

# Sample Mailing Procedures for samples originating from foreign countries

Now that you have received your official paperwork from Earthfort, procede to take samples of your soil, compost or liquid amendment.

IT IS IMPORTANT TO FOLLOW THESE INSTRUCTIONS CLOSELY TO PREVENT ANY DELAYS DURING SHIPPING



1.

1. Place **150g of soil or compost** into small zip-closure bag marked with your unique sample identification name. (Send **250ml for liquid amendments** in a small leak-proof bottle leaving half the bottle left empty for air space.) Send only the amount of material listed here. (See photo 1.) Repeat as needed for each sample. Seal sample bags and/or bottles completely.



2.

2. Place several paper towels or other absorbent material into the containment bag to absorb any material that may leak out during shipping. (See photo 2.)



3.

3. Place samples into large zip-closure bag marked "Containment Bag." Multiple samples may be placed in the containment bag. Do NOT over-fill containment bag. Seal containment bag completely. (See photo 3.)

4. Place sealed containment bag(s) into a sturdy shipping box or container. Multiple containment bags may be placed into one shipping container. (See photo 4.)



4.

5. Fill any additional space in shipping container with light weight packing material to prevent samples from shifting and potentially bursting open during shipping.

6. Print and fill out the [Foreign Testing Form](#) with your information, available at [Earthfort.com](#) under [Lab Services](#). **Please write clearly and carefully.** You can list eight samples per sheet; use as many sheets as you need for the number of samples you want to send. (See photo 6.)

7. Enclose testing form in shipping box. (See photo 7.)



6.

8. Seal box. **Affix only one red and white U.S. government PPQ Form 599 to the outside of the box.** (See photo 8.)

9. Take package to your preferred shipper. You must purchase TWO weigh bills, one (international postage) from your location to San Francisco, California USA and the second (US domestic postage) from San Francisco, California to Corvallis, Oregon. The San Francisco USDA shipping address is located on the red and white permit you received from Earthfort. Select fastest/most cost effective shipping option for you; it is ideal to get your samples to us within 3-5 days.

10. You will receive a confirmation email the day we receive your sample.



7.



8.



Questions? Call our U.S. office 541-257-2612  
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