

Sending samples for analysis from outside the UK

To try and ensure that your turf samples will not be held at the UK border, you are requested to follow the procedure outlined below.

Any change to the procedure resulting from changes to UK/EU Regulations, will be made available on the web site (www.theturfdiseasecentre.co.uk)

The following details are correct as of 06 March 2023

The Turf Disease Centre

Shipping Procedure

1. Ensure that you have taken the appropriate samples, that they are packaged according to current Regulations and that they are labelled so that you can relate the results to the sampled locations
2. Please enclose a completed **Sample Submission Form** (page3) OR email a completed form to me
3. Pack your samples and send them by 1 to 2 day delivery to ensure that samples arrive in a good condition for assessment (email me the WAYBILL NUMBER of your shipment)
4. When completing the shipping documents / commercial invoice, please state:
 - that you are sending '**GOODS FOR TEST – RELIEF CLAIMED**'
 - use customs procedure code **CPC4000C33**
 - confirm that the value of the goods is only **US\$1 or equivalent**

The Turf Disease Centre will not be held liable for any import duty charges that could otherwise be incurred at UK Customs.

5. Attach a copy of my Delivery Address **label** (page5)
6. To comply with new Regulations, all shipments received from outside the UK should be accompanied by a copy of my **Letter of Authority** (LoA, page 4).

Please complete PART 1 of the Letter of Authority with your company details

7. Attach a copy of this completed LoA to the **OUTSIDE** of your shipment and also **ENCLOSE** a copy in with your samples

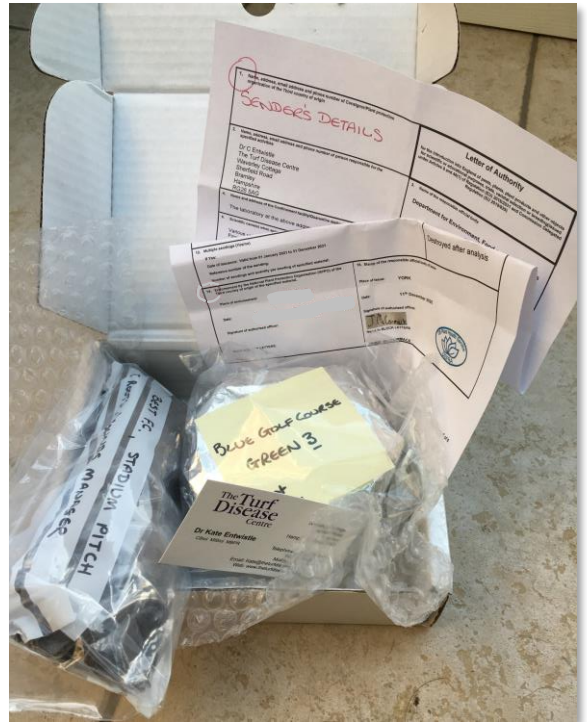
Please email me or WhatsApp photographs to show the general symptom development

IF YOU HAVE ANY QUERIES ABOUT THE PROCEDURE TO SHIP SAMPLES, PLEASE CONTACT ME DIRECTLY

Shipping Check List

Inside your shipment:

1. Appropriate sample(s) for the required analysis, wrapped in 3 layers of containment (the outer layer should be shatterproof)
2. Your contact details and analysis required (completed sample submission form)
3. A completed copy of my LoA

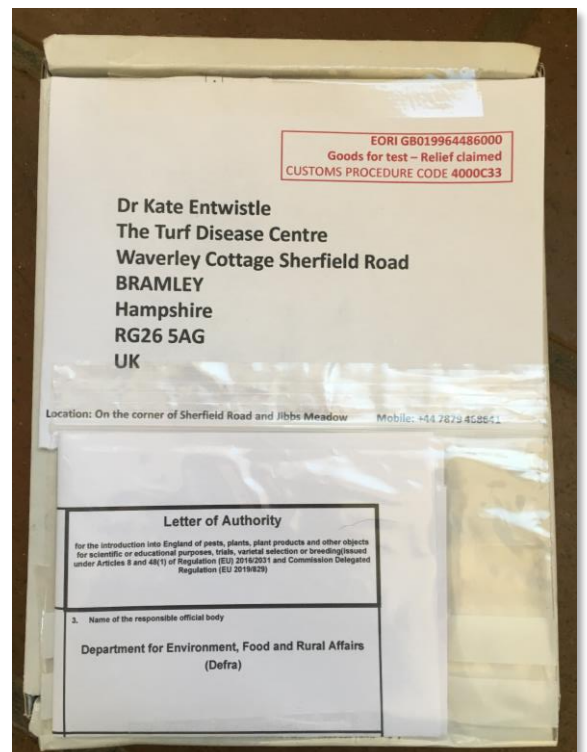


On your Waybill / Customs declaration:

