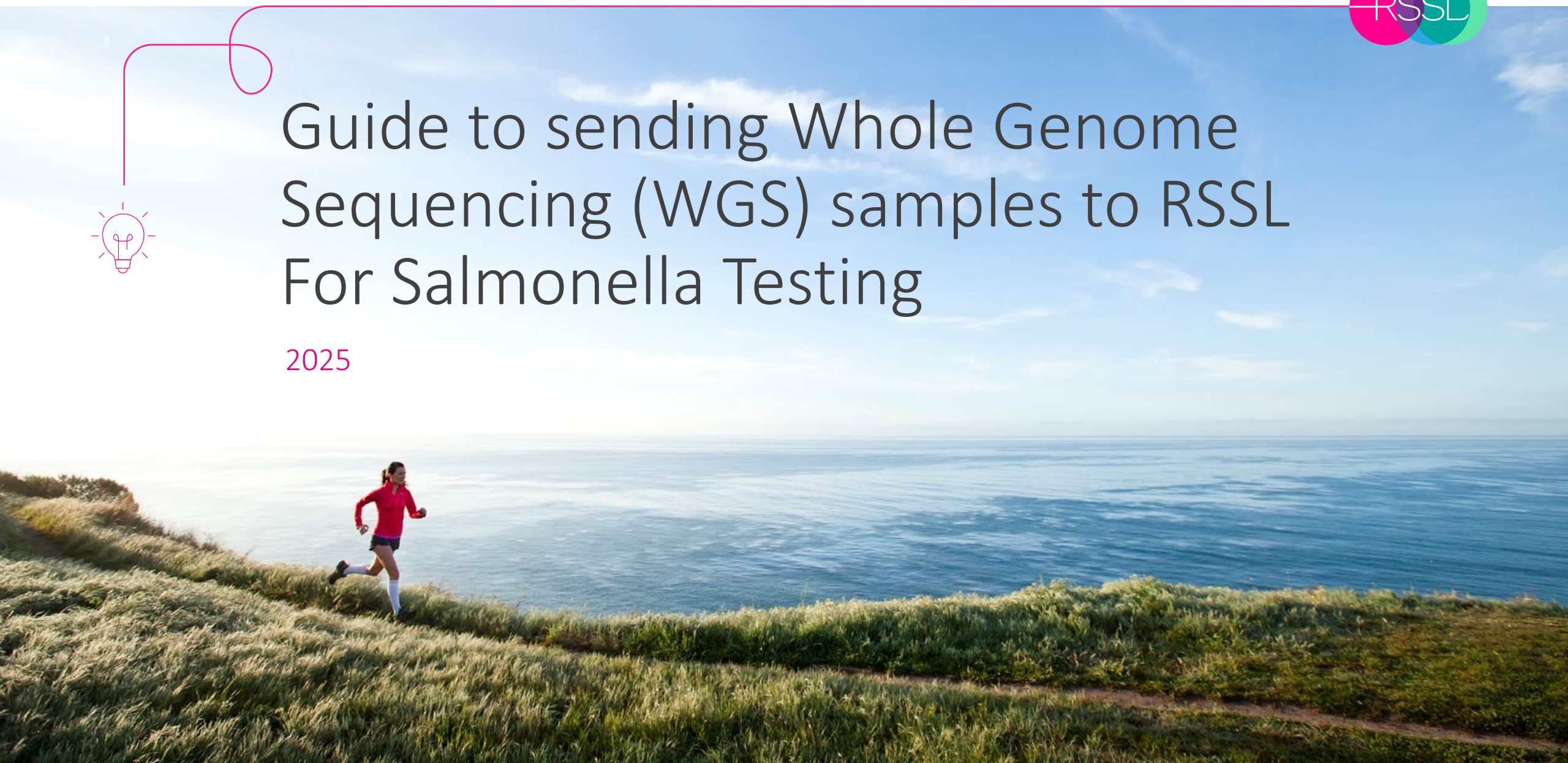




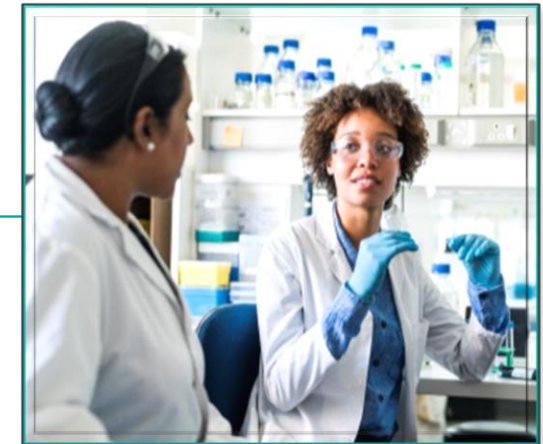
Guide to sending Whole Genome Sequencing (WGS) samples to RSSL For Salmonella Testing

