

Transforming lives through science, innovation and collaboration



# Guide to sending samples to RSSL

Version 2, March 2026



# Introduction

- 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 to RSSL. This is for Fee-For-Service (FFS) and R+D projects via Accolade
- This document summarises the relevant paperwork needed to be completed for FFS and Accolade projects, that is required to help this process run smoothly for both RSSL and import Customs.



# What's covered

Please find below a summary of the steps required to **scope projects** with RSSL and then **submit samples** to us

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# Ways of Working With Us

Section 1

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## ACCOLADE

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

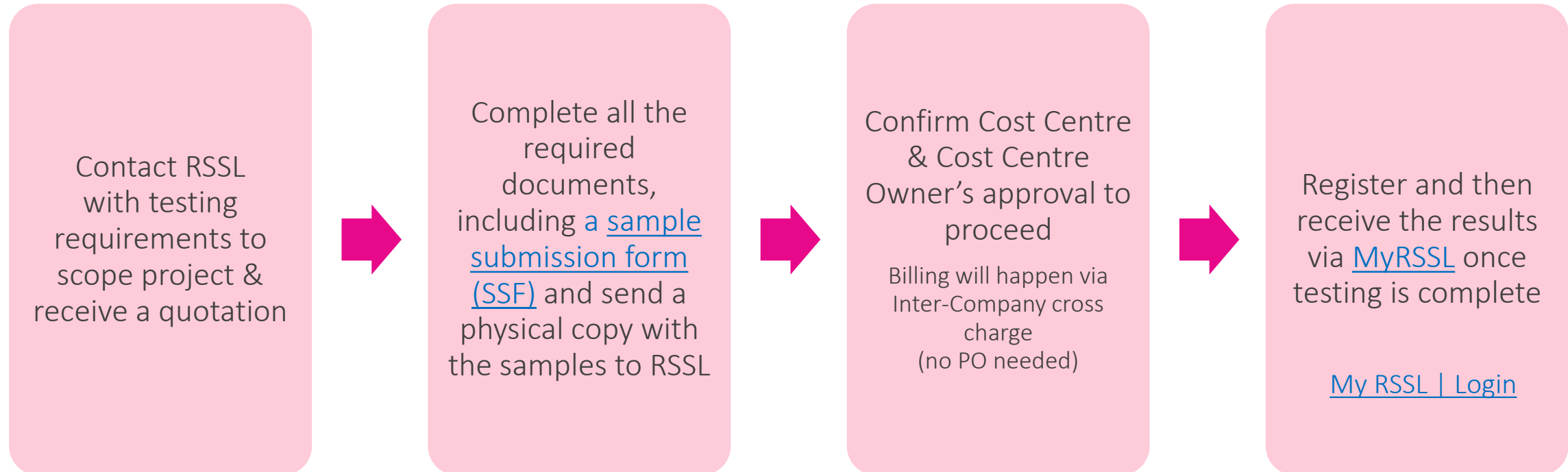


Sonalika Jain



Jane Staniforth

- Each project is scoped as needed with the RSSL technical teams
- All requests to be discussed directly with your key contact (see slide 7) before samples are sent



# RSSL key contacts



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



**Sonalika Jain**

Research Partner



+44 (0) 118 918 4154



[Sonalika.Jain@rssl.com](mailto:Sonalika.Jain@rssl.com)



**Jane Staniforth**

Head of Innovation &  
Research Collaboration



+44 (0) 118 918 4025



[Jane.Staniforth@rssl.com](mailto:Jane.Staniforth@rssl.com)

# Documents Checklist: A Summary



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

The documents can be accessed [here](#) so you can complete them.

Document Name	Use of Document	Countries where required	Required for:
<a href="#">Sample Submission Form (SSF)</a>	So RSSL can identify your samples, and the analysis required	All countries	RSSL
Safety Data Sheet (SDS)	Required if your samples are hazardous	All countries	RSSL
<a href="#">Commercial Invoice</a>	Helps get samples through customs without delays	All countries excluding UK	Courier
<a href="#">Shipper's Certification for Non – Hazardous Cargo</a>	An extra document for Asia to let samples through customs without delay	Asian countries only	Courier
<a href="#">Import Licence</a>	To get the following through customs: Products containing dairy ingredients, eggs and honey.	Argentina, Australia, Brazil, Canada, China, India, Mexico, Russia, Singapore, South Africa, Thailand, Turkey, Ukraine and USA only	Courier
<a href="#">Letter to Shipping Company</a>	To allow the shipment of dairy products to the UK	India only	Courier



# Sample Submission Form (SSF)

Section 2



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# Overview of Sample Submission Form (SSF)





- Please ensure all samples sent to RSSL are sent with a completed SSF. This is to help the receiving 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 11-14.

