

Inspection & Laboratory e-Services Online Help (Last Updated: 15 April 2019)**FOOD TESTING AND EXPORT HEALTH CERTIFICATION (VETERINARY HEALTH CERTIFICATE FOR MEAT, FISH & DAIRY PRODUCTS) 1**

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Food Testing and Export Health Certification (Veterinary Health Certificate for Meat, Fish & Dairy Products)

This function is for registration of applications for Food Testing and Export Health Certificate.

Pre-Requisites

- Singapore Residents can login to SFA Inspection & Laboratory e-Services using your SingPass ID.
- For Non Singapore Residents, you need to apply for an account to login to SFA Inspection & Laboratory e-Services.
- The administrator of the company must assign your SingPass ID / personal account as an authorised representative in order to perform transaction for his/her company.

How to Create and Submit Application for Laboratory Examination (Laboratory Testing - Commercial)**Select Application Form for Laboratory Testing Commercial**

1. Go to **Online Application → Laboratory Services** on the navigation menu bar. The following screen display will be displayed.

The screenshot displays the SFA Inspection & Laboratory e-Services web application. The header includes logos for Singapore Food Agency, National Parks, and Animal & Veterinary Service. A search bar is present in the top right. The main content area shows a navigation menu on the left with 'Online Application' selected. The 'Laboratory Services' section is active, showing a form with the following fields:

- This request is for ***: Radio buttons for 'Myself' (selected) and 'Authorised Company' (with a dropdown menu showing 'ANIMAL & PLANT HEALTH CENTRE').
- Type of Service ***: Radio buttons for 'Food Testing and Export Health Certification (Veterinary Health Certificate for Meat, Fish & Dairy Products)' (selected), 'Testing of Animal Pathogens & Veterinary Biologics', and 'Plant Health Diagnostic Services'.
- Type of Application**: A dropdown menu showing 'Laboratory Examination (Commercial)'.

A 'Register New Application' button is located at the bottom of the form area.

Figure 1: Laboratory Services Selection

2. This screen allows you to apply for a service as an individual or on behalf of the company.
 - To register for service as an individual, select **Myself**.
 - To register for service as an authorised representative from a company, select **Authorised Company** and select the company name from the dropdown list.
 - Select the **Type of Service** required.
 - Select the **Type of Application** from the dropdown list.
 - Click on **Register New Application** and the following screen will be displayed.

HOME>>Online Application>>Laboratory Services>>Laboratory Examination (Commercial)

Instruction (Show)

Food Testing and Export Health Certification (Application is for Myself)
 Application: Laboratory Examination (Commercial)
 Applicant: NSMICHELLE, MS Michelle Gui, 1, MARITIME SQUARE, HARBOURFRONT CENTRE, SINGAPORE 099253, NON-GIRO

Product & Source Details | Samples & Tests | My Preference | Attachments

Product & Source Details

Product Identification

Product/Item Description*

Country of Origin

Brand

Source Details

Source

Source Address

Local Foreign

Postal Code

Blk/House/Lot No.

Street Name

Level & Unit No. -

Building Name

Country

Back to Laboratory Services | Proceed to Preview Page | Save Draft

Figure 2: Food Testing and Export Health Certification – Laboratory Examination

3. All the information about the applicant as shown on the top section is retrieved from your user and/or company profile upon loading the screen.

Completing the Application Form

To begin registration, fill in or select the correct information in the relevant sections/tabs of the form.

Product & Source Details

Figure 3: Product & Source Details

1. Fill in the information accordingly. Fields marked with * are mandatory.

Samples & Tests

Click on 'Samples & Tests' tab to add samples & tests details.

Figure 4: Samples & Tests

How to Add Test(s)

1. To add **Test(s)** to a sample, click on the right end check box to select the row/sample to add test. Click on **Assign Tests**.

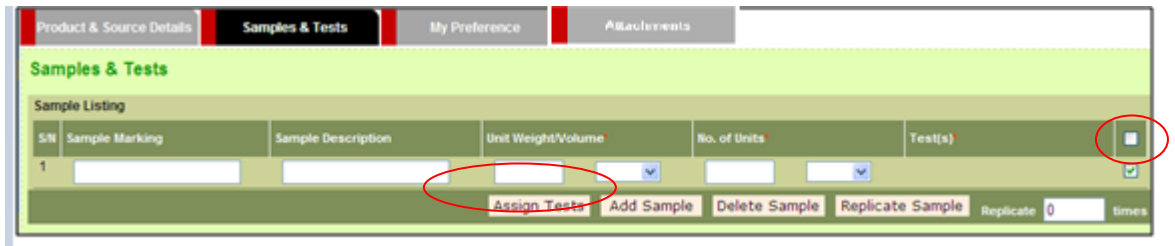


Figure 5: Sample & Test Details Section

2. The **Assign Tests** popup window will appear as shown below:

Assign Tests

Total Meat Content

Total Meat Content [Comprising Moisture, Ash, Crude Fat and Crude Protein]

