

COMMERCIAL STERILITY SUBMISSION GUIDE

GETTING STARTED

STEP ONE

Visit www.NQACDublin.com and click "Submit Samples" or <https://nqacdublin.com/submitsamples/>. Next, click on "Sterility Submission" along the top of the page.



Sterility Submission Cooking Validation Submission Submission Help Guide Customer Support ⓘ

ADD SAMPLES & TESTS

STEP ONE

NQAC Customer ID*	PO / Reference #
<input type="text"/>	<input type="text"/>
Submitter Email*	Email CC'S For Final Report - Use semicolons (;) to separate multiple addresses
<input type="text"/>	<input type="text"/>
Submission Description	Submission Instructions
<input type="text"/>	<input type="text"/>
Batch/Lot Number	SAP Material ID
<input type="text"/>	<input type="text"/>

- Insert your NQAC Customer ID # into the **NQAC Customer ID** field. This is required for results reporting and billing.
- The **Submitter Email** will be used for any questions related to the submission and is required.
- The **Submission Description** field is not required for successful processing. This field can be used to designate how the subject line of the final report email will be titled for ease of receipt and organization.
- The **Batch/Lot Number** is not required but is highly encouraged for successful processing with this submission type. This field will be the lot code or batch of the specific submitted samples and will be reflected on the final report. ***If you will be submitting more than one batch/lot code, each will need to be on its own submission.**
- The **PO/Reference #** is not required for successful processing. This field can be used to supply any information that needs to be included on the invoice.
- The **Email CC's for Final Report** field is to be used to include any conditional report recipients outside of the automatic distribution list tied to the NQAC Customer ID #.
- The **Submission Instructions** field is not required for successful processing. This field can be used to provide NQAC Dublin with instructions on how to process this specific sample (Ex. Please ID growth if observed). This information will not be reflected on the final report.
- The **SAP Material ID** is not required for successful processing. This field will be the Nestlé provided material ID, if applicable, or any additional information the submitter may need and will be reflected on the final report.

ADD SAMPLES & TESTS CONTINUED...

IMPORTANT: The sample information filled out above and the physical samples must match each other. We will automatically proceed with the provided information from the Online Submission and a notification of a discrepancy will not be sent. If any issues arise, it will need to be resolved by an amended report request. Please refer to the Sample Received notification to confirm accuracy and resolve any discrepancy prior to result report.

STEP TWO

A. *For **Nestlé Nutrition Only:** This field will populate after entering your NQAC Customer ID and the system validates it as belonging to the Nutrition category and special report needed. Choose either Multi-compartment or Single compartment from the drop down.

Nestlé Nutrition Only*

Multi-compartment ▼

Not Applicable

Multi-compartment

Single compartment

a. If the Multi-compartment option is needed, two fields for the descriptions of **Large and Small** containers will appear

Nestlé Nutrition Only*

Multi-compartment ▼

Sample Description - Large Container

Sample Description - Small Container

b. If only the Single compartment option is needed, one field will be available.

Nestlé Nutrition Only*

Single compartment ▼

Sample Description

B. The **Sample Description** field is required for successful processing. This field will be the description of the specific submitted samples and will be reflected on the final report.

C. If samples need to be **Pre-Incubated** prior to processing, check the box and choose the desired number of days of pre-incubation from the drop-down menu that appears.

☒ Pre-Incubation Required

Pre-Incubation Number of Days*

3 ▼

If at any point in time you need assistance while submitting samples use the "Customer Support" button in the top right corner of the screen to be directed to NQAC Dublin Customer Service



ADD SAMPLES & TESTS CONTINUED...

D. The estimated **Sample pH** will need to be chosen whether or not the samples require pre-incubation. This information will be used to later populate pre-determined combinations of temperature via drop-down menus.

Sample PH*

>4.5

>4.5
4.0-4.5
<4.0

a. *For pre-incubation only: Based on the Sample pH chosen, a combination of pre-determined temperature combinations will appear. Select the desired **Pre-Incubation Temperature**.

