounds	All food matrices		50	50
	Salicylic acid	All food matrices		50	50
	Sulfates	All food matrices		50	50
	Sulphur dioxide	All food matrices		50	50
	Dyes & Illegal Dyes	All food matrices		50	50
Fumigants	All food matrices		500	500	
Flame Retardants	All Food matrixes		300	300	

Mineral oil in food	All food matrices		100	100
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Important: Please add 200g if we must grind the samples	<b>Analyses</b>	<b>Matrices</b>	<b>Minimum sample size to be accepted (g)</b>	<b>Recommended minimum sample size for accreditation (g)</b>
	Plasticizers in food	All food matrices	100	100
	ESBO in food	All food matrices	100	100
	Photo initiators in food	All food matrices	100	100
	Bisphenol A in food	All food matrices	100	100
Please refer to chapter 3.4 for specific sampling instructions				

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## 4.2 Annex 2: How to complete the Pro-Forma Invoice

	All customers *	Swiss based customers
Nestlé France (Laboratoire NQAC) Allée du Promenoir B.P. 48418 Cergy Saint-Christophe F-95806 CERGY-PONTOISE Cedex 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EORI FR54201442800263	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customs code/ HS Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Detailed description of the sample	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Quantity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customs Value (represents the total value of all items in your shipment and determines how much import duty the recipient must pay)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clearly mention 'No commercial value – Samples are not for human consumption, but for analysis purposes only. They will be destroyed upon analyses.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*ANIMAL ORIGIN for NON-EU countries</b> (mention de content of the animal derived ingredient(s) in %)	<input checked="" type="checkbox"/>	
<b>*ANIMAL ORIGIN for Non EU- Countries:</b> Optional: heat treatment certificate (if available)	<input checked="" type="checkbox"/>	
Invoices whose amount is <u>less than 6000 €</u> mention on the invoice: "The exporter of the products covered by this document declares that, except where otherwise clearly indicated, these products are of Swiss preferential origin" Invoices for which the amount is <u>greater than €6,000</u> mention the status of approved exporter on the invoice "The exporter of the products covered by this document (customs authorization No.) declares that, except where otherwise clearly indicated, these products are of Swiss preferential origin."		<input checked="" type="checkbox"/>

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### 4.3 Annex 3: How to find the Customs Code

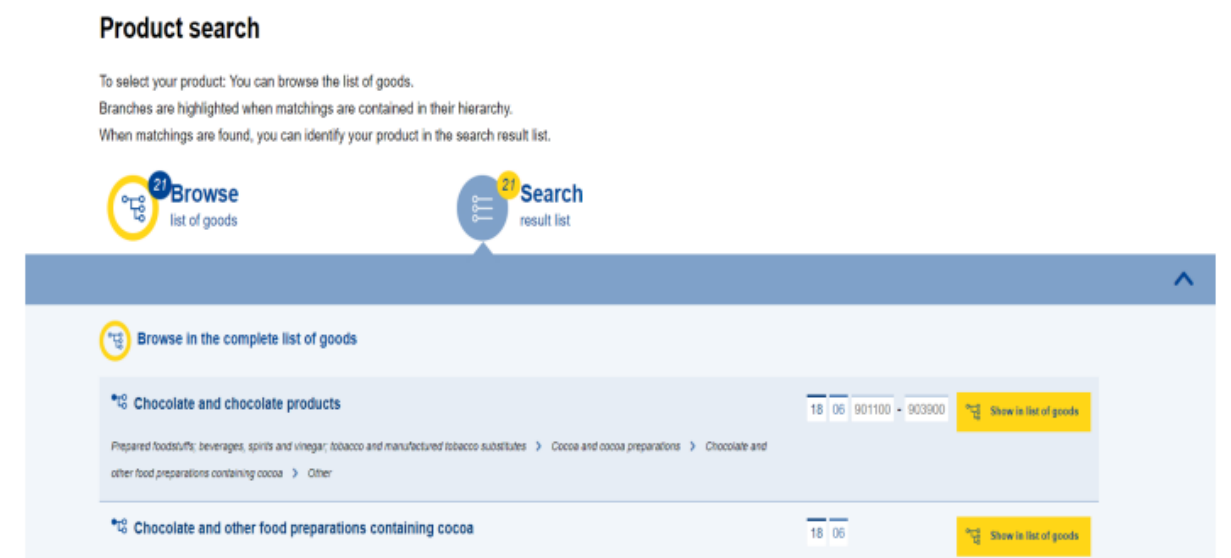
The Customs code is typically a 10-digit code to classify products for export within the 6 or 8 first digits being the HS number.