 <b>SAMPLE SUBMISSION FORM</b> 			
<small>Please fully complete this form and place ALL documentation together on top of the samples for immediate availability upon opening the package</small> <small><b>THE FOLLOWING INFORMATION MUST BE PROVIDED TO AVOID ANY DELAY REPORTING YOUR RESULTS</b></small>			
CONTACT DETAILS			
<small>RSSL PROPOSAL NUMBER:</small> <small>See quotation if provided</small>	Q-	<small>EMAIL ADDRESS:</small>	
<small>CONTACT NAME:</small> <small>This will be the person who is sending the samples and results should be sent to</small>		<small>DO YOU REQUIRE RESULTS TO BE SHARED WITH ANOTHER RECIPIENT?</small>	Yes <input type="checkbox"/> Share with:
PAYMENT DETAILS			
<small>PLEASE EITHER ENTER AN ACCOLADE NUMBER OR A NON-ACCOLADE REQUEST</small>			
NON-ACCOLADE REQUESTS			
<small>(For intercompany cross charging)</small>			
<small>ENTITY CODE (Mondelēz Country Code):</small>		<small>LEGAL ENTITY &amp; ADDRESS:</small> <small>Please advise if invoice address is different</small>	
<small>BUDGET OWNER'S NAME:</small>		<small>PURCHASE ORDER NUMBER:</small> <small>Only required for where intercompany charge is not possible</small>	
<small>HAS THIS REQUEST BEEN APPROVED BY THE BUDGET OWNER?</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<small>HAS THE BUDGET OWNERS APPROVAL BEEN PROVIDED BY EMAIL?</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
ACCOLADE REQUESTS			
<small>(For strategic R&amp;D projects)</small>			
<small>ACCOLADE NUMBER:</small>		<small>HAVE YOU DISCUSSED THE ANALYSIS WITH GLOBAL ANALYTICAL CO-ORDINATOR?</small>	Yes <input type="checkbox"/> Discussed with:
YOUR SAMPLE REQUIREMENTS			
<small>STORAGE CONDITIONS</small>	Ambient <input type="checkbox"/>	Chilled +5°C <input type="checkbox"/>	Frozen -18°C <input type="checkbox"/>
<small>TURNAROUND TIME</small> <small>Anything faster than a standard turnaround MUST be agreed by the lab PRIOR to sending samples</small>	Standard (10 Working Days) <input type="checkbox"/>	5 Working Days <input type="checkbox"/>	2 Working Days <input type="checkbox"/>
		Priority Response Services (PRS) <input type="checkbox"/>	
<small>DO YOU REQUIRE YOUR SAMPLES TO BE RETURNED?</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<small>ARE SAMPLES / RESULTS TO BE USED IN LEGAL PROCEEDINGS?</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>

<small>PROJECT TITLE:</small>						
<small>OBJECTIVE OF ANALYSIS (What questions are we trying to answer?):</small>						
<small>PROJECT BACKGROUND (include details of the expected business benefit (cost savings/volume growth) to Mondelēz) – Additional sample information if relevant:</small>						
SAMPLE & ANALYSIS DETAILS						
<small>Sample Number</small> <small>Number your samples 1,2,3 etc. and on all corresponding sample(s) containers</small>	<small>Sample Description / Type</small> <small>e.g., Cocoa Powder, Choc Filling, Biscuits, Chocolate Bars</small>	<small>References / Batches / Dates</small> <small>Include all information that is to appear on the Certificate of Analysis</small>	<small>For Matilda (12 digit) or Cocoa Journey ID (6 or 7 digit) – code only</small> <small>*The data mining code must be detailed here to ensure that results can be exported from LIMS to the database</small>	<small>Analysis Required / Method Reference</small> <small>Make it clear what analysis is required for which sample(s) &amp; include a method reference if known</small>	<small>No. of Containers Provided Per Sample</small>	<small>Amount of sample provided per container (g) (if applicable)</small>

## How To Complete the Form – slide 1 of 4

- 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, you need to request 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