Proximate Analysis

Ash Moisture Crude Protein

Crude Fat Energy

Freshness Tests

Peroxide Value FFA TBA

TVN Indole TMA

Histamine

Additives/Preservatives

Nitrite Sugar Sorbic Acid

Boric Acid Sudan Dye Polyphosphate

Nitrate Salt/Silica Benzoic Acid

Sulphur Dioxide Rhodamine B

Detection for Pathogens

Salmonella Shigella Listeria monocytogenes

Vibrio cholera Vibrio parahaemolyticus Yersinia enterocolitica

Campylobacter

Detection for Enteric Viruses

Norovirus Hepatitis A virus

Bacterial/Mould Identification

Bacteria Identification Mould Identification Bacteria Characterization by Ribotyping

Examination of Canned Food

Commercial Sterility Test [Comprising Incubation Test at 35 & 55°C] Test for anaerobic bacteria Test for aerobic bacteria

Contaminants

PCBs Dioxins Chloropropanols

Nutrition

Fatty Acids

Other Tests

Search for Other Tests

Laboratory:

Test Description:

Figure 6: Assign Tests Popup Window

3. Select the type of tests required.
4. Click on **Assign Selected Tests** if there are no other tests required, else search for other types of tests if required.
5. Enter the test description. You may use “%” as the wildcard if you do not know the exact description.
6. Click **Search**. Tests that meet the selection criteria will be displayed as shown.

Nutrition

Fatty Acids

Other Tests

PCB congener 52 PCB congener 180

Assign Selected Tests

Search for Other Tests

Laboratory:

Test Description: **Search**

8 test(s) found

<input type="checkbox"/>	S/N	Test Description
<input type="checkbox"/>	1	PCB congener 28
<input checked="" type="checkbox"/>	2	PCB congener 52
<input type="checkbox"/>	3	PCB congener 101
<input type="checkbox"/>	4	PCB congener 118
<input type="checkbox"/>	5	PCB congener 153
<input type="checkbox"/>	6	PCB congener 138
<input checked="" type="checkbox"/>	7	PCB congener 180
<input type="checkbox"/>	8	Dioxins (PCDDs/PCDFs/PCBs)

Add

Figure 7: Assign Tests Popup Window – Other Test

7. **Add** the other tests needed and click on **Assign Selected Tests** to return to the Samples & Tests screen.