The remaining digits depending on the country the parcel is shipped to.

- 1) Open the link: <http://trade.ec.europa.eu/access-to-markets/fr/home>
- 2) In the language section (top) you can select your preferred language
- 3) Fill in the information/ Define your search criteria:



- 4) The page below will open. Click on "show in list of goods concerned": for example, chocolate and chocolate products




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5) When you click on “show in list of goods concerned” the page below will appear. Choose the correct customs code for your sample

[-] Cocoa and cocoa preparations	18
[-] Cocoa beans, whole or broken, raw or roasted	18 01
[-] Cocoa shells, husks, skins and other cocoa waste	18 02
[-] Cocoa paste, whether or not defatted	18 03
[-] Not defatted	18 03 10
[-] Wholly or partly defatted	18 03 20
[-] Cocoa butter, fat and oil	18 04
[-] Cocoa powder, not containing added sugar or other sweetening matter	18 05
[+] Chocolate and other food preparations containing cocoa	18 06
[-] Cocoa powder, containing added sugar or other sweetening matter	18 06 10
[-] Other preparations in blocks, slabs or bars weighing more than 2 kg or in liquid, paste, powder, granular or other bulk form in containers or immediate packings, of a content exceeding 2 kg	18 06 20
[-] Other, in blocks, slabs or bars	18 06 31 00 00 - 32 00 00
[-] Other	18 06 90
[+] Chocolate and chocolate products	18 06 90 11 00 - 90 39 00
[-] Sugar confectionery and substitutes therefor made from sugar substitution products, containing cocoa	18 06 90 50

For example:

- if the sample is “cocoa paste, whether or not defatted → not defatted” : the HS code is 180310.
- if the sample is “chocolate and chocolate products → chocolates (including pralines), whether or not filled → containing alcohol: the HS code is 18069011

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#### 4.4 Annex 4: Sending of samples from non-EU countries

Products of ANIMAL origin are for example honey, milk, dairy products, and products containing milk and by-products and products derived from raw milk of cows, ewes, goats or buffaloes. What else can be added is meat and products containing meat and products derived by meat including fish, egg products and products containing egg and products derived from egg

