



Sample Submission Requirements

Prior to sending samples, email the following items to your Project Manager at Eurofins Lancaster Laboratories:

1. Signed Quotation
2. Safety Data Sheet (SDS) for material that requires testing
3. Purchase Order
4. Completed Sample Submission Form (SSF)
5. Testing Specifications (if needed)
6. Protocol/Method (if needed)

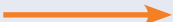


Package samples properly (see reverse) and include:

- A completed Eurofins Lancaster Laboratories SSF
- A completed SDS*
- Return shipment information for samples and/or template

If a third party will submit samples, please include the SDS and SSF with the sample shipment.



Ship samples to Eurofins Lancaster Laboratories according to instructions on reverse 

- Please contact your Project Manager if you have any questions
- If possible, please include separate containers for Chemistry and Microbiological testing
- If RUSH testing is needed, contact your Project Manager in advance for approval

Failure to follow the above requirements could result in project delays and/or additional storage costs

*Please allow 2 additional business days for a safety review if we have not tested your material before



Deliveries to Eurofins Lancaster Laboratories, Inc.

Facility Locations			
<u>Testing Only Samples</u> (Non-Controlled Substances) Eurofins Lancaster Laboratories, Inc. ATTN: Sample Administration 2430 New Holland Pike, Suite C100 Lancaster, PA 17601 Tel: 717-656-2300	<u>Stability Storage</u> (Non-Controlled Substances) Eurofins Lancaster Laboratories, Inc. 100 Market Square South Leola, PA 17541 Tel: 717-656-2300	<u>Controlled Substances</u> Eurofins Lancaster Laboratories, Inc. ATTN: Sample Administration 2425 New Holland Pike Lancaster, PA 17601 Tel: 717-656-2300	<u>Medical Device Samples</u> Eurofins Lancaster Laboratories, Inc. ATTN: Sample Administration 2430 New Holland Pike Lancaster, PA 17601 Tel: 717-656-2300

To ensure your material is received and processed as efficiently as possible, please follow these requirements:



- Pack all materials in a sturdy box surrounded by packing material to avoid damage in transit
- Ensure sample containers are sealed appropriately where feasible (i.e. parafilm)
 - Avoid sample containers that are likely to leak during transit
 - Ensure sample packaging is appropriate for the nature of associated hazards
 - Include sample description and batch or lot number on the labels of the sample container



- Clearly label containers to indicate the presence of any of the following within the shipment:
 *Hazardous material or material classified as "Dangerous Goods"
- Cytotoxic compounds or controlled/scheduled drugs
 - Penicillins or Cephalosporins
 - Include a completed Sample Submission Form (SSF) and Safety Data Sheet (SDS) in all sample shipments. Do not attach paperwork to samples; rather place paperwork loosely on top of the sample containers within the shipment
 - Include a clearly stated description and quantity of contents on the sample submission form
 - Clearly indicate temperature conditions on the sample submission form. In absence of specific requirements, materials will be stored in the same conditions they were received
 - All reference standards must be accompanied by a Certificate of Analysis



- Place temperature monitoring devices directly with the samples
- We will read and discard temptales, unless notified otherwise
 - If you require a monitor to be returned, please include a prepaid shipping envelope

Please note: Any discrepancies between the information on the outer container labels and the information on the accompanying documentation must be clarified in writing prior to the processing of the material which may delay receipt and subsequent availability of supplies.

*Eurofins must be notified of Dangerous Goods being supplied prior to delivery. The material must be delivered in suitable containers as per International Air Transport Association (IATA) regulations.

Global Services:

Chemistry/Biochemistry
 Cell Banking Services
 Facility & Process Validation
 Method Development & Validation
 Microbiology
 Molecular & Cell Biology

Raw Materials Testing
 Release Testing
 Residuals & Impurities Testing
 Stability Testing & Storage
 Viral Clearance & Viral Safety
 Professional Scientific Services®

A member of the Eurofins
 BioPharma Product Testing
 Group —The largest network of
 harmonized bio/pharmaceutical
 GMP product testing labs worldwide.

www.EurofinsLancasterLabs.com