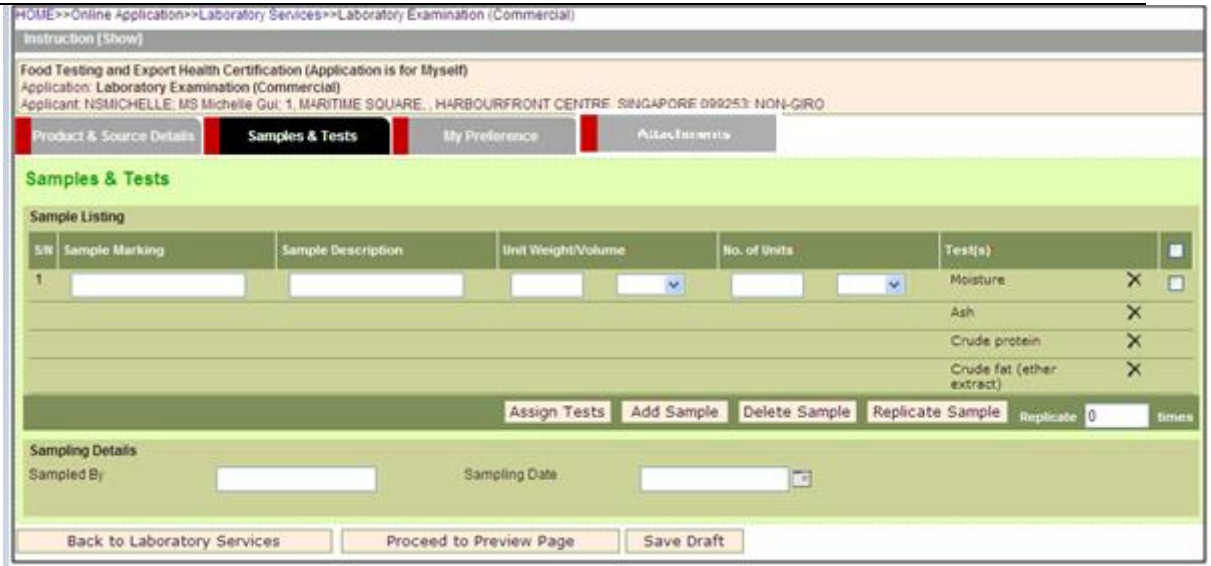
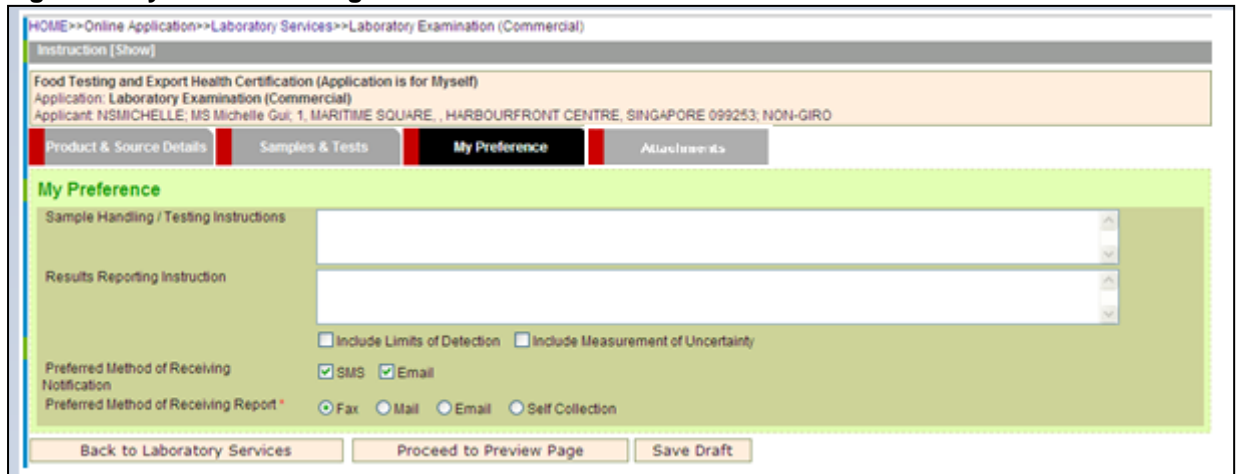


Figure 8: Samples & Tests - Selected Tests

My Preference

Figure 9: My Preference Page



Fill in any special instructions and notification method in 'My Preference' tab.

Save Draft, Preview Page, Cost Estimation & Confirmation (Submit Application)

The screenshot displays the 'Method of Receiving Report' section with radio buttons for Fax (selected), Mail, Email, and Self Collection. Below this are three buttons: 'Go to Laboratory Services', 'Proceed to Preview Page', and 'Save Draft'. The 'Save Draft' button is circled in red. The application details below show: 'Food Testing and Export Health Certification (Application is for Myself)', 'Application: ELLV12J000016; Laboratory Examination (Commercial)', and 'Applicant: NSMICHELLE; MS Michelle Gui; 1, MARITIME SQUARE, . HARBOURFRONT CENTRE SINGAPORE 099253; NON-GIRO'. A navigation bar includes 'Product & Source Details' (active), 'Samples & Tests', 'My Preference', and 'Attachments'. A message states: 'Application has been successfully saved as Draft. Service Acknowledgement No: ELLV12J000016'. The 'Product & Source Details' section is partially visible with a 'Product Identification' label and a 'Product/Item Description*' input field.

Figure 10: Save Draft

1. Click on **Save Draft** to save the application as **Draft** (please note that there is no need to include all mandatory information at this point). A Service Acknowledgement No. (e.g. ELHV12J000016) will be generated.
2. To retrieve the draft application, go to **My Applications → Resume Draft Lab Application**.
3. To proceed with the application without saving draft, click on **Proceed to Preview Page**. The following page will be displayed.

