SHELF-LIFE STUDY SUBMISSION GUIDE

GETTING STARTED

STEP ONE

Visit www.NQACDublin.com and click "Submit Samples" or https://nqacdublin.com/submitsamples/.
Next, click on "Shelf-Life" along the top of the page.

NQAC
Nestlé Quality Assurance Center
Dublin

Sterility Submission   Cooking Validation Submission   Process Water   Shelf-Life   Submission Help Guide   Customer Support ⑦

ADD SAMPLE PULLS & TESTS

STEP ONE

Select your first time point and provide identifiable information for your first pull using the below fields.

Pulls   Limit 100

1	Select your pull date*
	Sample Description*
	Instructions
	Batch or Lot Number
	Client ID
	SAP Material ID

+ Add New Pull

A. The **Select your pull date** field is required for successful processing. If you need immediate testing upon receipt, select Time Zero as your initial pull date from the drop down menu. You will add subsequent pull dates in later steps.

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

C. The **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. Peel before testing). This information will not be reflected on the final report. If there is a specific manner in which a sample needs processed, the information should be included in this field.

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 SAMPLE PULLS & TESTS CONTINUED...

D. The **Batch or Lot Number** field is not required for successful processing. This field will be the lot code or batch of the specific submitted sample and will be reflected on the final report.

E. The **Client ID** field is not required for successful processing. This field will serve as any additional identifiable information the submitter may need and will be reflected on the final report.

F. The **SAP Material ID** is not required for successful processing. This field will be the Nestle provided material ID, if applicable, or any additional information the submitter may need and will be reflected on the final report.

STEP TWO

Click the "Add Tests" button.

Tests

+
Add Tests
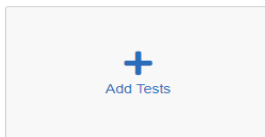
This will open a categorized search window which can be **1** used to search by category of analysis or **2** filtered by using the search box in the upper right hand corner. You can search by analysis name or method number.

Choose Tests for "1"

Filter Tests **2** 🔍

‹ Back to Samples

◉ **FOOD SAFETY** **1**

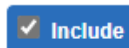| Allergens | View Tests › | Heavy Metals | View Tests › | Microbiology | Show More ⋮ |
| Mycotoxins | View Tests › | Other | Show More ⋮ | Other Contaminants | View Tests › |
| Pesticides | View Tests › | Veterinary Drugs | View Tests › | | |

ADD SAMPLE PULLS & TESTS CONTINUED...

Many methods such as Salmonella, may have multiple variations that can be selected

> i. Carefully review all options prior to making your decision

> ii. Additional information such as Technical Data Sheets, Turnaround Time, and Cost can be found to the right of each method. If a Technical Data Sheet is unavailable for that analysis, a hover over function may provide additional details.

Pathogens

Salmonella for No Standard Weight by iQ Check	⬇ Data Sheet ☐ Include
Salmonella for Swabs by iQ Check	⬇ Data Sheet ☐ Include
Salmonella in 100 Grams by iQ Check	⬇ Data Sheet ☐ Include
Salmonella in 1125 Grams by iQ Check	⬇ Data Sheet ☐ Include
Salmonella in 125 Grams by iQ Check	⬇ Data Sheet ☐ Include
Salmonella in 150 Grams by iQ Check	⬇ Data Sheet ☐ Include
Salmonella in 1500 Grams by iQ Check	⬇ Data Sheet ☐ Include
Salmonella in 25 Grams by iQ Check	⬇ Data Sheet ☐ Include
Salmonella in 250 Grams by iQ Check	⬇ Data Sheet ☐ Include
Salmonella in 325 Grams by iQ Check	⬇ Data Sheet ☐ Include
Salmonella in 375 Grams by iQ Check	⬇ Data Sheet ☐ Include
Salmonella in 750 Grams by iQ Check	⬇ Data Sheet ☐ Include
Salmonella in 800 Grams by iQ Check	⬇ Data Sheet ☐ Include

i (left bracket)   **ii** (right bracket)

To add the testing to your pull, check the [✓ **Include**] box on your selected analysis followed by [**Save & Continue ›**]

Salmonella for Swabs by iQ Check   ⬇ Data Sheet [✓ **Include**]

Choose tests for search "Salmonella"

[Salmonella   🔍]

‹ Back to Test Categories   [**Save & Continue ›**]

Repeat Step Two as needed until all desired analyses are added to your first pull.