2025



Introduction

- This document summarises the process for testing salmonella samples by WGS as part of quality processes.
- RSSL is a contract research organisation and is a wholly owned subsidiary of Mondelez International
- To help RSSL complete your projects in a timely manner, we need your help to ensure samples are sent to us appropriately.
- This document explains the process required to send samples for Fee-For-Service (FFS) projects and summarises the relevant paperwork for FFS and Accolade projects that are required to help this process run smoothly for both RSSL and customs.



Whole Genome Sequencing Overview



- **Safety Data Sheet (SDS):** For all WGS sample submissions, a SDS must be included to comply with safety regulations.
- **Packaging Requirements:** Follow the Category B Biological Substance packaging guidelines on [Page 11](#).
- **Required Paperwork:** Ensure you include all necessary documentation as outlined on [Page 9](#).
- **Shipping Address:** Send your samples to:

RSSL,
CSA dept,
2-3 Millars Business Centre,
Fishponds Close,
Wokingham,
Berkshire,
United Kingdom,
RG41 2TZ

What's covered

Please find below a summary of the steps required to submit samples to us

Section 1

Ways of Working With Us

[1.1 Ways of Working With Us](#)

[1.2 Fee-For-Service Projects](#)

[1.3 Key Contacts](#)

[1.4 Document Checklist](#)

Section 2

Shipping

[2.1 Packaging Your Samples](#)

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[2.3 Paperwork for Carriers](#)

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Section 3

Sample Submission Form (SSF)

[3.1 WGS SSF Overview](#)

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Section 4

MyRSSL

[4.1 What it is](#)

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Ways of Working With Us

Section 1

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ACCOLADE

- For strategic R&D projects (pre-agreed amount of FTE)
- **Accolade number** needed to start work
- All analytical requests to be discussed first with the **Global Analytical Coordinator** before samples are sent

NOTE: *Internal analytical testing capacity is finite and FTE allocation is defined*

To identify your relevant **Global Analytical Coordinator**, click on Meet the Team page on this site: [Pages - GA home](#)



or

FEE-FOR-SERVICE (FFS)

- Available for food safety & quality support as well as other R&D projects & other category projects
- **Cost centre details** required for inter-company cross charge & **owner approval** (written)
- All requests to be discussed directly with **Jane & Sonalika** in order to scope project requirements, before samples are sent



