Health Research Institute

Food, Feed & Other Solid Matrices Sampling Instructions

How to collect, prepare, and ship your sample for testing

Proper sampling is critical to ensure accurate and representative results. Please follow the steps below carefully.

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1. Sample Collection

Use clean, food-grade tools and containers to avoid contamination or degradation.

Collect a **representative sample** from the entire product or batch:

- Packaged items: sample from multiple units when possible.
- Bulk materials (grains, powders, feed): collect from multiple locations (top, middle, bottom).

Avoid collecting only surface material unless instructed.

Sample amount:

- Minimum 200 g (7 oz) per sample; **200–400 g (7–14 oz)** is recommended for optimal analysis.
- For commercial products, a full, unopened container is preferred when available.

Place the sample into a clean, sealable container immediately after collection.

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2. Sample Preparation (if applicable)

Samples may be submitted as-is or lightly prepared.

Solid foods (produce, meat, prepared foods):

- Chop or break into smaller pieces if needed.
- Mix thoroughly to create a composite sample.

Dry materials (grains, powders, feed):

- Mix thoroughly to ensure uniformity.
- Avoid introducing moisture.

Do not heat, cook, or chemically treat the sample.

If unsure, submit unprocessed — HRI can prepare it if needed.

3. Sample Packaging

Unopened original packaging is preferred when traceability is important.

Place the sample in a primary container (e.g., jar or bag), then seal it inside a **second leak-proof bag** to prevent contamination and leakage during shipping.

Clearly label each sample (e.g., “Organic Oats – Lot 123”).

Include absorbent material if leakage is possible.

Use a durable outer container (e.g., cardboard box or mailer).

4. Submission & Shipping

Option A: Kit Submission (Glyphosate Testing Kits)

- Use the materials provided in your kit.
- Include a completed Sample Submission Form.
- Use the prepaid return label and reusable bubble mailer.
- Drop off at any USPS location.

Option B: Direct Submission (Non-Kit Orders)

- Include a completed Sample Submission Form (Analysis Order Form).
- Package samples securely (double-bagging is recommended).
- Ship using a trackable carrier (USPS, UPS, FedEx).

General Shipping Guidelines:

- Ship early in the week to avoid delays.
- Shelf-stable items: Ship at ambient temperature.
- Perishable items: Include cold packs and ship with expedited or overnight service to maintain sample integrity.
- Frozen items: Ship frozen with cold packs or dry ice using overnight shipping to prevent thawing.

Ship to:

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