HOME>>Online Application>>Laboratory Services>>Laboratory Examination (Commercial)>>Preview

Food Testing and Export Health Certification (Application is for Myself)
 Application: ELLV12J000016; Laboratory Examination (Commercial)
 Applicant: NSMICHELLE; MS Michelle Gui; 1, MARITIME SQUARE, HARBOURFRONT CENTRE, SINGAPORE 099253; NON-GIRO

Product & Source Details

Product Identification
 Product/Item Description: product 1
 Country of Origin:
 Brand:

Source Details
 Source: singapore
 Source Address: Local Foreign
 Postal Code: 099253
 Block/House/Lot No.: 1
 Street Name: MARITIME SQUARE
 Level & Unit No.: -
 Building Name: HARBOURFRONT CENTRE
 Country: SINGAPORE

Samples & Tests

Sample Listing

S/N	Sample Marking	Sample Description	Unit Weight/Volume	No. of Units	Test(s)
1	S1	description 1	100.0000 KGM	2 CTN	PCB congener 52 PCB congener 180 Moisture Ash Crude protein Crude fat (ether extract)

Sampling Details
 Sampled By: Sampling Date:

My Preference

Sample Handling / Testing Instructions
 Results Reporting Instruction
 Include Limits of Detection Include Measurement of Uncertainty
 Preferred Method of Receiving Notification: SMS Email
 Preferred Method of Receiving Report: Fax Mail Email Self Collection

Print

Amend Application | Proceed to Cost Estimation

Figure 11: Preview Page

4. Click on **Amend Application** to edit changes.
5. Click on **Proceed to Cost Estimation** to view the estimated cost of the application.

HOME>>Online Application>>Laboratory Services>>Estimation of Cost

Food Testing and Export Health Certification (Application is for Myself)
 Application: ELLV12J000016; Laboratory Examination (Commercial)
 Applicant: NSMICHELLE; MS Michelle Gui; 1, MARITIME SQUARE, HARBOURFRONT CENTRE, SINGAPORE 099253; NON-GIRO

Estimation of Cost

(This is an estimated cost. Total amount payable to be confirmed upon sample submission.)

S/N	Tests/ Services	Fee Description	Qty	Unit Amt (\$\$)	Net Amt (\$\$)
1	NNU100, NNU200	Moisture & Ash Lab Analysis	2	19.63	39.26
2	NNU300, NNU400	General Lab Analysis	2	34.58	69.16
				Total Fees (Before GST)	108.42
				Total GST	7.58
				Total Fees (After GST)	116.00

Declaration
 I declare that the information given above is true and correct at the time of application and I am fully aware of the conditions laid down by the Agri-Food & Veterinary Authority of Singapore.

Back to Preview Page | Confirm

Figure 12: Cost Estimation






6. Click on **Back to Preview Page** if you wish to make changes to your application.
7. Click on **Confirm** to submit the application. An Acknowledgement page of all the submitted applications will be generated as shown below.

HOME>>Online Application>>Laboratory Services>>Acknowledgement

Acknowledgement

Thank you. Your application(s) has/have been submitted successfully. Please print a copy of this acknowledgement slip and submit it along with your samples to the following address by the date(s) specified. Your application(s) will be deleted after 14 days if samples are not received.

Application(s) Submitted

S/N	Application No.	Barcode	Date of Application	Submit Samples By	Product/Specimen	<input type="checkbox"/>
1	ELHV12J000014		03/10/2012	17/10/2012	(1) product code	<input checked="" type="checkbox"/>
2	ELLV12I000007		13/09/2012	27/09/2012	(1) TEST	<input type="checkbox"/>
3	ELLV12I000008		13/09/2012	27/09/2012	(1) ffff	<input type="checkbox"/>
4	ELLV12I000009		13/09/2012	27/09/2012	(1) dddd	<input type="checkbox"/>
5	ELLV12J000016		04/10/2012	18/10/2012	(1) product 1	<input checked="" type="checkbox"/>

Veterinary Public Health Laboratory
 Veterinary Public Health Centre
 10 Perahu Road
 Singapore 718837
 Tel:65-67952822/29
 Fax:68619491

[Rate this e-Service](#)

Figure 13: Acknowledgement Screen

8. Click on **Print Now** to print the selected acknowledgement(s). Please bring along the acknowledgement slip and submit it together with the sample(s).

Acknowledgement

Thank you. Your application(s) has/have been submitted successfully. Please print a copy of this acknowledgement slip and submit it along with your samples to the following address by the date(s) specified. Your application(s) will be deleted after 14 days if samples are not received.

Application(s) Submitted

S/N	Application No.	Barcode	Date of Application	Submit Samples By	Product/Specimen
1	ELLV12J000016		04/10/2012	18/10/2012	(1) product 1

Veterinary Public Health Laboratory
 Veterinary Public Health Centre
 10 Perahu Road
 Singapore 718837
 Tel:65-67952822/29

Figure 14: Print Acknowledgement Page

Related Topics

Please refer to the following help topics that are relevant to your application from the index page:

- Resume Draft Lab Application
- Copy Lab Application
- How to Make ePayment
- Lab Application Status