Jane Staniforth

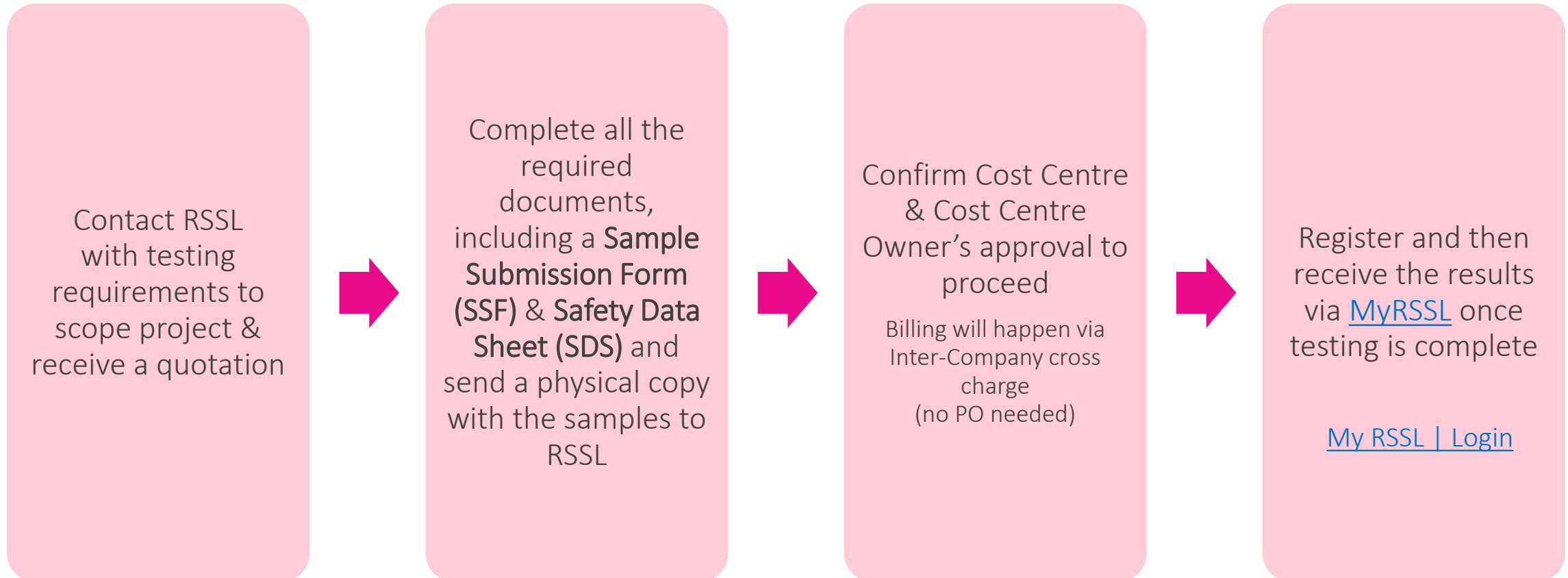


Sonalika Jain

Ways of working for fee-for-service projects



- Each project scoped as needed with RSSL technical teams
- All requests to be discussed directly with your key contact (see slide 8) before samples are sent



Please contact Jane or Sonalika to discuss and agree on the project scope before submitting samples



Jane Staniforth

Head of Innovation &
Research Collaboration



+44 (0) 118 918 4025



jane.staniforth@rssl.com



Sonalika Jain

Research Partner



+44 (0) 118 918 4154



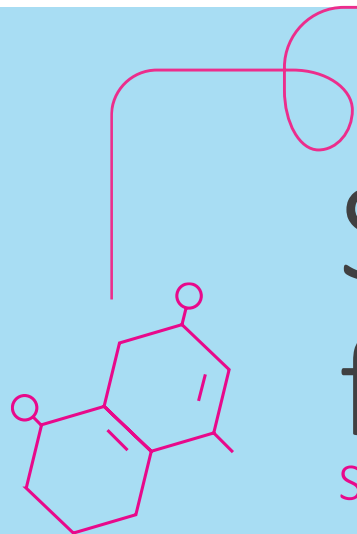
sonalika.jain@rssl.com

Documents Checklist: A Summary



Here is a comprehensive list of documents that you may need for submitting samples to us depending upon your location. More details on requirements and how to fill these can be found in subsequent slides.

Document Name	Use of Document	Countries where required	Required for:
Sample Submission Form (SSF)	So RSSL can identify your samples, and the analysis required	All countries	RSSL
Safety Data Sheet (SDS)	Always required for salmonella samples	All countries	RSSL
Commercial Invoice	Helps get samples through customs without delays	All countries excluding UK	Courier



Shipping Samples for WGS

Section 2

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If you are shipping samples for WGS testing from outside the UK, please send a draft copy of your customs documents to RSSL before sending samples to ensure they have all the required information to prevent holdups at customs.