		<b>SAMPLE SUBMISSION FORM</b>		
<i>Please fully complete this form and place ALL documentation together on top of the samples for immediate availability upon opening the package</i>				
<b>THE FOLLOWING INFORMATION MUST BE PROVIDED TO AVOID ANY DELAY REPORTING YOUR RESULTS</b>				
CONTACT DETAILS				
<b>1</b> <b>RSSL PROPOSAL NUMBER:</b> <i>See quotation if provided</i>	Q-	<b>3</b> <b>EMAIL ADDRESS:</b>		
<b>2</b> <b>CONTACT NAME:</b> <i>This will be the person who is sending the samples and results should be sent to</i>		<b>4</b> <b>DO YOU REQUIRE RESULTS TO BE SHARED WITH ANOTHER RECIPIENT?</b>	Yes <input type="checkbox"/> <b>Share with:</b>	

# Payment Details



## How To Complete the Form – slide 2 of 4

**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 & Global Analytical 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 Global Analytical Coordinator you spoke with.

A summary of the Global Analytical Coordinators can be found [here](#)

PAYMENT DETAILS			
PLEASE EITHER ENTER AN ACCOLADE NUMBER OR A NON-ACCOLADE REQUEST			
<b>NON-ACCOLADE REQUESTS</b> (For intercompany cross charging)			
1	COST CENTRE NUMBER:		
2	ENTITY CODE (Mondelez Country Code):		LEGAL ENTITY & ADDRESS: <i>Please advise if invoice address is different</i>
	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: <i>Only required for where intercompany charge is not possible</i>
<b>ACCOLADE REQUESTS</b> (For strategic R&D projects)			
5	ACCOLADE NUMBER:		6
			HAVE YOU DISCUSSED THE ANALYSIS WITH GLOBAL ANALYTICAL CO-ORDINATOR? Yes <input type="checkbox"/> Discussed with:

## How To Complete the Form – slide 3 of 4

- 1 Tick the appropriate box to indicate how the samples should be stored. If no storage condition is ticked, RSSL will store the samples at ambient temperature.
- 2 Turnaround times faster than the standard must be pre-agreed.
- 3 Tick "Yes" if you want your samples returned after analysis. Note that samples being returned will incur an additional cost of £26.
- 4 Tick "Yes" if you know samples are likely to be used in legal proceedings, we will do our best to reduce the number of colleagues involved in handling the samples.
- 5 Clearly state the purpose of the analysis.
  - What are you hoping to find out?
  - What questions are you trying to answer?
  - Is this part of a larger project?
- 6 Provide context for the analysis. Explain the background of the project and any additional relevant information about the samples.

YOUR SAMPLE REQUIREMENTS				
1	STORAGE CONDITIONS	Ambient <input type="checkbox"/>	Chilled +5°C <input type="checkbox"/>	Frozen -18°C <input type="checkbox"/>
2	TURNAROUND TIME <small>Anything faster than a standard turnaround MUST be agreed by the lab PRIOR to sending samples</small>	Standard (10 Working Days) <input type="checkbox"/>	5 Working Days <input type="checkbox"/>	2 Working Days <input type="checkbox"/>
3	DO YOU REQUIRE YOUR SAMPLES TO BE RETURNED?	Yes <input type="checkbox"/> No <input type="checkbox"/>	4	ARE SAMPLES / RESULTS TO BE USED IN LEGAL PROCEEDINGS? Yes <input type="checkbox"/> No <input type="checkbox"/>
PROJECT TITLE:				
5	OBJECTIVE OF ANALYSIS (What questions are we trying to answer?):			
6	PROJECT BACKGROUND (include details of the expected business benefit (cost savings/volume growth) to Mondelēz) – Additional sample information if relevant:			

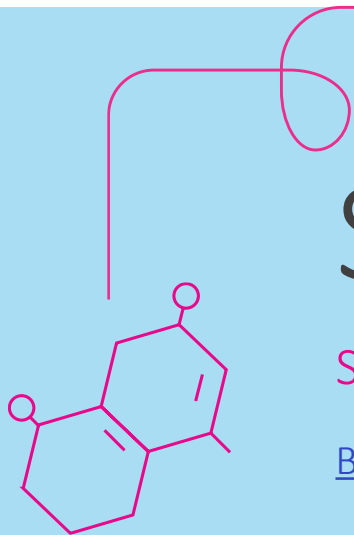
## How To Complete the Form – slide 4 of 4

- 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. For example, "Cocoa Powder," "Chocolate Filling," "Biscuits," or "Cream Cheese."
- 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 If applicable, provide the Matilda or Cocoa Journey ID code. These are for modelling purposes.
- 5 Be specific about the analysis required for each sample. If you know the method reference, include it.
- 6 How many containers are you sending for each sample number?
- 7 How much sample is in each container (approximate in grams)?

