



## **IDB Food Testing Laboratory**

### **INSTRUCTIONS FOR CLIENTS FOR TEST SAMPLE SUBMISSION**

**Thank you for choosing the Food Testing Laboratory of the Industrial Development Board (IDB).**

#### **General Instructions**

The accuracy of the analysis depends on the quality of the test sample. Incomplete information and/or an insufficient number of samples may cause delays in results.

Samples not submitted according to the specified quality and packaging conditions will be rejected and may need to be resubmitted.

#### **Sample size**

The sample size for common tests, such as the Food Colour Code Test (for sugar, salt, and fat), nutritional composition, and microbiology testing, is 250 grams or 250 milliliters. For any other specific tests, please check with the laboratory to find out the required sample size.

#### **Sample Packaging**

1. All food samples must be clearly labeled with their identity, including the common name, manufacture date, expiration date, ingredients, and instructions for preparation if applicable.
2. Test samples should be prepared in clean, appropriate packaging and securely sealed to prevent leaks. Samples intended for marketing use are preferred.
3. When two or more packages are needed for a specific test, samples must be placed in a sealed zip-lock bag.
4. Different types of test samples should be stored in separate plastic bags to prevent cross-contamination.

#### **Sample Transportation**

1. If the sample is submitted as a chilled or frozen item, the temperature upon arrival must be maintained properly (see the table below).
2. Chilled, cold storage, and frozen samples (perishable items/food with short shelf life) must be delivered directly to the Laboratory Customer Liaison Person and cannot be sent via courier or submitted to the IDB guard room.
3. The frozen and chilled samples must be cooled and transported with freezer packs or ice to the laboratory.

#### **Sample Submission**

1. Samples should be submitted to the IDB Food Testing Laboratory reception between 9:00 a.m. and 3:00 p.m. on weekdays, excluding public holidays.
2. Incomplete information and/or an inadequate number of samples may cause a delay in results.
3. The following documents must be submitted along with test samples;  
Filled Test Request Form (TRF)  
A copy of the quotation, if any  
A copy of the Business Registration Certificate / If BR is not available, a copy of the ID card

## Payments

Thank you for your cooperation in ensuring timely payment at the time of sample submission. Please note that testing will only begin once full payment has been received. For quotes, you can contact us at [ldbfoodlaboratory@gmail.com](mailto:ldbfoodlaboratory@gmail.com).

### Bank Details:

**All cheques should be drawn in favour of the Industrial Development Board  
Bank Account No. 4204245 Bank of Ceylon, Moratuwa Branch**

Please provide documentation as proof of payment:

- Original bank deposit slip
- Payment receipt from either the IDB head office cashier or the IDB regional office.
- If your payment was made online, kindly email the receipt to [ldbfoodlaboratory@gmail.com](mailto:ldbfoodlaboratory@gmail.com).
- If you received a partial financial grant for the testing fee from a government institution, you must provide a confirmation letter from that institution. This letter should be printed on official letterhead, signed by an authorized officer, and include an official seal, clearly indicating that the payment will be made by check to the Industrial Development Board on behalf of the customer.

### Test Analysis

A test report will be issued after sample testing is completed, and it will be sent via Registered Post by mail unless otherwise instructed in the Test Request Form (TRF). For any questions regarding the processing stage of the sample, please mention the order number to the Customer Liaison Person (Ms. Anuththara 011-2605010).

### Confidentiality of the client or testing-related information

Any client or testing-related information will not be shared with a third party or made public without prior customer consent unless legally required.

### Contact details:

Assistant Director  
IDB Food Testing Laboratory  
Industrial Development Board  
No. 615, Galle Road, Katubedda  
Moratuwa  
T.P -011-2605010  
Email: [ldbfoodlaboratory@gmail.com](mailto:ldbfoodlaboratory@gmail.com)

## Submission Guidance by Commodity

No.	Food Category	Type of Test Sample	Test Sample Size & Packaging	Ideal Temperature of the sample upon arrival
01	Room temperature	<p><b><u>Canned / Bottled foods/ Tetra-Packed foods</u></b> Fish, Meat, Fruits &amp; Vegetables, Chilli paste, Cooked curries, Pickles, Sauce, Chutney, Goraka paste, Sterilized milk, Tetra pack Fruit drinks / Milk / Coconut milk, etc.</p> <p><b><u>Dry foods</u></b> Cereals, Spices, Papadam, Noodles, Soup mixtures, Herbal powder, Porridge, Tea, Dried/dehydrated fruits and Vegetables, Dry fish, Maldivian fish, etc.</p> <p><b><u>Bakery products</u></b> Cakes, Biscuits, Pastry, Bread, Buns, Gnnakatha, Rusk, etc.</p> <p><b><u>Confectionery items</u></b> Jujubes, Marshmallows, Milk toffee, Hard Candy, Ginger balls, Ginger rolls, Traditional sweets, Aluwa, Peanut sweets, Treacle, Jaggery, Chocolates, etc.</p> <p><b><u>Snacks</u></b> Manioc chips, Bites, Murukku, Fried snacks, Cocktail mixtures, etc.</p>	250 g / 250ml Packets / Bottles / Cans / Cups	Room Temperature 20°C -30°C
02	Cold / Cooled storage	Fruit juices & Artificial fruit drinks in cups and bottles, Ice cones, Ready –to-Eat (RTE) Fresh fruits and Vegetables	250 ml Plastic cups, Bottles & 250g packets	<10 °C
03	Chilled	Yoghurt, Yoghurt drink, Curd, Cheese, Tofu, Pannier, Watalappan, Pudding, Jelly cups, Coffee cups	Cups with securely closed lids or packets matching the 250ml /250g sample size.	< 10 °C
04	Frozen	Ice cream, Frozen desserts, Ice packets, Kottu mixture, Pre-cooked frozen bakery items, French fries, etc.	Cups with securely closed lids or packets matching the 250ml /250g sample size.	<10 °C (< 5 °C–better)
		Fresh or pre-cooked Meat, Fish, Poultry & Seafood, etc.		< 5 °C