Packaging Your Samples

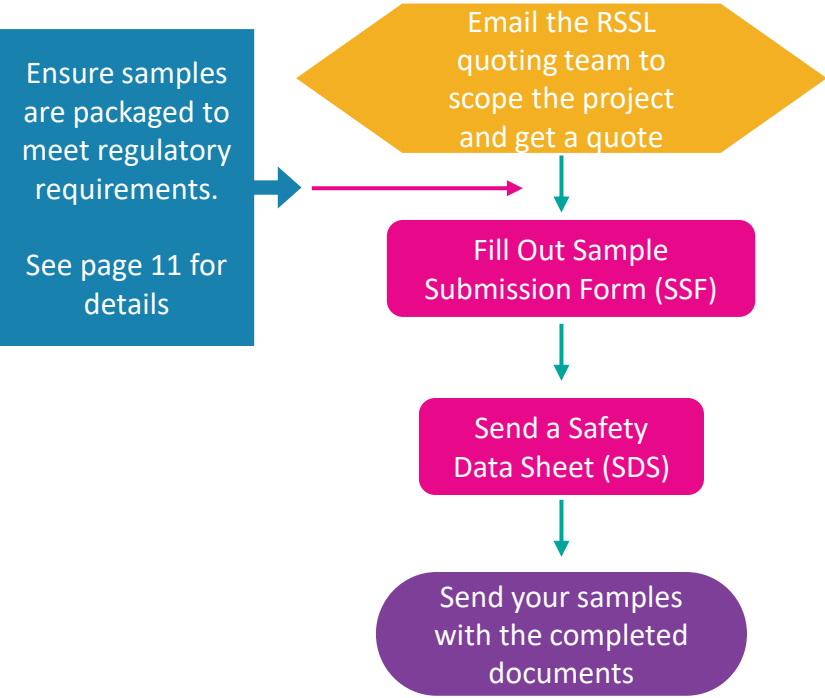


Samples should be sent in 3 layers of packaging following the consideration that there may be residual liquid:

- Packaging must consist of a **primary leakproof receptacle(s)**, a **secondary leakproof packaging** and a **rigid outer packaging**
- **Primary receptacles** must be packed in a way so they cannot **break** or **leak** their contents into the **secondary packaging**
- **Absorbent material** should be placed between the **primary receptacle** and the **secondary packaging**
- Please be aware that correct packaging may not prevent **leakage**, so to avoid **residual liquid**, minimize changes in **temperature** (e.g., moving in and out of fridge) and use a **plastic primary receptacle** to reduce **condensation**
- The best containers will have a **screw top cap** containing an **O-ring**, with **parafilm** used to reinforce
- The **outermost package** must bear the **label** seen to the right on the outside, to indicate an **infectious substance**
- Further details can be found in **Packing Instruction 650 IATA Dangerous Goods Regulations**