1. Identify the shipment as: 'Goods for test – relief claimed, CPC 4000C33'
2. Stated value of the shipment: US\$1 or equivalent

Outside your shipment:

1. Full shipping address
2. My EORI number, GB019964486000
3. Customs Procedure Code
CPC 4000C33 Good for test – Relief Claimed
4. A completed copy of my Letter of Authority
VISIBLE TO UK CUSTOMS



Sample Submission Form

This form may help you to provide the information that I need to process your sample(s)

If you prefer, please phone me or email me with the information

For every shipment, I need to know who has sent it, where the samples are from, what analysis is required and who should be invoiced for the work

Sender's Details (or attach your business card)

Your Name:

Your Company / Sports facility:

Position / Job title:

Email address:

Phone number:

Sample Information

Facility Name: e.g. Theakston Golf Course

Country:

Sampled Location: e.g. Green 6

Detail of symptoms and development: e.g. how & when did the symptoms appear, how have they changed over time, do the symptoms recur each year, what grass is affected, what age is the affected turf, have any products been applied in the past 7 days

What analysis is required: e.g. fungal disease, nematode analysis, general turf analysis
(details and fees are on the web site or can be emailed to you)

Details for invoicing

Name of person to receive the invoice:

Email address for sending the invoice:

Address to be included on the invoice:

Company registration number (if necessary):

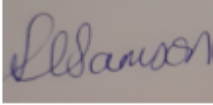

Purchase order number (if needed):

Letter of Authority (LoA)

A copy can be emailed to you on request

Please complete part 1 with your details

(Your name or Company / Facility name, contact email and telephone number)

1. Name and address of the place of origin of the specified material, including country		Letter of Authority for the introduction into, or movements within, England / Wales / Scotland of pests, plants, plant products and other objects for scientific or educational purposes, trials, varietal selection or breeding (issued under Articles 8 and 48(1) of Regulation (EU) 2016/2031 and Commission Delegated Regulation (EU) 2019/828)	
2. Name, address, email address and phone number of person responsible for the specified activities Dr C Entwistle The Turf Disease Centre Waverley Cottage Sherfield Road Bramley Hampshire RG26 5AG		3. Name of the responsible competent authority of issue (logo) delete other bodies as required. Department for Environment, Food and Rural Affairs (Defra)	
4. Name and address of the Confinement facility/Quarantine station The laboratory at the above address.		5. Declared point of entry for material introduced from a third country Great Britain –	
6. Scientific name(s) when appropriate, or name of the specified material, including scientific name of the specified pest concerned and the country(s) of origin the material may be imported from: Infected/infested turf grasses and associated rootzone materials. From: All countries		7. Quantity of specified material As Required	
8. Type of specified material Authorisation for the introduction into, movement within, and holding, multiplication and use of prohibited and specified plants (including parts of plants and seeds)			
9. Packaging and import / movement conditions			
10. Additional declaration This specified material is introduced into / moved within Great Britain territory under Articles 8 and 48(1) of Regulation (EU) 2016/2031 and Delegated Regulation (EU) 2019/829 and plant health authorisation no 53088/551570-0			
11. Date of Issuance: Valid from 01 January 2023 to 31 December of the same year. Reference number of the sending: Quantity per sending of the specified material:		12. Final Use (tick appropriate option or specify other): Destruction <input type="checkbox"/> Collection <input type="checkbox"/> Storage <input type="checkbox"/> Other, specify..... <input type="checkbox"/>	
13. For internal movement within GB only: endorsement by the competent authority of the relevant territory of GB from which material is moved: Place of endorsement: Date: Signature of authorised officer: Name in BLOCK LETTERS		14. Stamp of the responsible competent authority of issue Place of Issue: YORK Date: 09 DECEMBER 2022 Signature of authorised officer:  Name (BLOCK LETTERS) SARAH SAMSON 	