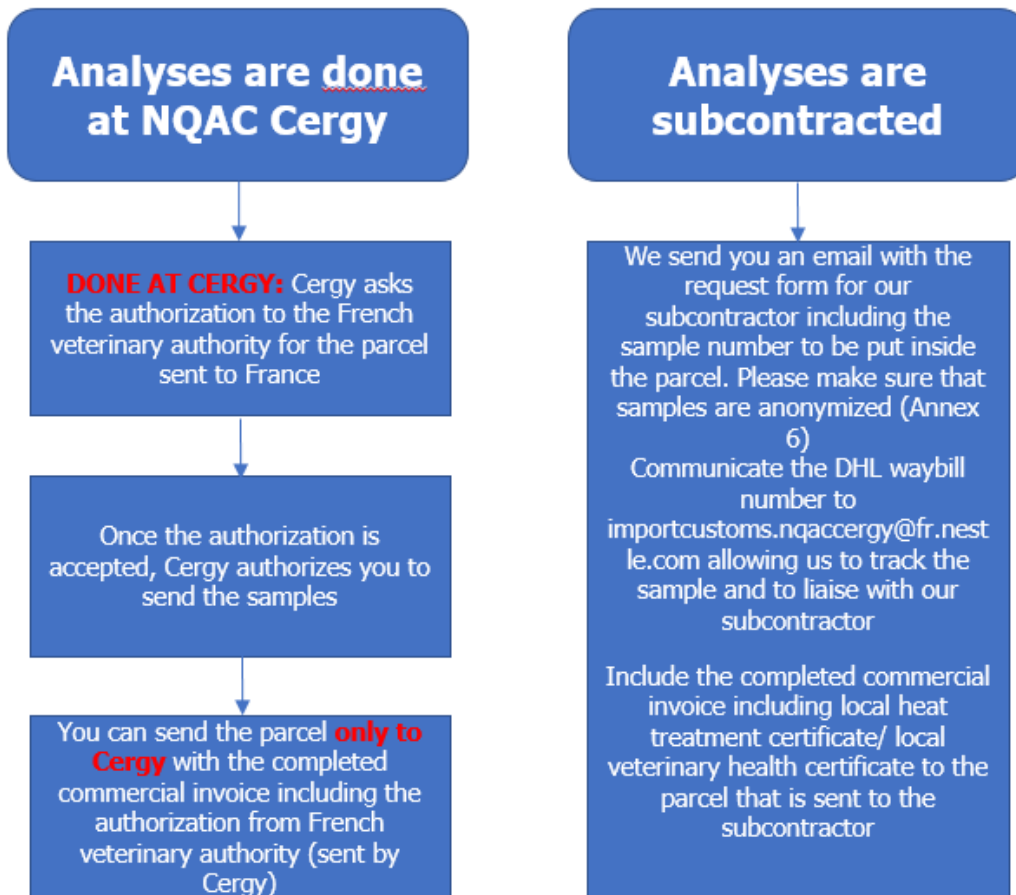
Be aware, for non-EU countries samples that contain animal-based ingredients NQAC Cergy is not allowed to subcontract analyses that are not carried out internally to other laboratories. Our Customer Service team will carefully review your notification form and help you to redirect you sample to our partner laboratories.


Prior to shipping your parcel to NQAC Cergy, our Customer Service Team ([importcustoms.nqaccergy@fr.nestle.com](mailto:importcustoms.nqaccergy@fr.nestle.com)) must receive from you a completed notification form (annexe 5).

You can find enclosed the usual process once the notification form has been submitted and inspection lot has been created in SAP/ order raised in the Commercial Portal:

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Send notification form to  
importcustoms.nqaccergy@fr.nestle



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#### 4.5 Annex 5: Notification form for samples from non-EU countries


Notification form for samples coming from outside Europe Containing animal ingredients

*THANKS FOR SUBMITTING ONE FORM PER EACH SAMPLE*

Full sender address	
Country of Origin	
Number of samples containing animal residus	
Weight (Gross and net)	
Kind of Matrix / nature of sample well explained	
Raw Material or Finished Product	
Product nature	
Percentage of animal content	
Animal	
Heat treatment ? If yes, please indicate the heat treatment applied (exemple: 30 seconds at 100°C) or pasteurization, sterilization	
Supplier	
Inspection lot number (if SAP)	
Analysis to be carried out	
Batch number per each sample	
Carriers to be used	

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#### 4.6 Annex 6: Anonymisation of samples sent to Third Party Subcontractors

Finished products must not have a production or identification number. They must be anonymized. During sample preparation you should take the sample out of its packaging and place it in a container/jar without the risk of introducing traces of other elements.

If you have samples that can be easily recognized based on their shape or imprint, you will need to grind them. You can apply the following techniques for grinding:

- Chocolate bars: Use a versatile electric or vegetable grater (Moulinex type or equivalent)
- Kitkat/Smartie's type confectionery: Use a grinder (Retsch GM 200 type), let the samples grind at medium / high speed for about 10 seconds. Avoid heating the sample by adding a little bit of dry ice (if necessary, under a fume hood).
- Fruit paste type confectionery (hard): Let the sample cool in the freezer overnight and then use a grinder (Retsch GM 200 type)
- Pet Food (Dentastix type): use a Retsch SM 300 type shredder

In the case of Mineral Oil analysis, there should not be any contact between the sample and the lid of the grater during grinding process.

Do not leave any information (such as batch number, description, SAP label) on the container/jar that could draw conclusions about the sample and its brand.

Follow the principle "As little as possible as necessary". Exemple: KitKat -> Chocolate bars