Sending WGS samples from the UK

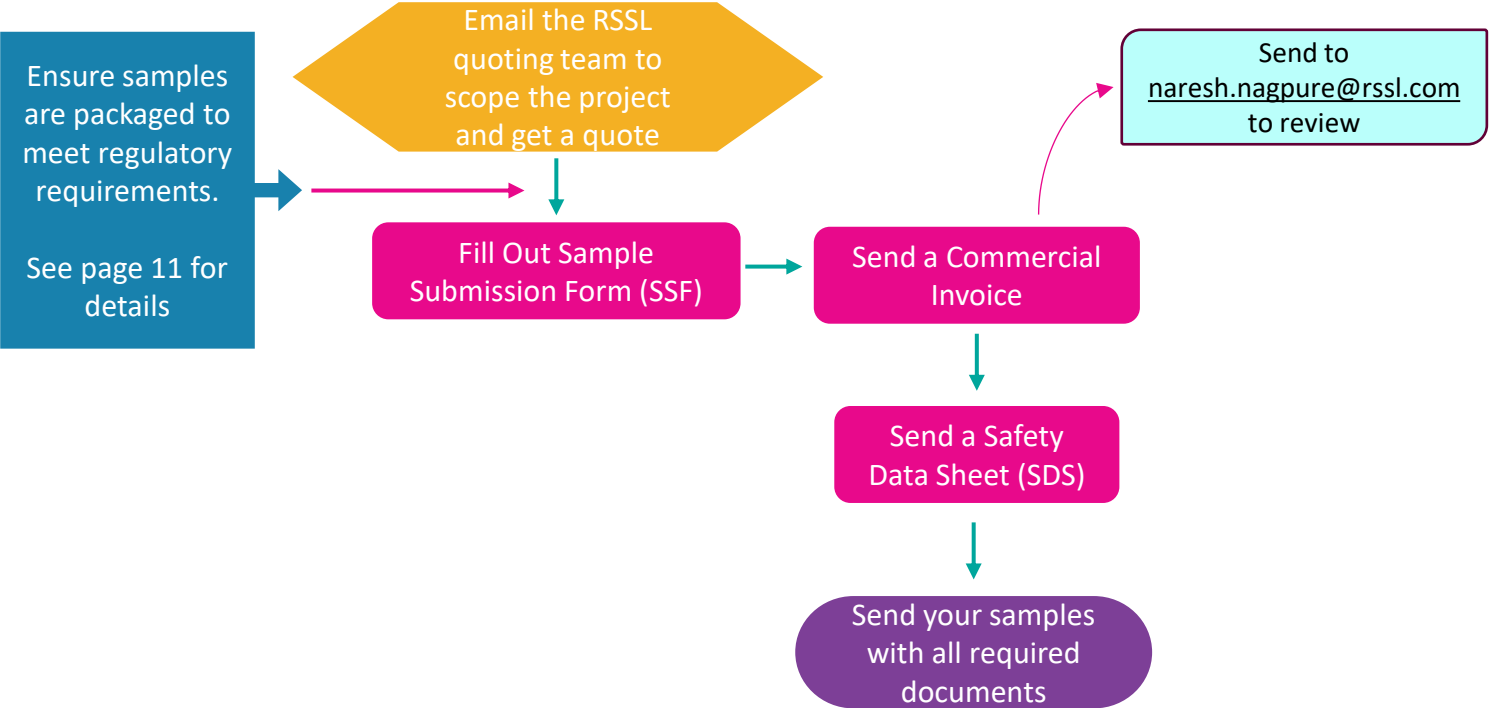


Document Checklist:

To fill as relevant

- ☐ WGS Sample Submission Form
- ☐ Safety Data Sheet

Sending WGS samples from Rest of World



Document Checklist:

To fill as relevant

- ☐ WGS Sample Submission Form
- ☐ Safety Data Sheet
- ☐ Commercial Invoice

For help completing the Commercial Invoice, please see page 15

Shipping Documents

- Commercial Invoice

Choosing a Courier

- Pick the relevant courier for shipping to the UK
- Please pick a global company who can then help get products through customs

Commercial Invoice

Link to Form



Use of Document

A commercial invoice is a document that provides details on a package and its content for customs.

- The document allows customs officials to:
- Know what’s inside the package
 - Apply the correct customs fees and taxes
 - Make sure the package meets all legal requirements
 - Make sure the package doesn’t contain anything dangerous or banned

Important

This document must be sent with all international shipments

How to Fill

- 1 Please fill the sender details with your company's FULL address, phone number, and contact person
- 2 You can find the shipping number from your courier.
- 3 Please ask your finance department to find your VAT Number
- 4 Use a general description of the product. E.g ‘Salmonella isolate in culture media’
- 5 This is the nominal value per unit. E.g. £2
- 6 A Harmonized System (HS) code is a six-digit code that identifies the type of goods being shipped. This can be found at a HS Code Finder such as: <https://apps.parcelforce.com/tariffcode>
The HS code for Salmonella is 3002150000
- 7 This is the total value of all units
e.g. 4 units x £2 = £8 total nominal value.
- 8 For large quantities, estimate the nominal value for e.g., if 25kg then estimate £10/kg
- 9 It is mandatory that you provide the Total Shipping Value.

Once filled in, we recommend sending this document to naresh.nagpure@rssl.com and customshelpdesk@rssl.com to review prior to shipping samples

Commercial Invoice

Sender details

1

Company:

Address line 1:

Address line 2:

Postcode / City:

Country:

Sender name:

Telephone:

Email:

Receiver details

Company:

Address line 1:

Address line 2:

Postcode / City:

Location:

Receiver name:

Telephone:

Email:

Receiver EORI number:

Shipping date:

Shipment number:

Currency:

Reason for export:

Sender VAT number:

Receiver VAT number:

Terms of sale (Incoterms):

GB366262738036

GBP Pound Sterling

Sample

GB 366 2627 38

DDP (Delivered Duty Paid)

Delivery details (if different from receiver)

Company:

Address line 1:

Address line 2:

Postcode / City:

Location:

Delivery contact:

Telephone:

Email:

Reading Scientific Services Limited

Reading Science Centre

Whiteknights Campus, Pepper Lane

RG6 6LA Reading

United Kingdom

Naresh Nagpure

+441189184198 / +44118919400

naresh.nagpure@rssl.com / customshelpdesk@rssl.com

Number of packages in shipment:

Total shipment value:

Discount:

Subtotal:

Shipping costs:

Insurance costs:

Other costs:

Total declared value:

9

Declaration

I declare that the content of this invoice is true and correct.