If the test you are looking for didn't populate in your search, please click on "Can't Find Test?" for assistance.

Choose tests for search "Salmonella"

[Salmonella   🔍]

‹ Back to Test Categories   [**Save & Continue ›**]

⊗ MICROBIOLOGY   (Can't Find Test?)

ADD SAMPLE PULLS & TESTS CONTINUED...

STEP THREE

Provide any pertinent information for each analysis.

At any time, this X can be used to remove analyses from the sample

A. The **Instructions** field can be used for test specific instructions (Ex. Micro ID any positive growth).

B. The **Limits/Levels** field can be used in conjunction with the **Values/Unit of Measure** field to provide expected or required result ranges for each analysis. Use the drop down menu to select if your Limit/Level is a QL, Specification of Estimated Level.

C. The **Qty** field will be the number of replicates you want for each analysis within this pull. This is a required field for successful processing.

STEP FOUR

Add additional pulls as needed by selecting **+ Add New Pull**

Add Pulls & Tests

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

Sterility Submission   Cooking Validation Submission   Process Water   Shelf-Life   Submission Help Guide   Customer Support ⑦

ADD SAMPLE PULLS & TESTS CONTINUED...

A.   A popup box will open, allowing any existing pull information to be copied, including all of its added tests. You may also choose to not copy any pull information and start a completely new one.

ADD ANOTHER PULL

Copy tests from:
- ○ This is a test
- ◉ None

Create Pull

B.   In addition to the testing, other components can be copied onto the new pull including Description, Instructions, Batch/Lot Number, Client ID and SAP Material ID.

C.   The **Number of Copies** field will determine how many times the selected pull and components will be copied over to the new pull. **Note: The maximum number of pulls on one submission is 100.**

D.   Once all the information that you need to copy is selected, click   **Create Pull**

ADD ANOTHER PULL

Copy tests from:
- ◉ This is a test
- ○ None

Including:
- ☑ Description
- ☑ Instructions
- ☑ Batch or Lot Number
- ☑ Client ID
- ☑ SAP Material ID

Number of Copies: [2] ⇕ | Max 100

Create Pull

With this example, there will be two pulls/timepoints all with the same testing and description. **Note: Any field can be edited or updated for each Pull/Time Point before saving.**

Select   **Save & Continue >**   at the bottom right.

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Sterility Submission   Cooking Validation Submission   Process Water   Shelf-Life   Submission Help Guide   Customer Support ⑦

ORDER & RECIPIENT DETAILS

STEP ONE

Fill in the "Submission Information".

Submission Information

NQAC Customer ID*

PO / Reference #

Project Description

Date of Production*

mm/dd/yyyy

Storage Conditions*

Container Type

A. The **NQAC Customer ID** field refers to an already existing number provided by NQAC Dublin and is required for submitting.

B. The **PO/Reference #** field can be used to supply any information that needs to be included on the invoice.

C. The **Project Description** field can be used to provide how the subject line of the final report email will be titled for ease of receipt and organization.

D. The **Date of Production** field refers to the date the sample was manufactured and is also known as the "Base Date". This is required and is important in setting the pull schedule for the study. This acts as the start of the "time clock" for the study duration. Click on the Calendar icon to choose the date.

