

ICAR-INDIAN INSTITUTE OF SPICES RESEARCH Kozhikode, Kerala		(Office Use)		
		SRF No. :		
IISR/QF/7.4.1 (b)		Date :		
Sample Submission Form		Telephone : 91-495-2731410 E-mail : nabliisrclt@gmail.com		
(TO BE FILLED BY CUSTOMER)				
1. Full address of the organization (in block letters) (to be used as billing address)		<input type="checkbox"/> Government <input type="checkbox"/> Semi <input type="checkbox"/> Private		
M/s.....		Telephone :		
.....		Mobile :		
.....		Email :		
.....		GST No. :		
2. Contact Person :				
Mob. No :				
3.The following items are submitted for testing :				
SI No.	Sample Description (Brand name & type of sample)	Analysis Required	Specification of test method, if any*	Weight of sample
<i>*in case method is not mentioned, standard FCO/ASTA method will be used for testing manures/spices respectively</i>				
4.1.Report in the name of :		Signature of the customer :		
4.2. Statement of conformity is required : Yes/No		Name :		
4.3. Additional information (If any) :		Designation :		
<i>Note : Customers are requested to refer the SRF No. as mentioned above for all clarification or correspondence</i>				
Document name : Quality forms		Document number : IISR/QF/7.4.1(b)		
Issue No. : 01	Issue Date : 01-01-2024	Prepared by : TM	Page No. : 1 / 2	
Amend. No. : 02	Amend Date : 20-01-2025	Approved by : QM	Issued by : QM	

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5. Payment Details	Receipt No.		Amount		
	Date		Signature (i/c, SRC)		
6.0 Checklist for the review of the request 6.1. Condition of the item on receipt : 6.2. Acceptance criteria is met or not: 6.3. Enough details about the sample is mentioned or not: 6.4. Testing Charges received or not: 6.5. The job has been accepted / rejected : 6.6. Reviewed and Approved by : Quality Manager Signature with Date : Job assigned to : Technical Manager <input type="checkbox"/> STL <input type="checkbox"/> QEL			7. Action Table		
			Action	Date	
			Date of acceptance		
			Sample ID No.		
			Invoice No.		
			Test Completed on		
			Date of delivery of reports		
			Date of closure		
			Signature (i/c, SRC)		
ACCEPTANCE CRITERIA					
	Scope of analysis	Minimum quantity required	Cost of Analysis per sample	Extra GST	Method of Analysis
SPICES	Volatile oil	300g	500	18%	ASTA method 5.0
	Curcumin	100g	500	18%	ASTA method 18.0
	Piperine	100g	500	18%	ASTA method 12.1
	Moisture	200g	500	18%	ASTA method 2.0
	Total Ash	100g	500	18%	ASTA method 3.0
	Acid Insoluble Ash	100g	500	18%	ASTA method 4.0
	Light berries	250g	300	18%	ASTA method 14.1
	Bulk Density	450g	200	18%	ASTA method 25.0
ORGANIC MANURE	pH	400 g	250	18%	FCO, 1985 method 1.0
	EC	400 g	250	18%	FCO, 1985 method 4.0
	Organic Carbon	400 g	500	18%	FCO, 1985 method 5.0
	Moisture	400 g	500	18%	FCO, 1985 method 2.0
	Nitrogen	400 g	500	18%	IISR/SoP-01
	Phosphates	400 g	500	18%	FCO, 1985 method 8.0
	Potassium	400 g	500	18%	FCO, 1985 method 9.0
TERMS AND CONDITIONS					
1. The ICAR-IISR reserves the right to refuse any sample(s) for analysis if condition of the sample is not good and acceptance criteria is not fulfilled and USER will be notified of any such decision. 2. No testing services are outsourced to any external service providers. 3. The ICAR-IISR aim to complete the analyses within fifteen working days from receipt of sample although, this may be affected by factors such as instrument availability, type of analyses requested, etc. 4. The analysis will only relate to the sample as received by the ICAR-IISR from USER. 5. The USER shall not use, in any form or manner, and shall not disclose, in whole or in part, to any other party, ICAR-IISR's confidential information. Any report of results furnished by ICAR-IISR is furnished solely for the benefit of USER and any of its authorized representatives and shall be the confidential property of USER. Such report may not be distributed or reproduced excepted in full. The USER shall not at any time misrepresent the content of any report of other information received from or relating to ICAR-IISR or its work on behalf of USER. 6. Unless otherwise required by law, ICAR-IISR shall provide the test report only to those persons or entities specifically designated in writing by USER or its authorized representatives. 7. The USER request a re-test, should agree to pay additional fee if ICAR-IISR confirms that original findings are correct. 8. The cost of analysis may subject to change in the future and the same will be intimated to USER while submitting the sample. 10. ICAR-IISR will under no circumstances be liable to USER for any indirect or consequential damage suffered by user in any way arising from the testing service or USER's use of the test results. 11. Samples submitted to ICAR-IISR for analysis will be retained for a maximum of thirty (30) days (Organic Manures) and ninety (90) days (Spice samples) after the report of analysis is issued to USER. 12. The ICAR-IISR will not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under a Contract that is caused by events outside our reasonable control like: strikes, civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war, fire, explosion, storm, flood, earthquake, subsidence, epidemic or other natural disaster. # I agree to the terms and conditions of the laboratory, and hereby authorise the laboratory to analyse my sample in accordance with the procedure agreed upon.					
Signature of the Customer with Date:					

Date:

From,

To,

**The Incharge, Sample Receiving Cell
Agricultural Technology Information Centre (ATIC)
ICAR- Indian Institute of Spices Research
Marikunnu (P.O) 673012
Kozhikode, Kerala
E-mail: nabliisrclt@gmail.com
Phone: 0495-2731410**

Sub: Request for analysis of

Sir,

We intend to test the enclosed sample of (Soil / Manure / Lime / Dolomite / Spice samples) at your laboratory for parameters...
.....
..... (eg: pH, EC, OC, N, P K etc.). We have also attached the duly filled sample submission form and payment of Rs..... towards analytical charge, and the payment details is given below.

Payment details:

Yours faithfully,

Signature

(Name)

- Encl: 1. Samples as stated above
2. Sample submission form
3. Payment proof