|  |  |  |  |
| --- | --- | --- | --- |
| Company/Client Acct. No.  |  | Dispose of Standard when Expired- Yes [ ]   No [ ]  Return Contact Name, Address, Phone: ORClient will provide updated CoA once expired  Yes [ ]  or No [ ]  | Aliquotting by Eurofins required?Yes [ ]                                            No  [ ] If yes, contact PM |
| Third Party Submitter (if applicable) |  |
| Project Name: |  |
| Primary Client Contact: |  |
| Eurofins Project Manager or Eurofins Contact: |  |

Hazardous- [ ]  BSL2+- [ ]  Blood Pathogen- [ ]  DEA Controlled Substance: [ ]  (If checked provide Schedule Number): Choose an item.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Material Name | Lot # | # of Vials | Amount(e.g. 1mL or 1g per Vial) | Purity and/or Concentration(Include Units) | C of A Included | SDSIncluded | Material Expiration(Month/Day/Year)*If not included on CofA* | Room Temp | Refrigerated | Frozen(-20C) | Frozen(-80C) | Frozen(Liq. Nit.) | Protect from Light |
|  |  |  |  |  | [ ]  | [ ]  |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |[ ]
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\*This form is to ensure we have adequate information to enter Client supplied Reference Standards and Reagents into our LIMS and is not for testing the Reference Standard or Reagent. If submitting Reference Standard or Reagent for qualification testing, please use one of the other sample submission forms.

|  |
| --- |
| **Comments:** |

**Client Signature/Date:** Click or tap here to enter text.

**(REQUIRED)**

**Guidance Document for Sample Submission Form**

**To prevent delays, the following information *must* be included. If missing, testing will *not* be initiated until all information is supplied:**

* PO and/or Quote number. If you do not have either, please enter NA.
* Sample description *including* hydration level, type, and/or nominal value or label claim, stability time point, condition, amount of sample submitted, etc.
* Compendial tests requested with compendial designation and/or Non-compendial tests requested with method to be used.
* Actual Specification Document(s) or Specification Reference(s) if document(s) previously provided. . If a version is not supplied the laboratory will use the most current version of the document located in our system.
* Please submit separate containers for micro and chemistry testing. Contact your project manager if this is an issue.
* Where compositing is indicated and *multiple* composites are needed, container identities must be indicated for each composite requested.
* Signature and date (Can be hand written or electronically signed). *Indicates approval with all applicable terms and conditions needed to initiate testing.*
* A SDS *must* be provided for all materials, if one is not on file samples will be placed on hold.
* For large quantities of samples, additional pages with sample/testing information must be attached to the original form.
* Indicate items such as but not limited to need for compositing, test by date, stability protocol references(s), special instructions, etc. in the “Comments” box.
* Prior to submission, email a copy of the completed form to your Eurofins contact and send a copy with the samples.
* If you are a new client contact, you must provide an address, phone number, and email address.

**Disclaimers:**

* If expedited results are needed, call in advance for prior approval. This must be indicated in the comments section with the expected delivery date.
* If storage condition is not identified, a condition similar to how the sample was received will be assigned.
* If a requested test requires another value or analysis (e.g. Loss on Drying or water value) and the value is not provided nor the required test requested, Eurofins will perform the necessary test(s).
* If no contact information is provided for sample discard, samples will be discarded 15 days for water testing and 30 days for all other testing at no charge after the Eurofins C of A is generated.

**Addresses for shipment:**

* Lancaster, PA (USA): Attention Sample Administration, 2430 New Holland Pike, Suite C100, Lancaster, PA 17601
* STABILITY SAMPLES for storage - Lancaster, PA (USA)
	+ **Controlled Substances -** Attention Sample Administration, 2425 New Holland Pike, Lancaster, PA 17601
	+ **Non-Controlled Substances –** Attention Stability Sample Administration, 100 Market Square South, Leola, PA 17540
* Portage, MI (USA): 6859 Quality Way, Portage, MI 49002
* Columbia, MO (USA): Attention: Sample Admin Team, 4780 Discovery Drive, Columbia, MO 65201
* Advantar, San Diego, CA (USA): Attention Sample Admin Team, 5451 Oberlin Drive, Suite 100, San Diego, CA 92121