EORI GB019964486000
Goods for test – Relief claimed
CUSTOMS PROCEDURE CODE 4000C33

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The Turf Disease Centre
Waverley Cottage Sherfield Road
BRAMLEY
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RG26 5AG
UK

Location: On the corner of Sherfield Road and Jibbs Meadow

Mobile: +44 7879 468641

Terms and Conditions of Supply of Services

- 1. NAME** The Turf Disease Centre is the trading name of Dr. C A (Kate) Entwistle.
- 2. SCOPE** These terms and conditions apply to all work undertaken by The Turf Disease Centre.
- 3. DEFINITIONS** In these Terms and Conditions, the following expressions shall have the given meanings:
 - **Services** The 'services' shall mean the services to be provided by The Turf Disease Centre to the 'client' more particularly described in the 'quotation' or statement of 'services' supplied by The Turf Disease Centre to the 'client'.
 - **Quotation** A 'quotation' will be given on the basis that the details, if eventually accepted by The Turf Disease Centre, will remain as stated for a period of up to 30 days from the date of the 'quotation', but The Turf Disease Centre reserves the right to revise the price or the cost quoted without notice. A quotation will be offered for the services of site visits, lecturing, seminars and publications prior to commencement of the work. Notification of charges to be made for sample analysis and for information will be provided when requested.
 - **Client** The 'client' is the person or company or organisation requesting the 'services' of The Turf Disease Centre and shall be regarded as the person or company or organisation responsible for payment of the work unless notification is offered to the contrary prior to commencement of the work.
 - **Sample** A 'Sample' refers to a given consignment of turf being addressed to The Turf Disease Centre for the purpose of disease identification. For the purpose of charging for sample analysis, a sample may be either a single piece of turf taken such that half of the piece shows the symptom of the disease to be identified and half is unaffected or more than one separate pieces of turf from the same general area, one or more of which are affected by the disease to be identified and the others are unaffected and sent for comparison. Where a 'client' has sent samples from more than one specific area of turf, each area shall be considered as a separate sample and charged accordingly.
- 4. CHARGES** The 'quotation' will provide a complete description of the Services offered. The cost of the work to be completed will be detailed in the 'quotation' but any additional work requested by the client following acceptance of the 'quotation', will be added to the original quotation and will form part of the total price and will be charged at the Turf Disease Centres current rates. For sample analysis and for information, an invoice to cover the cost of the work will be forwarded to the 'client'.
 - In the event of any delay in performance of 'services' provided by The Turf Disease Centre which are attributable to the 'client's' actions or failure to act, any extra costs incurred by The Turf Disease Centre as a result of these delays will be added to the price and will be payable by the 'client'.
- 5. INVOICES** Invoices will be submitted as specified in the quotation or once the service is complete.
- 6. PAYMENT** The 'client' is directly responsible for settlement of each and all accounts (in pounds sterling) outstanding due to their request for services. Payments are to be received no later than 28 days after the date of their submission and any sums remaining unpaid at the end of such period of 28 days shall bear interest thereafter; such interest to accrue from the first day after the account is due by £20 per account per 28 day period or part thereof.
 - Where the 'client's' office of payment is outside the United Kingdom, an advance payment of an agreed proportion of the estimated total fee will be made at the discretion of The Turf Disease Centre.
 - A charge of £20 will be made for the administration of cancelled or dishonoured cheques or direct debit mandates.
- 7. LIMITATION OF LIABILITY** The Turf Disease Centre's liability to the 'client' for any loss, costs or damage shall be limited to a sum equal to the sum specified in the 'quotation' or to the charges paid to The Turf Disease Centre on completion of the service offered.
- 8. USE OF INFORMATION IN PROMOTIONAL LITERATURE** The name of The Turf Disease Centre shall not be used in any way by the 'client' or by any other person or company or organisation unless written approval for its use has been obtained from The Turf Disease Centre.
- 9. LAW** These terms and conditions shall be governed by English Law and the 'client' agrees to submit to the exclusive jurisdiction of the English Courts.
- 10. SEVERANCE** If any provision of these terms and conditions is or becomes illegal, void or invalid, that shall not affect the legality and validity of the other provisions.
- 11. STORAGE OF SAMPLES** Unless otherwise instructed or unless further analysis is deemed necessary following the initial analysis of any 'sample', the 'sample' shall not be retained for any period of time once the result of the analysis has been forwarded to the 'client'