



GIE - LCH
 15 rue de Paradis
 91370 Verrières le Buisson
 France
 Tel. +33 (0)1 69 75 28 28 – E-mail : lch@lchfrance.fr

FOR COUNTRIES OUTSIDE THE EUROPEAN UNION

ADMINISTRATIVE PROCEDURE TO SEND SAMPLES TO GIE LCH

1 – PRIOR SENDING THE SAMPLES TO GIE LCH IN FRANCE

You shall inform GIE LCH prior sending your samples through the email address: pat2024@lchfrance.fr with the following information:

1.1 INFORMATION ABOUT THE SENDER

- Name of the sender
- Postal address
- telephone number and email address

1.2 INFORMATION ABOUT THE SAMPLES

- Matrix (blood / urine)
- Number of tubes / bottles
- volume of each tubes / bottles in milliliter (mL)

1.3 INFORMATION ABOUT THE CARRIER (IF AVAILABLE)

- Name of carrier
- tracking number

With the provided information, GIE LCH will take care of the customs' formalities by completing a form named "DDPP" to authorize the entry of the samples in France. Once the DDPP's form is validated by our authorities (delay 2 days), we will send it back by email to the sender.

2 – SENDING THE SAMPLES TO GIE LCH IN FRANCE

2.1 MANDATORY DOCUMENT TO SEND THE SAMPLES

The SENDER will place the validated DDPP's form alongside the required documents of the carrier over the parcel in the envelope attached for this purpose for custom's control.

2.2 POSTAL ADDRESS OF THE LABORATORY

GIE LCH
 PAT 2024
 15 rue de Paradis
 91370 VERRIERES LE BUISSON – France
 Tel. + 33 1 69 75 28 28 – Email: pat2024@lchfrance.fr



WARNING: without information = No DDPP's form validated = high risk of parcel stuck at customs