### SAMPLE & ANALYSIS DETAILS

1 <b>Sample Number</b> <i>Number your samples 1,2,3 etc. and on all corresponding sample(s) containers</i>	2 <b>Sample Description / Type</b> <i>e.g., Cocoa Powder, Choc Filling, Biscuits, Chocolate Bars</i>	3 <b>References / Batches / Dates</b> <i>Include all information that is to appear on the Certificate of Analysis</i>	4 <b>Matilda (12 digit) or Cocoa Journey ID (6 or 7 digit) – code only</b> <i>*The data mining code must be detailed here to ensure that results can be exported from LIMS to the database</i>	5 <b>Analysis Required / Method Reference</b> <i>Make it clear what analysis is required for which sample(s) &amp; include a method reference if known</i>	6 <b>No. of Containers Provided Per Sample</b>	7 <b>Amount of sample provided per container (g) (if applicable)</b>

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# Shipping Samples

## Section 3

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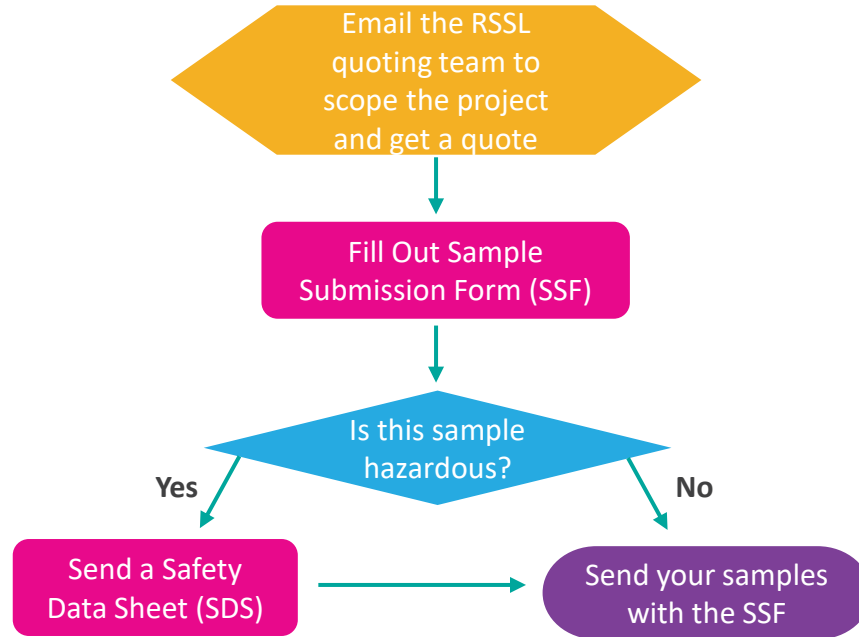
If you are shipping samples from outside the UK, please send a draft copy of your customs documents to RSSL before sending samples to ensure they have all the required information to prevent holdups at customs.

Separate instructions are provided for shipping from:

- Within the UK
- Asia
- India
- Argentina, Australia, Brazil, Canada, China, India, Mexico, Russia, Singapore, South Africa, Thailand, Turkey, Ukraine and USA only