Name and Signature	Company and Job title	Date



Sample Submission Form (SSF)

Section 3

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Overview of Sample Submission Form (SSF)



- Please ensure all samples for WGS testing are sent to RSSL with a completed SSF & SDS. This is to help the team know who sent the samples and what testing the samples are for.
- Place ALL documentation together on top of the samples so it is immediately available when the package is opened. Providing complete and accurate information will avoid delays in reporting your results.
- Hints and tips for completing the SSF are shown on pages 21 to 24.

[Link to Form](#)

WGS OF SALMONELLA SAMPLE SUBMISSION FORM

Please fully complete this form and place ALL documentation together on top of the samples for immediate availability upon opening the package

THE FOLLOWING INFORMATION MUST BE PROVIDED TO AVOID ANY DELAY REPORTING YOUR RESULTS

CONTACT DETAILS

RSSL PROPOSAL NUMBER:
See quotation if provided

Q-

EMAIL ADDRESS:

CONTACT NAME:
This will be the person who is sending the samples and results should be sent to

DO YOU REQUIRE RESULTS TO BE SHARED WITH ANOTHER RECIPIENT?

Yes

☐

Share with:

PAYMENT DETAILS

PLEASE EITHER ENTER AN ACCOLADE NUMBER OR A NON-ACCOLADE REQUEST

NON-ACCOLADE REQUESTS

(For intercompany cross charging)

COST CENTRE NUMBER:

ENTITY CODE (Mondelēz Country Code):

BUDGET OWNER'S NAME:

LEGAL ENTITY & ADDRESS:
Please advise if invoice address is different

HAS THIS REQUEST BEEN APPROVED BY THE BUDGET OWNER?

Yes ☐ No ☐

PURCHASE ORDER NUMBER:
Only required for where intercompany charge is not possible

ACCOLADE REQUESTS

(For strategic R&D projects)

ACCOLADE NUMBER:

HAVE YOU DISCUSSED THE ANALYSIS WITH FOOD SAFETY CO-ORDINATOR?

Yes ☐ Discussed with:

YOUR SAMPLE REQUIREMENTS

STORAGE CONDITIONS

RSSL will store all received isolates at +5°C whilst analysis is taking place. Upon completion of the work isolates will be transferred to cryovial storage at -80°C within the MDLZ salmonella culture collection. Please let RSSL know if an alternative is required:
Click here to enter text.

TURNAROUND TIME

Anything faster than a 15 day turnaround MUST be agreed by the lab PRIOR to sending samples

30 Working Days

☐

15 Working Days

☐

Custom Turnaround

Click here to enter text.

DISPOSAL (original plate/slope)

Please select 1 option only. The cost of returning the samples is £26.

☐ Return (additional cost)

☐ Destroy

HAVE YOU COMPLETED A SAFETY DATA SHEET

Make sure you send a SDS & SSF with your samples

☐ Safety data sheet (SDS)

SAMPLE & ANALYSIS DETAILS

Sample Number	Sample Description <small>Description of sample, including transport container (slope/plate)</small> <small>Please include information that you would like to appear on the certificate of analysis or report</small>	Sample References <small>Internal client/ secondary laboratory references</small> <small>Please include information that you would like to appear on the certificate of analysis or report</small>	Isolate Source (optional) <small>(E.g., Final product/ environmental swab)</small> <input type="checkbox"/> Please tick if you would not like this to appear on the certificate of analysis or report	Isolate origin date/site (Optional) <input type="checkbox"/> Please tick if you would not like this to appear on the certificate of analysis or report	Testing requirements <small>Please select 1 of 5 options</small> <small>Enter additional information in the 'Further Info' box if needed</small>	No. of Containers per sample
1					Choose an option. Further Info	
2					Choose an option. Further Info	
3					Choose an option. Further Info	
4					Choose an option. Further Info	
5					Choose an option. Further Info	
6					Choose an option. Further Info	
7					Choose an option. Further Info	

