

# General Sample Submission Form

\*Denotes Mandatory field

Fera Reference:  
(For internal use only)

ORDERING DETAILS Company placing the <u>order/contracting</u> the work and who will receive the <u>results/reporting</u> documents.		COMPANY BILLING DETAILS Company <u>paying</u> for the order/work - if different to the ordering company, full details must be given below & a representative from each company must physically sign at the bottom of this form.	
Your Company Name, Address & Postcode *		Your Company Billing Address & Postcode* (If different to left)	
Contact Name*		Accounts Contact*	
Mobile*		Accounts Telephone*	
Email Address*		Accounts Email*	
Telephone		VAT Number*	
Purchase Order number for this order		UK Company Registration number*	
Additional reporting email addresses if necessary		Legal Status*	
		Purchase Order number required by your Company for payment?	YES <input type="radio"/> NO <input type="radio"/>

Number of samples:	Give the number of samples in this order & list the references below & on each sample bag sent (continue on a separate sheet & attach if necessary). If only 1 reference is given for multiple samples, they will be bulked & tested as 1 sample.
Your Reference(s)*	

**Please provide as much accurate information as possible on this form to aid in sample diagnosis.**

THE SAMPLE(S)	THE PROBLEM
Plant genus* (Species, variety)	Specific test required (See – <a href="http://www.Fera.co.uk">www.Fera.co.uk</a> for standard tests. Bespoke tests available on request)
Sample type* (Soil/Water etc.)	‘Diagnose my Plant’ test required? (PTO) (NB: Specific virus testing is not normally be covered under this test. Additional testing may be recommended after initial results) YES <input type="radio"/>
Growing situation <ul style="list-style-type: none"> <li>• Outside/covered etc</li> <li>• Propagation method – (Seed/Cuttings etc)</li> <li>• Pesticide/Herbicide usage &amp; dates</li> <li>• Planting/Sowing date</li> </ul>	Symptoms observed* <ul style="list-style-type: none"> <li>• Signs of pest/disease</li> <li>• Symptom distribution</li> <li>• Parts affected</li> <li>• % of plants affected</li> <li>• Date 1<sup>st</sup> noticed</li> </ul>

Other Information/Comments:
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I hereby authorise Fera Science Ltd to process this order and test the sample(s) in agreement with Fera’s ‘Standard Terms and Conditions for the Supply of Goods & Services’ (available on request). I am aware the invoice will be raised on Fera receiving my order. I have read the testing guidance on the reverse of this form with regards to the information I have given on this submission form. Your statutory rights are not affected.

Signed:		Date:	
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**PLEASE NOTE:** If ‘Ordering’ & ‘Billing’ company are different a representative from both companies must physically sign the form before samples will be processed, this can be signed and scanned. Unsigned forms will not be processed and cause delay in sample testing.

Fera would like to use your contact details to inform you about our services/offers/events, please tick the box if you wish to <u>opt-in</u> to receiving this information. <input type="checkbox"/>
For further details regarding how Fera uses any information you share with us, please see our <u>privacy notice</u> : <a href="http://www.fera.co.uk/privacy-policy">www.fera.co.uk/privacy-policy</a>

Fera hereby excludes all liability for any claim, loss, demands or damages of any kind whatsoever (whether such claims, loss, demands or damages were foreseeable, known or otherwise) arising out of or in connection with the services and the preparation of any technical or scientific report, including without limitation, indirect or consequential loss or damage; loss of actual or anticipated profits (including loss of profits on contracts); loss of revenue; loss of business; loss of opportunity; loss of anticipated savings; loss of goodwill; loss of reputation; loss of damage to or corruption of data; loss of use of money or otherwise, and whether or not advised of the possibility of such claim, loss demand or damages and whether arising in tort (including negligence), contract or otherwise. If, in the course our investigation and in accordance with article 15 of Regulation (EU) 2016/2031 (as amended by The Plant Health (Amendment etc.)) (EU Exit) Regulations 2020, S.I. 1482, Part 3, Regulation 27(14)) on protective measures against pests of plants, we become aware of the presence of a Union quarantine pest or have reason to suspect such a presence, we shall immediately notify our competent authority, Defra. This statement does not affect your statutory rights.

