NovaCropControl
Gespecialiseerd in plantsapmetingen

Shipment guide for importing plant material from outside the EU

Contact details
NovaCropControl
Nijverheidsweg 30
5061 KL Oisterwijk
The Netherlands
013-590 2864
info@novacropcontrol.nl
www.novacropcontrol.nl

www.novacropcontrol.nl

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Sending samples to the European Union

Packing the leaves

Put the leaf sample in the plastic zip-lock bag. Push out the air and close the bag. Put a pre-printed label on the sample bag and fill in the needed information. Make sure the barcode is visible, see the pictures below.

Packing the samples

The sample zip-lock bags with barcodes can be sent in an envelope. In case you want to send more than one sample, please send them together in 1 box, so they will arrive together. The material must be shipped in a sturdy closed and leak-proof container/envelope. Please take care that the envelopes are sealed well. You can put extra tape over the closure to avoid opening during transportation. We recommend sampling crops on Friday and sending them the same day by DHL or FedEx, NovaCropControl will then receive your samples at the beginning of the next week.

Sending the samples

To prevent your package from getting delayed (with customs) you have to take care of some important points. (Any additional costs charged by customs or the shipment company for incorrectly sending samples will be passed on.)

- Put enough postage on the package. Always check the weight.
- Packages with the shipment option 'Priority' will be delivered faster, while 'Economy' takes longer but it is cheaper.
- Attach the following completely filled in documents on the outside of the box **in the insert cover of the shipment company**:

1. **'S-Letter of Authority EU'** (p. 2 and 3): Fill in all the blue shaded fields.
   The S-Letter of Authority serves as proof to Customs that there is a phytosanitary approval to bring the shipment to our laboratory. (The serial number is 1, every time.) *If this document is not attached or not completely filled in we are obligated to refuse your package!*
2. **'Commercial invoice'** (p. 4): Fill in all the blue shaded fields.
   If possible, use a commercial invoice of your own shipment company (instead of p. 4) and send it digitally with ETD. Electronic Trade Documents (ETD) or Paperless Customs is an automated international shipping solution that allows you to submit your customs documentation electronically,so you no longer need to print and attach multiple copies to your shipments. Most countries support ETD but not all. Please put €1.00 for the shipment value of the package, otherwise you may have to pay import duties. And use the HS-code 0604209000 for leave samples and the HS code 2853901000 for water samples.

- Attach the following completely filled in documents on the outside of the box **in a separate insert cover**:

3. **'DOIV form'** (p. 5): Fill in all the blue shaded fields. *If this document is not attached or not completely filled in we are obligated to refuse your package!*

- In case you send only water samples you do not have to add the S-LoA and the DOIV-form to the shipment.
- If you have any questions, please contact us at info@novacropcontrol.nl

Adress for sending samples: Nijverheidsweg 30
5061 KL Oisterwijk
The Netherlands
info@novacropcontrol.nl

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

Sample Letter of Authority EU 2019/829 (Import/Movement) **Number of document:** 2025-1159970.01-120

1. Name, address email address and phone number of the Consignor of the Member State/Third Country of origin	
2. Name of the responsible body of the 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	NovaCropControl (Hortinova Medewerkers BV) *Nijverheidsweg 30* 5061KL Oisterwijk n.derooij@novacropcontrol.nl 0135902864
4. Name and address of the [quarantine station] / [confinement facility]	See box 3
5. Scientific name when appropriate, or name of the specified material, including scientific name of the specified pest concerned	See box 6
6. Quantity of specified material	Different per consignment, maximum of 80 kg. Specification of the actual consignment (amount and type of material) on Packing List on the backside of this LoA or attached including LoA document and unique Serial Number.
7. Type of specified material	Samples plant material for destructive testing only, see box 6.
8. Packaging and movement conditions	Transport unknown The material is packed in unbreakable, hermetically sealed leak-proof packaging. LoA is located on the outside of the package , including a warning *'Plant Quarantine, do not open'*
9. Additional information	This specified material is introduced in and/or moved within the Union territory under Regulation (EU) 2019/829, according to Licence nr. NVWA/223500/998013.01
10. Multiple sendings: Yes	Applicable Date of issuance: Unique serial number of the sending: Number of sendings per unique serial number:
11. Final use	Destruction
12. **Not yet required** Endorsement by the Competent Authority of the Member State /Third Country of origin of the specified material. Place of endorsement: Date:	13. Signature and stamp, or electronic stamp and electronic signature of the Competent Authority: Place of issue: Utrecht
Name and signature of the authorised officer:	Date of issuance: December 9, 2025 Expiration date: February 4, 2027 Name and signature of the authorised officer: C.A.M. van Alphen
14. IMSOC reference	**Not yet applicable**

@Customs: please put forms back in the insert cover.