E. The **Storage Conditions** field refers to the conditions (temperature and/or humidity) at which NQAC Dublin will store the samples during your study. This information is used in conjunction with the Date of Production information in setting the pull schedule for the study. Studies that have Storage Conditions of Ambient will have a "Base Date" of the date they were manufactured. Studies that have Storage Conditions of any other combinations are known as Accelerated and will have the "Base Date" of the date they were received and stored at those conditions by NQAC Dublin. Use the drop down to choose from our available conditions.

F. The **Container Type field** refers to the container in which the sample will be sent and stored during the study. Use the drop down to choose the type that is closest to your sample container.

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

Sterility Submission   Cooking Validation Submission   Process Water   Shelf-Life   Submission Help Guide   Customer Support ?
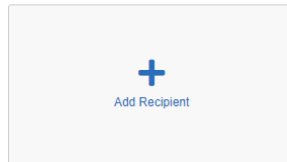
ORDER & RECIPIENT DETAILS CONTINUED...

STEP TWO

Complete "Recipient Information" for each person that will need to receive a copy of the final report.
Note: As the submitter, your name will automatically appear as a report recipient.

Click on the "Add Recipient" button.

Recipients (required)

> ➕
> Add Recipient

Fill out all required fields indicated by the * and hit **Save**

ADD RECIPIENT INFORMATION   Cancel ✕

Title	First Name *	Last Name *
	Nestle Quality	Assurance Center

Company *	Email Address *	Phone Number *
NQAC Dublin	nqacdublincustomerservice@us.nestle.com	6145265200

Address *	Address 2
6625 Eiterman Rd.	

City *	State/Province *	Zip/Postal *
Dublin	Ohio	43016

Country *
United States

Save

Repeat until all desired recipients are included and hit **Save & Continue ›** at the bottom right

Recipients

Nestle Quality Assurance Center •••
NQAC Dublin

6625 Eiterman Rd.
Dublin, Ohio 43016
USA

6145265200

nqacdublincustomerservice@us.nestle.com

> ➕
> Add Recipient
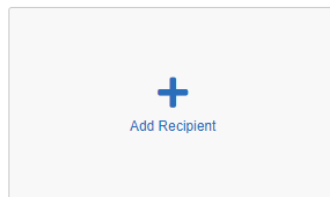
‹ Back to Pulls   **Save & Continue ›**

When adding additional recipients, there is an option to copy the information from the previous recipient by selecting the recipient name from the first drop down box.

ADD RECIPIENT INFORMATION   Cancel ✕

Copy Information From Recipient

Nestle Quality Assurance Center

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

Sterility Submission   Cooking Validation Submission   Process Water   Shelf-Life   Submission Help Guide   Customer Support ?

REVIEW & SUBMIT YOUR ORDER

STEP ONE
From this screen, review all entered information for accuracy.

STEP TWO
Update any errors by choosing "Edit Pulls", "Edit Order Details" or "Back to Order & Recipient Details".

Review & Submit Your Order

Pulls   [Edit Pulls]

Pull Date: Time Zero
Description: This is a test
Instructions:
Batch/Lot Number:
Client ID:
SAP Material ID:

Test Information

Qty	Test	Instructions	Limits/Levels	Values
1	Salmonella in 750 Grams by iQ Check	Micro ID	QL	1 cfu/g
1	Furan and Alkylfurans by GC-MS	Perform testing	specification	1 mg

Pull Date: 1 Day
Description: This is a test
Instructions:
Batch/Lot Number:
Client ID:
SAP Material ID:

Test Information

Qty	Test	Instructions	Limits/Levels	Values
1	Salmonella in 750 Grams by iQ Check	Micro ID	QL	1 cfu/g
1	Furan and Alkylfurans by GC-MS	Perform testing	specification	1 mg

Order & Recipient Details   [Edit Order Details]

NQAC Customer ID:
P.O. or Reference Number: 12345
Submission Description: This is a test of the Shelf-Life
Storage Conditions 04C
Date of Production: 2024-10-22

Recipient Info

Nestle Quality
Assurance Center
NQAC Dublin
6625 Eiterman Rd.
Dublin, Ohio, 43016
6145265200
nqacdublincustomerserv…

[< Back to Order & Recipient Details]   [Finish & Submit Order >]

STEP THREE
After everything is reviewed, click   [Finish & Submit Order >]

ORDER CONFIRMATION

The final screen will provide instructions on shipping the study.