# Sending samples from the UK

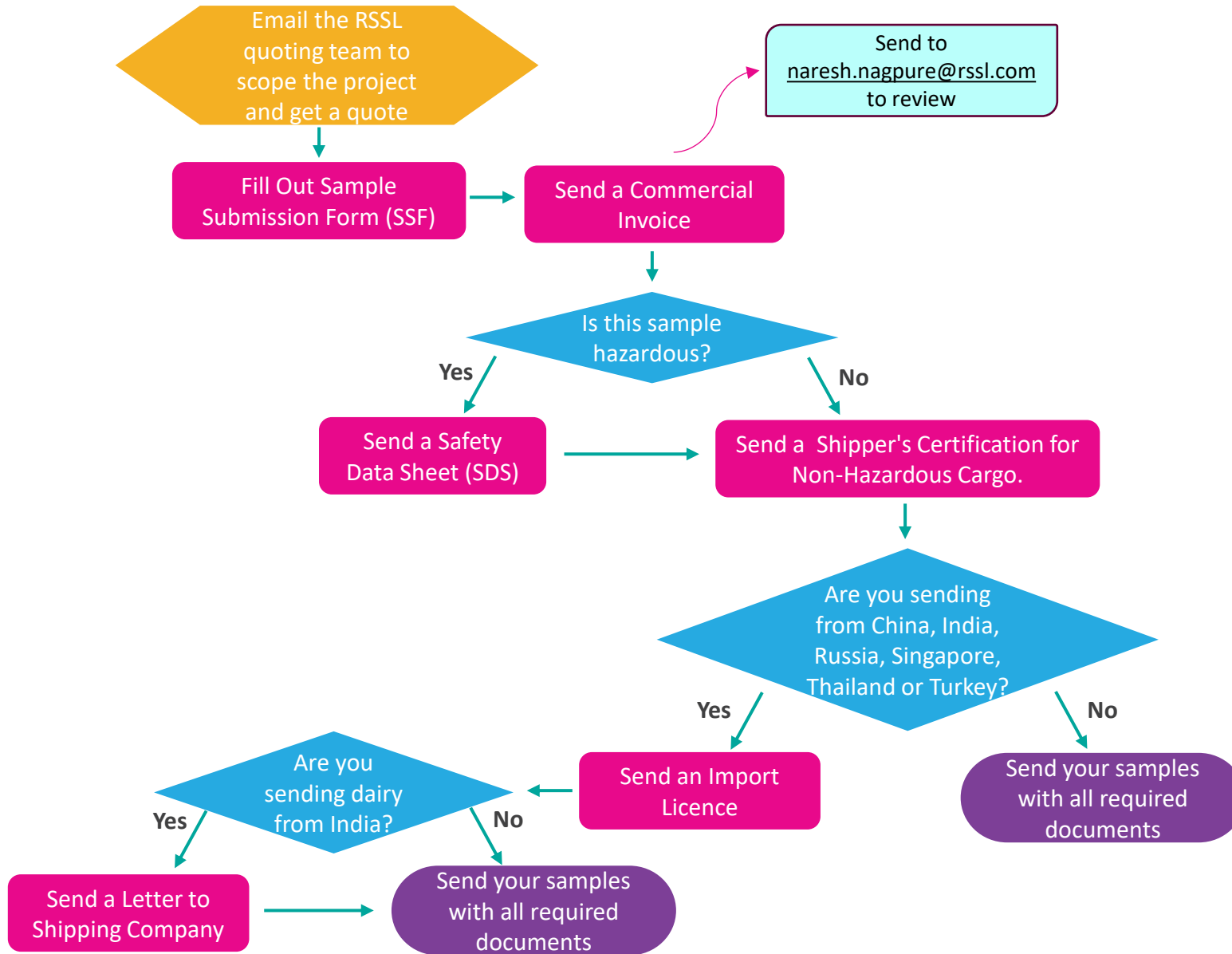


## Document Checklist:

To fill as relevant

- Sample Submission Form
- Safety Data Sheet

# Sending samples from Asia



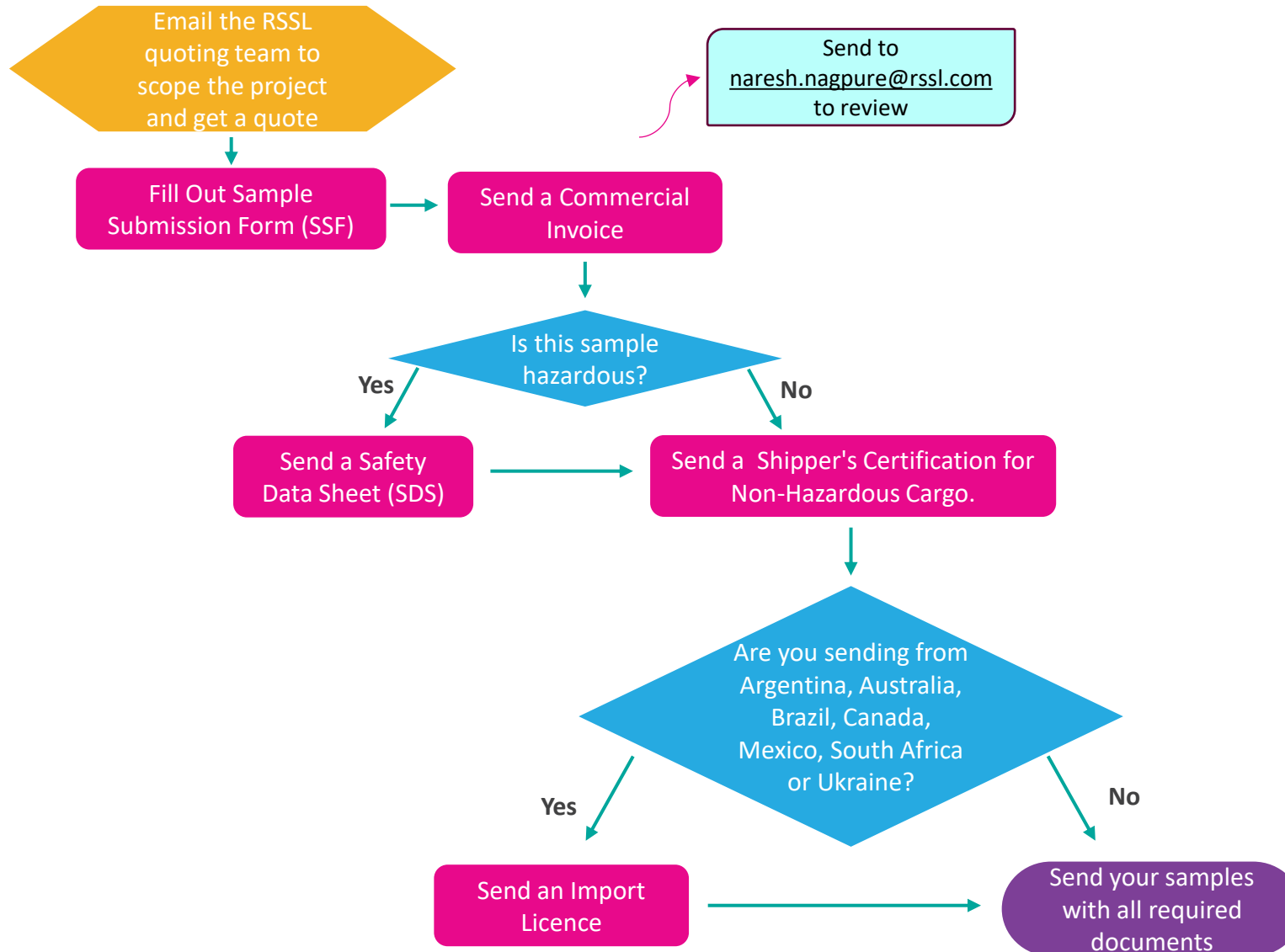
## Document Checklist:

To fill as relevant

- Sample Submission Form
- Safety Data Sheet
- Commercial Invoice
- Shipper's Certification for Non-Hazardous Cargo
- Import Licence (China, India, Singapore, Thailand or Turkey only)
- Letter to Shipping Company (India only)

**For help completing the forms, please see pages 20 to 23**

# Sending samples from Rest of World



## Document Checklist:

To fill as relevant

- Sample Submission Form
- Safety Data Sheet
- Commercial Invoice
- Shipper's Certification for Non-Hazardous Cargo
- Import Licence (Argentina, Australia, Brazil, Canada, Mexico, South Africa, Ukraine only)

For help completing the forms, please see pages 20 to 23

## Shipping Documents

- Commercial Invoice
- Shipper's Certification for Non – Hazardous Cargo
- Letter to shipping company
- Import Licence
- Copies of all documents can be accessed **here**



## 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



[DOWNLOAD HERE](#)

## Commercial Invoice

### 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., 'Biscuits, Chocolate, Cheese, etc.'
- 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>
- 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](mailto:naresh.nagpure@rssl.com) and [customshelpdesk@rssl.com](mailto:customshelpdesk@rssl.com) to review prior to shipping samples

