

**Envirolab**

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**Guidelines for using a Plant Health Licence for sampling and importing samples**

Envirolab holds a Plant Health Licence that allows the importation of soil into the UK from non-EU countries. There are strict requirements for its use that clients intending to submit samples for analysis need to be aware of.

**BEFORE SAMPLING**

1. Advise us that you intend to sample soil outside the European Union.
2. Confirm with us what sample containers are needed for the planned analysis.
3. Make sure you have means of shipping sample containers to the sampling site, if appropriate, and that arrangements have been made for return of samples to Envirolab.
4. Request a copy of our Letter of Authority.
5. Print sufficient copies so that you have one copy per returning box and place each inside a plastic cover.

**WHILE SAMPLING**

1. Exclude flora and fauna from the sample (if we identify plant material, including roots, or insects etc. in the sample we will not be able to perform any analysis and the sample will need to be destroyed).
2. Do not allow soil to adhere to the outside of the sample container.
3. **IMPORTANT:** Put all sample containers inside another sealable container, for example, tub / plastic bag etc. This is to ensure there are 3 levels of containment.
4. Use sufficient packing material to ensure safe transit of sample containers.
5. Use a robust box, e.g. coolbox, to pack sample containers in.
6. Secure the box to prevent accidental opening.

**RETURNING TO ENVIROLAB**

**NOTE: SAMPLES MUST BE RETURNED TO ENVIROLAB.  
OTHER ADDRESSES ARE NOT COVERED BY OUR PLANT  
HEALTH LICENCE**

1. Secure one copy of the Letter of Authority to the top of each box; the plastic cover will protect it from the weather (it is critical that officials at UK entry points can identify consignments subject to a Plant Health Licence without opening boxes).
2. If carrying samples in personal hold or cabin baggage, you should declare the samples at the UK customs point, explaining that the samples are soil for analysis and that the Letter of Authority allows import to the UK.
3. Be aware that delays may be incurred for inspection at UK entry points.

**If in doubt, or require any additional information, please contact us on 0161 368 4921 or [ask@envlab.co.uk](mailto:ask@envlab.co.uk) and we will be happy to help.**