A. Print the "Packing List" and include this in your shipment. This form is required for processing.

   i. This list will include helpful information such as sample/gram weights needed and requested analyses.

Note: When sending your samples for Shelf-life studies, make sure you are sending the gram weight listed times the number of pulls and/or replicates for each pull. Also, review the additional submission instructions for supporting details to process your study.

If you navigated away from this page prior to printing, a copy of the packing list is emailed to the designated web recipients.

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

Sterility Submission   Cooking Validation Submission   Process Water   Shelf-Life   Submission Help Guide   Customer Support ⑦

ORDER CONFIRMATION CONTINUED...

Packing list example:

SL 1 0 0 4 2

NQAC
Nestlé Quality Assurance Center
Dublin

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

Number of Shipped Samples: 2 Base Date: 2024-10-22	Submission Description: This is a test of the Shelf-Life Condition: 04C	PO Number: 12345	Date: 10/22/2024

Pull #	Timepoint	Product Description	Batch/Lot Num	Client Sample ID	SAP Material ID	Test Qty	Analysis Requested	Sample Weight Needed Per Qty
1	Time Zero	This is a test	12345	Bags 1-5	12345678	1	Furan and Alkylfurans by GC-MS **Instructions:** Perform testing **Limit or Level:** specification - 1 mg	Original Container
						1	Salmonella in 750 Grams by iQ Check **Instructions:** Micro ID **Limit or Level:** QL - 1	750 grams

Submission Information: Furan and Alkylfurans by GC-MS: All samples must be submitted in a separate sealed container: Original finished product container or 50g if your raw material is in bulk. If other testing is requested, a separate sample/container must be sent for the remainder of the testing. Portion received for analysis must be representative of the entire sample.
Instructions: Return sample

One original container and one container weighing at least 750 grams are needed for this Time Zero time point.

Special submission instructions!

Pull #	Timepoint	Product Description	Batch/Lot Num	Client Sample ID	SAP Material ID	Test Qty	Analysis Requested	Sample Weight Needed Per Qty
2	D001	This is a test	12345	Bags 1-5	12345678	1	Furan and Alkylfurans by GC-MS **Instructions:** Perform testing **Limit or Level:** specification - 1 mg	Original Container
						1	Salmonella in 750 Grams by iQ Check **Instructions:** Micro ID **Limit or Level:** QL - 1	750 grams

Submission Information: Furan and Alkylfurans by GC-MS: All samples must be submitted in a separate sealed container: Original finished product container or 50g if your raw material is in bulk. If other testing is requested, a separate sample/container must be sent for the remainder of the testing. Portion received for analysis must be representative of the entire sample.
Instructions: Return sample

The same number of containers are needed for this pull/time point as for the Time Zero.

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Sterility Submission   Cooking Validation Submission   Process Water   Shelf-Life   Submission Help Guide   Customer Support ?

ORDER CONFIRMATION CONTINUED...

STEP TWO

Thank you for your submission! Use the button [Start a New Order] to create a second request or visit the NQAC Dublin home page by clicking [Return to NQAC Website]

Order Confirmation

Thank you for your submission. Your submission number is SL10042

[Packing List 📋]

For full instructions, please feel free to browse our **NQAC Dublin Submission Help Guide**.

[Return to NQAC Website] [Start a New Order]

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

Sterility Submission   Cooking Validation Submission   Process Water   Shelf-Life   Submission Help Guide   Customer Support ⑦