How To Complete the Form

- 1

Look for your proposal / quotation number, if you have one. It will look something like this: Q-19896-S9G8. If you don't have one, see [section 1.2](#)
- 2

Enter the name of the stakeholder requesting the work. This is who the results will be sent to.
- 3

Enter the email address where you want to receive the results of the analysis.
- 4

If you want the results sent to someone in addition to the main contact, tick the "Yes" box.
Write the email address of the additional recipient in the "Share with:" space

Mondelēz
International

WGS OF SALMONELLA SAMPLE SUBMISSION FORM

Please fully complete this form and place ALL documentation together on top of the samples for immediate availability upon opening the package

THE FOLLOWING INFORMATION MUST BE PROVIDED TO AVOID ANY DELAY REPORTING YOUR RESULTS

RSSL

1

RSSL PROPOSAL NUMBER:
See quotation if provided

2

CONTACT NAME:
This will be the person who is sending the samples and results should be sent to

3

EMAIL ADDRESS:

4

DO YOU REQUIRE RESULTS TO BE SHARED WITH ANOTHER RECIPIENT?

Yes ☐ Share with:

How To Complete the Form

Important: There are 2 payment options for working with RSSL:

- 1. Non-Accolade requests, often referred to as Fee for Service
- 2. Accolade requests, for strategic R&D projects where the need and associated spend have been pre-agreed. RSSL must confirm if a project can be done under Accolade.

Non-Accolade Requests

1

Enter you Cost Centre number for intercompany cross charging.

2

Enter the Mondelez legal entity country code for your entity.

3

Enter the name of the person who owns the budget for this analysis.

4

A PO is only required where intercompany cross charge is not possible.

Accolade Requests

5

If your project has been approved for using an Accolade number, enter it here.

6

Tick "Yes" if you have discussed the analysis. Fill in the name of the Food Safety Analytical Coordinator you spoke with.

PAYMENT DETAILS			
PLEASE EITHER ENTER AN ACCOLADE NUMBER OR A NON-ACCOLADE REQUEST			
NON-ACCOLADE REQUESTS			
(For intercompany cross charging)			
1	COST CENTRE NUMBER:		LEGAL ENTITY & ADDRESS: <small>Please advise if invoice address is different</small>
2	ENTITY CODE (Mondelez Country Code):		
	BUDGET OWNER'S NAME:		
3	HAS THIS REQUEST BEEN APPROVED BY THE BUDGET OWNER?	Yes <input type="checkbox"/> No <input type="checkbox"/>	4
			PURCHASE ORDER NUMBER: <small>Only required for where intercompany charge is not possible</small>
ACCOLADE REQUESTS			
(For strategic R&D projects)			
5	ACCOLADE NUMBER:		6
			HAVE YOU DISCUSSED THE ANALYSIS WITH FOOD SAFETY CO-ORDINATOR? Yes <input type="checkbox"/> Discussed with:

Sample Requirements



How To Complete the Form

- 1

RSSL will store all isolates at 5°C during analysis. Please let us know if you require a different temperature to be used.
- 2

Standard WGS analysis is done on a 30 or 15 day turnaround. If you have spoken to your RSSL contact and have received a quote for a different turnaround, please enter it under 'Custom Turnaround'. Please note, you must have discussed this with RSSL first.
- 3

You MUST send a completed Safety Data Sheet in the package with your samples.
- 4

Let us know what you would like us to do with your samples after analysis. Returning the samples will add an additional cost of £26.

YOUR SAMPLE REQUIREMENTS			
1	STORAGE CONDITIONS	RSSL will store all received isolates at +5°C whilst analysis is taking place. Upon completion of the work isolates will be transferred to cryovial storage at -80°C within the MDLZ salmonella culture collection. Please let RSSL know if an alternative is required: Click here to enter text.	
2	TURNAROUND TIME Anything faster than a 15 day turnaround MUST be agreed by the lab PRIOR to sending samples	30 Working Days <input type="checkbox"/>	15 Working Days <input type="checkbox"/> Custom Turnaround Click here to enter text.
3	DISPOSAL (original plate/slope) Please select 1 option only . The cost of returning the samples is £26.	<input type="checkbox"/> Return (additional cost) <input type="checkbox"/> Destroy	4 HAVE YOU COMPLETED A SAFETY DATA SHEET Make sure you send a SDS & SSF with your samples <input type="checkbox"/> Safety data sheet (SDS)

