

Import Licenses

HOW TO SEND SOIL SAMPLES FROM OUTSIDE THE EUROPEAN UNION TO SGS ENVIRONMENTAL ANALYTICS ROTTERDAM THE NETHERLANDS

In order to protect the Netherlands from harmful influences, i.e. seeds or other harmful organisms which can influence our ecosystem, the Dutch Ministry of Agriculture, Nature & Food Quality has stated an authorized check needs to be performed by the Phytosanitary Department (NVWA) for which an Import License is required. This only concerns **SOIL**, **SLUDGE** and **SEDIMENT** samples entering the Netherlands from outside the European Union.

Note that an Import License is not required for water samples (ground water, waste water or other) and not required for non-soil related construction materials.

FOR WHICH COUNTRY AN IMPORT LICENSE IS REQUIRED?

An Import License isn't required for North-Ireland, Switzerland and all members of the European Union excluding the Canary Islands.

For all other countries and the Canary Islands an import license is required.

HOW TO SHIP AND WITH WHICH COMPANY?

Shipping should preferably be done by DHL or TNT as AIRFREIGHT. The shipping party (customer) organizes the shipment. Please follow the packaging guidelines.

Per box the following documents/notifications need to be packed OUTSIDE the box:

1. Import License
2. Custody Invoice
3. Airway Bill (see Annex III) ^{1,2} and any other required clearance documents
4. Biohazard notification

¹ On the Airway bill check "Destination Duties/taxes" are for the SHIPPER. If not VAT will be invoiced to SGS ENVIRONMENTAL ANALYTICS in which case we will invoice the shipping party plus € 25 administration costs.

² According to European legislation for custom purposes concerning shipments to SGS ENVIRONMENTAL ANALYTICS but from outside the EU, the EORI nr. needs to be mentioned: **NL001855013**. If not mentioned your shipment may experience delay at customs

EXPLANATIONS

1. IMPORT LICENSE (SEE ANNEX I)

Conditions:

- Per box 1 original license is required.
- It is allowed to bundle 2 boxes and use 1 license.
- Maximum weight per box is 80 kg.
- A copy is allowed under the condition that on the copy is mentioned that **the original license** is in the box.
- Customer Support can inform you about the costs of the import licenses.

2. CUSTODY INVOICE * (SEE ANNEX II)

The Custody Invoice should have a maximum amount of € 22.00 incl. a specification of the content of shipment.

** A Custody Invoice is not for actual invoicing, but is only procedure so Customs knows what's inside the shipment. This will ensure the shipment goes through Amsterdam Airport instead of Brussels Airport. The latter will delay the shipment at least one week!*

3. CLEARANCE DOCUMENTS

The customer himself is required to ask about any other enquired clearance documents needed for local customs, and that these documents are being included at dispatch.

4. BIOHAZARD NOTIFICATION

A clear and legible notification always needs to be placed on the of outside of each box, consisting of at least the text: **'Plant Quarantine material, do not open!'**

5. PACKAGING GUIDELINE

When possible use the preferred packaging supplied by SGS. Make sure all samples are packaged inside a durable, break protected and leak-proof packaging. Do not use wooden containers without ISPM15 quality mark.

Shipping address

SGS ENVIRONMENTAL ANALYTICS
Attn. Foreign Samples Team
Steenhouwerstraat 15
3194 AG Rotterdam
The Netherlands

Ordering Licenses

Customer Support
NL.IE.RTD.INFO@SGS.COM
Tel.: +31 (0)10 23 14 700

Flyer 2112 Import Licenses

Annex I	Example Import License
Annex II	Custody Invoice
Annex III	Example Airway Bill
Annex IV	Order form

ORDERING ANALYSIS

1. Include the order form (Annex IV) in the shipment.
2. Place your order digitally through @MIS, our web based ordering program

When you send your samples including an import license please confirm you read all the information in this flyer by sending this flyer signed to:

NL.IE.RTD.RECEPTIEMEDEWERKER@SGS.COM

Company : _____
Name : _____
Date and Signature: _____

CONTACT


For further information please contact your local Account Manager of SGS ENVIRONMENTAL ANALYTICS.