Pre-Incubation Temperature*

30/42 C

30/42 C
30/55 C
30 C
42 C
55 C

E. The **Plate Incubation Temperature** field will display pre-determined temperature selection via a drop-down menu based on the Sample pH selected and /or the Pre-Incubation Temperature. This is the temperature at which the processed plates will be incubated.

F. The **# of Samples** being submitted will need to be selected from the drop-down menu.

Samples*

3

G. Based on the # of samples submitted, a series of fields will populate.

- If a sample is a Single compartment/single entity (for non-Nestlé nutrition) the **Load/Sample #** fields correspond to the sample number.
- If a sample is a paired combination of temperatures (such as 30/42C), the **Load** corresponds to the paired samples. The **Sample #** and **Pouch/Tray Time** correspond to one of each of the pairs, where one sample will be incubated at 30C and the other at 42C.
- Use the template provided to have these fields auto-populate. You will be prompted to download the template onto your computer. Save it in an easily accessible location such as your desktop for selection later.

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ADD SAMPLES & TESTS CONTINUED...

Upload Samples

Choose File No file chosen

Download this [template](#) to enter your data.

d. Open the template from its saved location and enter the times of the samples and save the changes made.

A	B	C
Load	Sample	Pouch/Tray Time
1	A01	12:34
2	A02	12:40
3	A03	1:12

e. Click on **Choose File** and navigate to the saved template file. The times from the file will now populate in the **Pouch/Tray Time** fields.

Upload Samples

Choose File commercial-sterility.csv

Download this [template](#) to enter your data.

Load	Sample #	Pouch/Tray Time
1	A01	12:34
Load	Sample #	Pouch/Tray Time
2	A02	12:40
Load	Sample #	Pouch/Tray Time
3	A03	1:12

H. Choose the testing, **Sterility** and/or **pH** that the samples will undergo. Use the checks at the tops of the columns to select or deselect all.

Load	Sample #	Pouch/Tray Time	<input checked="" type="checkbox"/> Sterility	<input checked="" type="checkbox"/> pH
1	A01	0000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	B01	0000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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[ADD SAMPLES & TESTS CONTINUED...](#)

Note*: If using the template to auto populate the Pouch/Tray Times , this will cause the Sterility and pH columns to default to all being selected. Be sure to adjust this if these are not the desired selections.

This will also change the number of samples being registered if using a previously saved file. Be sure to change to the correct number of samples being registered.

STEP THREE

A. Click

Submit

[ORDER CONFIRMATION](#)

STEP ONE

Your Sterility Submission has been successfully submitted.

You will receive an email shortly with your submission paperwork.

[Return to NQAC Website](#)

[Start a New Submission](#)

A. Print the "Packing List" that will be emailed to the designated web recipients and include it in your shipment, this form will be **required** for processing.

If at any point in time you need assistance while submitting samples use the "Customer Support" button in the top right corner of the screen to be directed to NQAC Dublin Customer Service





ORDER CONFIRMATION CONTINUED...



@us.nestle.com

Ship Samples(s) To: NQAC Dublin | 6625 Eiterman Road - Dublin, OH 43016



Order Number	CS117
NQAC Customer ID	
Submitter Email	@us.nestle.com
CC's for Final Report	@us.nestle.com; @us.nestle.com; :@us.nestle.com
PO/Reference #	1234
Submission Description	This is a test
Submission Instructions	ID growth
Batch/Lot Number	1234
SAP Material ID	1234
Nestle Nutrition Only	na
Sample Description	This is a test
Pre-Incubation Required	Yes
Pre-Incubation Number of Days	5
Pre-Incubation Temperature	30_55
Plate Incubation Temperature	30_55
Sample PH	>4.5

Sample #	Pouch/Tray Time	Sterility	pH
A01	1	✓	✓
B01	1	✓	✓
A02	2	✓	✓
B02	2	✓	✓

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Sample #	Pouch/Tray Time	Sterility	pH
A03	3	✓	✓
B03	3	✓	✓
A04	4	✓	✓
B04	4	✓	✓
A05	5	✓	✓
B05	5	✓	✓