**ORDER FORM FOR ANALYSIS**

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| *Order no:* ……… | *Date: ……...* |

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| **ORDER from:**  *Name:* …………  *Address:* …………….  *Contact - tel. no.:* …………. *e-mail*: …………… | | | | | |
| **SAMPLE/S SPECIFICATION** | | | | | |
| **No** | ***Sample name*** | ***Customer identification*** | | ***Weight of sample* [grams]** | **State of sample: powder □ grain □ tablet □ dried □ domestic product □ fresh product □ chilled □ sliced □ capsule □ granulate □ paste □other………..** |
| 1. | ……… | ……….. | | …. | ……… |
| 2. | ……… | ……….. | | …. | ……… |
| 3. | ……… | ……….. | | …. | ……… |
| 4. | ……… | ……….. | | …. | ……… |
| 5. | ……… | ……….. | | …. | ……… |
| **DETECTION METHOD:** | | | | | |
| *TL according to EN 1788:2002: Service selected: EXPRESS , 6 DAYS* *,*  *PPSL according to EN 13751:2009 6 DAYS*  *EPR according to EN* ……. *20*……..*. 6 DAYS*  **1. Goal of analysis:**  application of results in areas regulated by law  other ………………  **2.** **Receipt of results:**  by order sender by post: ………………  by e-imail: ………………  COMMENTS  1. The Laboratory activities for the benefit of the Client in impartial way.  2. The Laboratory ensures confidentiality by the protection of customer information and property rights.  3. If it is not possible to perform the analysis according to the order, the Client will be informed about it before the beginning of the analysis . The decision of the acceptance of changes to the order belongs to the Client.  4. Laboratory does not follow any sampling procedure and does not prepare samples for analysis.  5. Laboratory accepts homogeneous samples for analysis. 5. The laboratory accepts homogeneous samples for testing.  Laboratorium przyjmuje do badań próbki jednorodne.  5. Laboratory to adopt the homogeneous sample.  5. Laboratorium do przyjęcia próbki jednorodnej.  Nie mogę wczytać wszystkich wyników  Ponów próbę  Ponawianie próby  Ponawianie próby  Laboratory does not mix the samples.  6. Laboratory is responsible for the result of analysis on delivered sample.  7. The report of analysis refers to the delivered sample only but not to the batch of product outside laboratory.  8. The result of analysis cannot be used for the estimation in within the area regulated by law if analysis is conducted with the method different from indicated by law receipt.  9. The remainder of samples after analysis are under disposal of laboratory as archival samples.The remains of samples after testing remain at the laboratory's disposal as archival samples.  Pozostałości próbek po badaniach pozostają do dyspozycji laboratorium jako próbki archiwalne.  9. Remains samples after the tests at the disposal of the laboratory as archival samples.  9. Pozostałości próbek po badaniach do dyspozycji laboratorium jako próbki archiwalne.  Nie mogę wczytać wszystkich wyników  Ponów próbę  Ponawianie próby  Ponawianie próby  Samples are stored one month after receiving of the report of analysis by the Client.  10. The order sender has right to participate as an observer in the analytical process of his sample/s following the earlier. Agreement as to the date with the laboratory.  11. Laboratory does not provide a statement of conformity to a specification or standard and does not evaluate measurement uncertainty - qualitative measure.  12. Order sender has right to depose the complaint in written during one month after receiving of the report of analysis, except for tests of samples accepted under conditional procedure.  13. The price of analysis is consistent with actually valid price list.  14. The change of order needs written form.  **3.** **Personal data protection.**  Please be advised that the personal data administrator is the Institute of Nuclear Chemistry and Technology in Warsaw at ul. Dorodna 16, 03-195 Warsaw, hereinafter referred to as the Administrator.  Contact details to the Data Protection Officer, email: iod@ichtj.waw.pl.  Personal data will be processed in order to fulfill the order - pursuant to article 6 paragraph 1 letter b of the General Regulation on the Protection of Personal Data of 27 April 2016 (RODO). Personal data may be transferred only to entities authorized by law.  Personal data will be processed until the purpose of the processing ends or for the period resulting from the archival category of the documents in which the data are included, specified in the executive provisions to the Act on National Archival Resources and Archives. The Contractor has the right to request from the Administrator: access to his personal data, rectification, deletion or limitation of processing, opposition to processing, data transfer, withdrawal of consent to data processing, without affecting the legality of processing, which was made on the basis of consent before withdrawing it, file a complaint about the processing of personal data to the supervisory authority.  Providing personal data is voluntary, however, the consequence of not providing personal data required by the Administrator is the inability to conclude and execute the order. | | | | | |
| Additional arrangements from the Laboratory: ……………… | | | | | |
| **……………………………………………..**  Date and signature Laboratory | | | **………………………………………………**  Customer's date and signature | | |

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| **Invoice data:**  *Name*: ………………  *Address*: ………………  VAT UE: ……………… |