

Dated:

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: atic.spices@icar.org.in
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

ICAR-INDIAN INSTITUTE OF SPICES RESEARCH Kozhikode, Kerala				SRF No. :	
				Date :	
IISR/QF/7.4.1 (b) Page 1 of 3	Sample submission Form			Telephone	91-495-2731410
				E-mail	atic.spices@icar.gov.in
(TO BE FILLED BY CUSTOMER)					
1. Full address of the organization (in block letters) (to be used as billing address) Government / Semi / Private					
Ms. Telephone :					
.....					
..... Mobile :					
.....					
..... Email :					
.....					
2. Contact person Mr. / Ms.					
Address:					
3. The following items are submitted for Testing :					
S. No.	Sample description	Analysis required	specification of test method, if any*	Weight of samples	
* In case method is not mentioned, standard FCO/ASTA method will be used for testing Manures/Spices respectively					
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 :	
Note : Customers are requested to refer the SRF No. as mentioned above for all clarification or correspondence					
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 / 3
Amend. No. :01	Amend. Date:	01-10-2024	Approved by	QM	Issued by QM

ACCEPTANCE CRITERIA				
Minimum Quantity of the sample required		analysis per sample	Extra GST	Method of analysis
SPICES	Volatile oil	300 g	500	18% ASTA method 5.0
	Curcumin	100 g	500	18% ASTA method 18.0
	Piperine	100 g	500	18% ASTA method 12.1
	Moisture	200 g	500	18% ASTA method 2.0
	Total Ash	100 g	500	18% ASTA method 3.0
	Acid Insoluble Ash	100 g	500	18% ASTA method 4.0
	Light berries	250 g	300	18% ASTA method 14.1
	Bulk Density	450 g	200	18% ASTA method 25.0
	Organic I 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
FOR ICAR-IISR USE ONLY				
6.0 Payment Details	Receipt No.		Amount	
	Date		Signature (i/c, SRC)	
7.0 Checklist for the review of the request			8.0 Action Table	
7.1. Condition of the item on receipt :			Action	Date
7.2. Acceptance criteria is met or not:			Date of acceptance	
7.3. Enough details about the sample is mentioned or not:			Sample ID No.	
7.4. Testing Charges received or not:			Invoice No.	
7.5. The job has been accepted / rejected :			Test completed on	
7.6. Reviewed and Approved by			Date of delivery of reports	
signature of QM			Date of closure	
Date			Signature (i/c, SRC)	
Job assigned to				

TERMS & 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 intimidated to USER while submitting the sample.
9. The USER shall pay the analysis charges within three days of the receipt of the sample (if sent by courier). Otherwise, the sample will not be tested.
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

Date