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

Packing List Consignment

S-LoA document number: 2025-1159970.01-120

Serial number: 1

Content consignment:

	Number of bags	**Scientific/botanical name:**	**Type and amount of specified material:**
1.		Allium cepa (Onion)	Leaves
2.		Ananas comosus (Pineapple)	Leaves
3.		Capsicum (Pepper)	Leaves
4.		Corylus avellana (Hazelnut)	Leaves
5.		Cucumis sativus (Cucumber)	Leaves
6.		Fragaria × ananassa (Strawberry)	Leaves
7.		Glycine max (Soybeans)	Leaves
8.		Gossypium (Cotton)	Leaves
9.		Lactuca (Lettuce)	Leaves
10.		Malus (Apple)	Leaves
11.		Persea americana (Avocado)	Leaves
12.		Prunus avium (Cherry)	Leaves
13.		Prunus dulcis (Almond)	Leaves
14.		Prunus persica (Peach)	Leaves
15.		Prunus persica var. nucipersica (Nectarine)	Leaves
16.		Solanum Lycopersicum (Tomato)	Leaves
17.		Solanum tuberosum (Potato)	Leaves
18.		Triticum (Wheat)	Leaves
19.		Vaccinium corymbosum (Blue Berry)	Leaves
20.		Zea mays (Corn)	Leaves
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			

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COMMERCIAL INVOICE

Sender Details

Company	
Address line 1	
Address line 2	
City	
Zip code	
Country	
Name Sender	
Telephone	
Email	

Invoice number (opt.)	
Shipping date	
Shipment number	
Currency	
Reason for export	research
Sender VAT number	
Receiver VAT number	NL819657876B01
EORI number	819657876
Terms of sale (Incoterms)	DDP(delivered duty paid)

Receiver details

Company	NovaCropControl
Address line 1	Nijverheidsweg 30
City	Oisterwijk
Zip code	5061 KL
Country	The Netherlands
Telephone	+31 1359 02 864
Email	info@novacropcontrol.nl

Delivery details

Company	NovaCropControl
Address line 1	Nijverheidsweg 30
City	Oisterwijk
Postcode	5061 KL
Country	The Netherlands
Telephone	+31 1359 02 864
Email	info@novacropcontrol.nl

Description of goods	Quantity	Unit weight (kg)	Unit value	HS Code	Location of origin	Total weight (kg)	Total value
Leave samples for destructive research		0,75		0604209000			
Water samples for destructive research		0,50		2853901000			

Number of samples in shipment:		Total shipment value:	€ 1.00
		Discount:	
		Subtotal:	€ 1.00
		Shipping costs:	
		Insurance costs	
		Other costs:	
		Total declared value:	

Name:	
Company:	
Job title:	
Date:	

Signature:

Additional information:

We send water and leaves to test in the laboratory of NovaCropControl (destructive testing). These samples are hardly worth anything. We pay for the analyses that will be done with the samples. So the value is in the analysis and not in the samples. The value of the package is therefore low.

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DOIV

Destructive Research (plant material). Do not open.

Receiver details	
Company	NovaCropControl
Address line 1	Nijverheidsweg 30
Address line 2	
City	Oisterwijk
Zip code	5061 KL
Country	The Netherlands
Telephone	+31 1359 02 864

Sender details	
Company	
Address line 1	
Address line 2	
City	
Postcode	
Country	
Telephone	

- ☐ This shipment contains only leaves (no stem, flowers, fruits, seeds or soil medium).
- ☐ All the plant material in this package is free from fungal, bacterial and virus infection.
- ☐ All the plant material in this packages is free from insects, noxious weed and soil.
- ☐ All the plant material in this package is not intended for reproduction or propagation purposes.
- ☐ I declare that the given information is correct.

Name:

Date:

Signature:

DOIV

Destructive Research (plant material). Do not open.

@Customs: please put forms back in the insert cover.

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