How To Complete the Form

- 1

Number each of your samples (1, 2, 3, etc.). Use these same numbers to label the corresponding sample containers.
- 2

Describe each sample clearly, including transport container (slope/plate)
- 3

Include any relevant information that needs to appear on the Certificate of Analysis. This could include batch numbers, production dates, or other identifying information.
- 4

Let us know where this isolate came from. For e.g. Final product/environmental swab
- 5

Let us know the date the isolate was collected and at which MDLZ site.
- 6

Please select 1 of 5 options from the drop-down list:

1. WGS Salmonella Serotype ID/MLST Only

2. WGS Salmonella Serotype ID/MLST, cgMLST-SNV

3. Isolate Storage

4. FASTA Storage

5. Other (please specify below)

If you select 'Other', please expand on this in the 'Further Info' box below.
- 7

How many containers are you sending for each sample number?

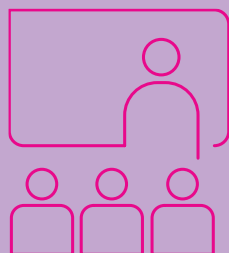
SAMPLE & ANALYSIS DETAILS						
1 Sample Number	2 Sample Description <small>Description of sample, including transport container (slope/plate)</small> <small>Please include information that you would like to appear on the certificate of analysis or report</small>	3 Sample References <small>Internal client/ secondary laboratory References</small> <small>Please include information that you would like to appear on the certificate of analysis or report</small>	4 Isolate Source (optional) <small>(E.g., Final product/ environmental swab)</small> <small><input type="checkbox"/> Please tick if you would not like this to appear on the certificate of analysis or report</small>	5 Isolate origin date/site (Optional) <small><input type="checkbox"/> Please tick if you would not like this to appear on the certificate of analysis or report</small>	6 Testing requirements <small>Please select 1 of 5 options</small> <small>Enter additional information in the 'Further Info' box if needed</small>	7 No. of Containers per sample
1					<div>Choose an option.</div> <div>Further Info</div>	
2					<div>Choose an option.</div> <div>Further Info</div>	



MyRSSL

Section 4

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My RSSL is an online portal designed to streamline project management, and accessing results. It offers a seamless and transparent experience, ensuring you stay informed and in control.



Project Management

- Once a project has been created, you will be able to monitor its progress, view details, and manage other projects, all in one place.



Real Time Results

- Have instant access to your analytical reports as soon as they are ready.

Collaboration Tools

- Share your project and results with colleagues and manage user permissions effortlessly.



Communities are collaborative groups on MyRSSL that allow users within the same organization or team to share access to project data and results.

Enhanced Collaboration

Facilitates seamless information sharing among team members.



Customizable Access Controls

Allows administrators to define user roles and permissions, ensuring appropriate access levels.



Centralized Data Access

Provides a unified platform for accessing project data, reducing duplication and ensuring consistency.



Improved Project Visibility

Enables users to view and track projects shared within their community, enhancing transparency.



Secure Data Management

Ensures that sensitive information is shared only with authorized individuals, maintaining data integrity.



4.3

How To Sign Up



- 1. Access MyRSSL [here](https://my.rssl.com/) or search <https://my.rssl.com/>
- 2. If you don't already have an account, click 'Register' and complete the registration form.
- 3. Once done you will be able to login with your email and password.

Register

First Name *

First Name

Last Name *

Last Name

Job Title *

Job Title

Email *

Please note. We can't accept personal email addresses e.g. hotmail, gmail etc. only company email addresses.

Email

Password *

Minimum 8 characters. 1 uppercase, 1 lowercase, 1 number, 1 special character from !£\$%^&*()

Password

Confirm Password *

Confirm Password

Sector *

Select Sector

Sub Sector *

Select Sub Sector

Company Name *

Company Name

Company Registered Address / Site Address *

Address Line 1

Address Line 2

Address Line 3

City / Site *

Postcode

Country *

Select Country

Telephone

Telephone

Company Number

Company Number

☐ Please accept My RSSL [Terms](#). *

Register

[Login instead?](#)