

SAMPLE COLLECTION REPORT (CONT'D)

SUBS COLLECTION DATA

FDA Entry #	Container #	Bag/Tag/Lot ID	Bag/Tag/Lot ID
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date of Collection _____ Signature _____
Collector's Name (please print) _____
Collector's Employer _____

Supervising Federal Representative (if any) _____ Date _____
Agency _____ Signature _____

Assignee _____

INSTRUCTIONS

Importer/Broker of Record: Fill in the name of the importer. Include broker's reference number, if known.

Commodity: Fill in the name of the food or commodity being sampled.

Analysis: Fill in the name of the test(s) to be performed on this food or commodity.

Country of Origin: Enter name of country where this food or commodity originated.

Other Markings: Enter any other relevant markings on the containers or bags (other than the individual sub-sample lot numbers or codes which will be entered below).

Description of Container: Standard shipping container, drums, cartons, etc? Samples frozen? Seals intact?

Location of Sampling: Enter location name and address where samples are being collected.

Total No. of Units: Enter total number of barrels, containers, boxes, etc. detained at this location.

No. Units Made Available to Sampler: Indicate if all of the barrels, containers, boxes, etc. were made available to the person performing the sampling.

Describe Method of Sampling: Describe procedure used in taking the samples.

No. Sealed Containers/Cartons/Drums Opened: How many containers, etc. had their seals broken in order to remove sub-samples?

No. of Packages/Portions Collected From Each: How many sub-samples were taken from each container?

Weight/Volume of Portion Collected From Each: Pounds/quarts/etc. taken in each sub-sample.

Method of Re-Sealing: Were new seals placed on the containers, boxes re-taped, etc.? If new seals were installed, enter the container #'s, the original seal numbers, and, the new seal numbers.

SUBS COLLECTION DATA: In this area enter the FDA Entry Number(s), container numbers and any lot numbers or unique ID on the individual sub-sample bags/boxes/drums/etc.

Date of Collection & Signature: Enter date samples were taken and signature of person collecting samples. Print the name of the person performing the sampling and his/her company or organization.

Supervising Federal Representative (if any): Fill in this area if an FDA , Customs, USDA, etc. representative was present at the time of sample collection.

Assignee: Name of company/individual that received the samples from the person performing the sampling. Normally this would be Columbia Food Laboratories (assuming the samples were sent directly to the lab). *Also, please fill out a Chain-of-Custody form to accompany this collection report.*