V. 09.23

## Guidance for sending your sample for pest and disease testing to Fera Plant Clinic

### Testing Guidance

- If no specific testing requirements are given on this submission form, your sample will automatically undergo and be charged as our '**Diagnose my Plant**' test – details are here <https://www.fera.co.uk/plant-problem.html>.
- Following any initial testing we may contact you about further testing that may be recommended.
- Please provide as much accurate information as possible on this form to aid our diagnosis.
- Our **standard tests** can be found on our website: <https://fera.co.uk/crop-health>
- For **bespoke tests or quotes** please contact us at [plantclinic@fera.co.uk](mailto:plantclinic@fera.co.uk)

### How to select your sample

The sample you send provides the key for diagnosis, so please consider the following:

- Try to send a sample that is representative of the problem - we need to see the full range of symptoms.
- For diseases, try to include the boundary between healthy and diseased tissue and where possible, include healthy material for comparison and mark as such.
- If symptoms on leaves or shoots show general discoloration or dieback, suggesting possible root damage, then please send us a whole plant (where possible) and include the roots and surrounding soil.
- If you suspect the problem is due to nematodes, please include separate soil and plant samples from both the edge of the affected area and an unaffected area (marked as such).

### How to package your sample

<b>Whole plants</b>	Enclose the moistened root ball in a plastic bag sealed around the plant stem. Place the whole plant in a second plastic bag, inflate slightly and seal.
<b>Leaves and shoots</b>	<ul style="list-style-type: none"> <li>• For suspected <b>Viral</b> problems place samples in a plastic bag, inflate slightly and seal.</li> <li>• For <b>Bacterial/Fungal</b> samples - wrap sample in dry absorbent paper.</li> <li>• For <b>Nematode</b> samples - wrap in moist (not wet) paper.</li> </ul> Then place each type in a plastic bag, inflate lightly and seal.
<b>Fleshy items (Fruit, bulbs vegetables etc)</b>	Wrap in dry, absorbent paper, if rotting/breaking down please wrap individually. Place in a plastic bag, inflate slightly and seal.
<b>Invertebrate pests</b>	Invertebrate pests (insects, mites etc.) should be put in a sealed, crush-proof container. If alive there is no need to put air holes in lid for air, but insects may need to be reared to identify.
<b>Suspected bacteria sample</b>	Wrapped in dry absorbent paper and placed in a plastic bag. For soft fruit petiole samples, wrap in dry paper absorbent and package in separate batches of 50.
<b>Potato tubers</b>	<b>Invertebrates</b> - wrap in dry, absorbent paper. Place in a plastic bag, inflate slightly and seal. Other or Unknown diagnosis - wrap in dry, absorbent paper. Do not place in a plastic bag.
<b>Soil samples</b>	<b>Nematode analysis</b> - place the relevant volume of soil for required test (see website) in a strong plastic bag & seal. Soil sampling protocol available contact: <a href="mailto:nematology@fera.co.uk">nematology@fera.co.uk</a>

All samples should be packed securely with screwed up paper and sent in a strong cardboard box or other crush proof container ensuring that the Sample Submission Form is included in the package inside a separate bag.

Ideally, samples should be dispatched by either courier service or first-class post to arrive at Fera next day. If possible, avoid sending samples over the weekend/Bank holidays, however if unavoidable mark the outer packaging for fresh plant material with '**Please refrigerate on arrival**' if necessary.

<b>Send your sample to:</b>	<b>Contact us:</b>
<b>Plant Clinic Sample Reception - 04G06</b> <b>Fera Science Ltd. (Fera)</b> <b>York Biotech Campus</b> <b>Sand Hutton, York</b> <b>YO41 1LZ, United Kingdom</b>	<b>Phone: +44 (0) 300 100 0322</b> <b>Email: <a href="mailto:plantclinic@fera.co.uk">plantclinic@fera.co.uk</a></b>