<b>Sender details</b> 1 Company: <input type="text"/> Address line 1: <input type="text"/> Address line 2: <input type="text"/> Postcode / City: <input type="text"/> <input type="text"/> Country: Please select Sender name: <input type="text"/> Telephone: <input type="text"/> Email: <input type="text"/>		Receiver EORI number: <input type="text" value="GB366262738036"/> Shipping date: <input type="text"/> Shipment number: 2 <input type="text"/> Currency: GBP Pound Sterling Reason for export: Sample Sender VAT number: 3 <input type="text"/> Receiver VAT number: <input type="text" value="GB 366 2627 38"/> Terms of sale (Incoterms): DDP (Delivered Duty Paid)																																																			
<b>Receiver details</b> Company: <input type="text" value="Reading Scientific Services Limited"/> Address line 1: <input type="text" value="Reading Science Centre"/> Address line 2: <input type="text" value="Whiteknights Campus, Pepper Lane"/> Postcode / City: <input type="text" value="RG6 6LA"/> <input type="text" value="Reading"/> Location: <input type="text" value="United Kingdom"/> Receiver name: <input type="text" value="Naresh Nagpure"/> Telephone: <input type="text" value="+441189184198 / +44118919400"/> Email: <input type="text" value="naresh.nagpure@rssl.com / customshelpdesk@rssl.com"/>		<b>Delivery details (if different from receiver)</b> Company: <input type="text" value="Reading Scientific Services Limited"/> Address line 1: <input type="text" value="Reading Science Centre"/> Address line 2: <input type="text" value="Whiteknights Campus, Pepper Lane"/> Postcode / City: <input type="text" value="RG6 6LA"/> <input type="text" value="Reading"/> Location: <input type="text" value="United Kingdom"/> Delivery contact: <input type="text" value="Naresh Nagpure"/> Telephone: <input type="text" value="+441189184198 / +44118919400"/> Email: <input type="text" value="naresh.nagpure@rssl.com / customshelpdesk@rssl.com"/>																																																			
<table border="1"> <thead> <tr> <th>Description of goods <small>General description eg biscuits/ choc / cheese</small></th> <th>Quantity</th> <th>Unit weight (kg)</th> <th>Unit value (£)</th> <th>HS code</th> <th>Location of origin</th> <th>Total weight (kg)</th> <th>Total nominal value eg. £10</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>5</td> <td></td> <td>6</td> <td>7</td> <td></td> <td></td> <td>8</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Description of goods <small>General description eg biscuits/ choc / cheese</small>	Quantity	Unit weight (kg)	Unit value (£)	HS code	Location of origin	Total weight (kg)	Total nominal value eg. £10	4	5		6	7			8																																
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4	5		6	7			8																																														
Number of packages in shipment: <input type="text"/> Total shipment value: 9 <input type="text"/> Discount: <input type="text"/> Subtotal: <input type="text"/> Shipping costs: <input type="text"/> Insurance costs: <input type="text"/> Other costs: <input type="text"/> Total declared value: <input type="text"/>																																																					
<b>Declaration</b> I declare that the content of this invoice is true and correct.																																																					
Name and Signature		Company and Job title		Date																																																	

# Shipper's Certification for Non – Hazardous Cargo

## Use of Document

The certification for non-hazardous cargo certifies that the substances of this shipment are properly described by name, that they are not listed in the current edition of IATA/ Dangerous Goods Regulation (DGR), and that they are known not to be dangerous, i.e not restricted.

**Important**  
This document must be sent with all International shipments

## How to Fill

- 1 Please fill with your address.
- 2 Fill with the RSSL address, you can find this on your quote along with the name.
- 3 The air waybill (AWB) number is a unique 11-digit code that identifies a shipment. You can find this on your shipping label.
- 4 This information can be found from the courier company you are using.
- 5 A UN number is a four-digit code used to identify dangerous goods. If your sample is classified as hazardous, you MUST include the correct UN number.
- 6 Provide a brief description of the goods e.g., Chocolate, Biscuits, Cream cheese, etc.
- 7 The gross weight is the total weight, including packaging.
- 8 The net weight is the weight of the contents only, so does not include packaging.

### Shipper's Certification for Non – Hazardous Cargo

Sender/Consignor (Name & Address): <b>1</b>		AWB Number: <b>3</b>		Date of Shipping:	
		Airport of Departure: <b>4</b>		Airport of Destination: <b>4</b>	
Receiver/Consignee (Name & Address): <b>2</b>		Declaration This is to certify that the articles / substances of this shipment are properly described by name. They are not listed in the forbidden list in current edition of IATA Dangerous Good Regulation (DGR) OR Alphabetical list of Dangerous Goods OR they do not correspond to any hazard classes appearing in the DGR, section 3, classification of Dangerous goods. They are not known to be dangerous i.e. not restricted. Furthermore, the shipper confirms that the goods are in proper condition for transportation on a passenger carrying aircraft. (DGR, 8.1.23.) of international Air Transport Association (IATA).			
UN / ID Number <b>5</b>	Description of Goods <b>6</b>	Quantity per Package	Total Number of Packages	Gross Weight (Kg) <b>7</b>	Net Weight (Kg) <b>8</b>
Note: The undersigned has read and understood the procedures listed by IATA and ICAO in the DGR manual and is technically competent to classify and certify the goods tendered for transportation. Requirement of the signature should confirm to 8.1.4.					
Place of Issue:			Sender Name:		
Date of Issue:			Signature & Company Stamp:		

# Letter to shipping company (India Only)

[DOWNLOAD HERE](#)



## Use of Document

The letter to shipping company must be given to your courier to allow for the shipment of dairy products from India.

## How to Fill

- 1 Update with relevant courier name.
- 2 Enter your FedEx or other Courier's tracking number here.
- 3 Please fill all this information with your relevant details.
- 4 Adjust the treatment as relevant.

Dear Sir/Madam,

This is in relation to <sup>1</sup> ~~Fedex~~ <sup>2</sup> shipment reference .....

I can confirm the following information in relation to this shipment:

Name of sender:	3
Address of sender:	
Description of material:	
Animal species of origin:	
Category of the material as defined in Regulation (EC) No 1069/2009: Category 3	
Quantity in Kg:	
Place of Origin:	

Name of receiver: Reading Scientific Services Limited  
Address of receiver: Reading Science Centre, Pepper Lane, Reading, RG6 6LA

The product is not derived from animal known or suspected to be infected with a pathogen which causes a notifiable disease to which the animals from which the products are derived are susceptible according to European Regulations or the Animal Health Regulations of the exporting country.

The product does not originate from animals in a premises or region or zone of a country that is subject to official restrictions due to a notifiable disease to which the animals are susceptible according to European or other National Animal Health Regulations.

Pasteurisation treatment (HTST) at 72°C for 15 seconds applied twice to the milk <sup>4</sup>

Yours sincerely

## Important

You must add your Letterhead to this document template and add shipping / courier name

# Import licence

[DOWNLOAD HERE](#)




## Use of Document

The import licence is a document issued by the UK national government authorizing the importation of certain goods into the UK.

This will help products containing dairy, eggs & honey for testing purposes not be held up by customs.

**Important**  
Include a copy of this document in your courier pack

Authorisation No: ITIMP25.0892

  
Animal & Plant Health Agency

**The Trade in Animals and Related Products Regulations 2011 (as amended)**  
Animal By-products (Enforcement) (England) Regulations 2013  
Animal By-products (Enforcement) (Scotland) Regulations 2013  
Animal By-products (Enforcement) (Wales) Regulations 2014

**AUTHORISATION FOR THE IMPORTATION FROM THIRD COUNTRIES OF TRADE SAMPLES**


The Secretary of State for Environment, Food and Rural Affairs, by this authorisation issued under Article 28 of Regulation (EU) 142/2011 authorises:

Naresh Nagpure RSSL Reading Science Centre Whitenights Campus Pepper Lane Reading RG6 6LA	Name and full postal address of importer responsible for consignment
	Name and full postal address of destination premises (if different from importer)

to land in England, in accordance with the conditions set out below,

Finished various products containing dairy, eggs, and honey, intended for particular studies or analyses (Not for resale).	Product
From	
Argentina, Australia, Brazil, Canada, China, India, Mexico, Russia, Singapore, South Africa, Thailand, Turkey, Ukraine, and USA	Countries of origin
At	
Any Border Control Post designated for animal by-products in England	Ports of entry

**This licence expires on 2 years less one day from the date of signature. After this date the licence should have either been renewed, deleted, destroyed, or returned.**

Signed:  Dated: 27 November 2025

Name: Andrew Lee  
Officer of the Animal and Plant Health Agency  
authorised by the Secretary of State.

Template 94 ABP Trade Samples v2.2 July 2025

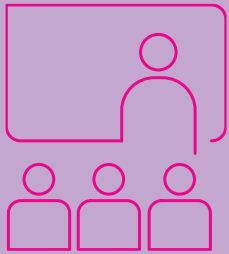
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# MyRSSL

## Section 4

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MyRSSL 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.



# 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 \*

Last Name \*

Job Title \*

Email \*

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

Password \*

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

Confirm Password \*

Sector \*

Sub Sector \*

Company Name \*

Company Registered Address / Site Address \*






Country \*

Telephone

Company Number

Please accept My RSSL [Terms](#). \*

[Login instead?](#)

# Query Contacts

If you have any additional queries on shipping samples to RSSL please contact:



**Sonalika Jain**

Research Partner



+44 (0) 118 918 4154



[Sonalika.Jain@rssl.com](mailto:Sonalika.Jain@rssl.com)



**Jane Staniforth**

Head of Innovation & Research  
Collaboration



+44 (0) 118 918 4025



[Jane.Staniforth@rssl.com](mailto:Jane.Staniforth@rssl.com)



**Naresh Nagpure**

Financial Controller



+44 (0) 118 918 4198



[Naresh.Nagpure@rssl.com](mailto:Naresh.Nagpure@rssl.com)