ANNEX I Example Import License



Netherlands Food and Consumer
Product Safety Authority
Ministry of Agriculture,
Nature and Food Quality

(M) Import Letter of Authority 2019/829, for import into the EU Document number:
2022-1005975.01-16

1. Name, address email address and phone number of the Consignor of the third country of origin	
2. Name of the responsible body of the EU Member State of issue	National Plant Protection Organization of the Netherlands Geertjesweg 15 6706 EA Wageningen The Netherlands
3. Name, address, email address and phone number of the person responsible for the specified activities	SGS Environmental Analytics B.V. Steenhouwerstraat 15, 3194 AG Rotterdam marc.vanryckeghem@sgs.com +31 (0)20431700
4. Name and address of the [quarantine station] / [confinement facility].	SGS Environmental Analytics B.V. Specific site(s) Laboratorium Steenhouwerstraat Steenhouwerstraat 15, 3194 AG Rotterdam
5. Scientific name when appropriate, or name of the specified material, including scientific name of the specified pest concerned	S
6. Quantity of specified material	Several kilograms maximum 80 kg
7. Type of specified material	S
8. Packaging and movement conditions.	Specify one of the following conditions: 1. Postal / Delivery company / Passenger 2. Road / Flight / Train 8.3. Sample container
9. Additional information	This specified material is introduced into the EU territory under Regulation under Regulation (EU) 2019/829, according to Licence nr. NVWA/219487/939037.01. This consignment does not require a Phytosanitary Certificate.
10. Multiple sendings:	Yes Date of issuance: Reference number of the sending: Serie number of sendings and quantity per sending of specified material:
11. Final use	Destruction
12. Endorsement by the National Plant Protection Organization (NPPO) of the third country of origin of the specified material. Place of endorsement: Date: Name and signature of the authorised officer:	13. Signature and stamp, or electronic stamp and electronic signature of the Competent Authority Place of issue: Utrecht Date of issuance: March 17, 2022 Expiration date: February 15, 2023 Name and signature of the authorised officer: A.C. van Arnhem  A.C. van Arnhem
14. IMSOC reference	Yet not applicable

Custody invoice

SHIP TO

Company Name	: SGS ENVIRONMENTAL ANALYTICS		
Airway bill number	:		
Street	: Steenhouwerstraat 15	Carrier	:
Area code/Town	: 3194 AG Rotterdam	No. of pieces	:
Country	: The Netherlands	Total weight	:
ATTN.:	: Foreign Samples Team	Shipping date	:
EORI nr.	: NL001855013		

FULL DESCRIPTION OF GOODS	NO. OF ITEMS	ITEM VALUE

SENT BY

Company name	:
Street	:
Area code / Town	:
Country	:
Contact	:
Phone	:
Reason for export	:

Authorized Signature	Name
.....

ANNEX III Example Airway Bill

EXPRESS WORLDWIDE		ECX	DHL
2021-04-08 MYDHL+ 1.0 / *30-0821*			
From : Customer AAA MR. Example Example 100		Origin: BCN	
08950 ESPLUGUES DE LLOBREGAT Spain			
To : SGS Environmental Analytics Receptie Steenhouwerstraat 15		Contact: Receptie	
3194 HOOGVLIET ROTTERDAM			
L Netherlands, the			
E NL-RTM-RDH			
Ref: Example		Day	Time
		Pce/Shpt Weight	Piece
		3,0 kg	1 / 1
Contents: Soilsamples			
 WAYBILL 33 8324 9380			
 (2L)NL3194+51000000			
 (J) JD01 4600 0086 2849 1034			

ANNEX IV ORDER FORM

Customer :
 Client number :
 Contact person :

Telephone number :
 Fax number :
 Email address :

Project number :
 Project name :
 Sampling date :
 Order number :

Delivery date samples :
 Reservation number :

Number of samples delivered : jars:..... bottles:.....buckets:.....

Delivery term: ☐ Standard (5 working days)
☐ 12 h (overnight)
☐ 24 h
☐ 48 h
☐ 72 h
☐ Asbestos

SAMPLE DESCRIPTION / BARCODES

1. Sample Type: ...
 2. Sample Type: ...
 3. Sample Type: ...
 4. Sample Type: ...
 5. Sample Type: ...
 6. Sample Type: ...
 7. Sample Type: ...
 8. Sample Type: ...

Sample Type : GRN (Soil), GRW (Ground water), SLB (Sludge), AFW (Waste water)
 AVG (Asbestos contaminated)

SAMPLE NUMBER	1	2	3	4	5	6	7	8
ANALYSES								

REMARKS: