

REFERENCE SUBMISSION FORM

Please complete this form electronically and include a printed version of the Form, MSDS and Certificate of Analysis in your shipment

SECTION A: SENDER INFORMATION		TO
Company:		Eurofins PROXY Laboratories Archimedesweg 25 2333 CM Leiden The Netherlands
Sender Name/Surname :		
Sender Phone Number :		
Sender email Address :		

IMPORTANT NOTE: PACKAGING INSTRUCTIONS
Please make sure to pack the standard in a suitable container (i.e. glass or plastic bottle). Don't use packaging materials such as plastic bags. These types of package materials will not be accepted!

SECTION B: REFERENCE STANDARD INFORMATION (to be filled in by Sender)			
Name :			
Reference/Article number :			
Lot / Batch number :		Expiry date :	
Quantity (mL/g/mg/vials) :			
Assay :			
Pre-processing required :			
Shelf life (expiration period after opening) :			
Single or Multiple use:			
PROXY Contact person :			
Extra instruction : (e.g. Drying)			

SECTION C: GENERIC STANDARD INFORMATION (to be filled in by Sender)			
Storage information	Room Temperature (15-25°C)	Desiccant required Protected from light Other, specify:	Temperature monitoring device enclosed. Return address:
	Cooled (2-8°C)		
	Frozen (≤ -20°C)		
	Deep Frozen (≤ -50°C)		
Mandatory Technical Attachments	SDS Analytical Certificate	Important Notice: <i>To prevent any delay send both requested documents</i>	
Safety considerations	None	GMO* <i>*please specify</i> ML-I ML-II	GMO registration number :
	BSL-I		Identity Host type used in production :
	BSL-II		Identity Vector used in production :
	Antibiotic		Identity Donor gene and organism :
	Cytostatic		
Controlled substance			
Contains preservatives			

Signed By (name Sender + Date):
Checked By (name Warehouse & Logistics employee Eurofins Proxy + Date):

For any question please contact :
 Eurofins PROXY Laboratories
PROXYcustomer@bpt.eurofinseu.com
 (Phone: +31 71 52 44 080)

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Instruction on filling this form

Section A: Sender information	This section should specify contact details from the person in your organization who may be contacted in case of questions regarding the reference standard shipment and Reference Submission Form details.
Section B: Reference standard Information	This section should specify all important details about the send standards. If any information is missing this will delay the process. PROXY contact person: Please specify the name of your contact person within PROXY.
Section C: Generic standard Information	Storage information: Tick the box specifying the correct storage condition. If the appropriate condition for your standard is not listed, please note this under <i>other relevant information</i> . If your shipment contains a Temperature logger, tick this box and specify the return address for the logger. Return shipment will be at cost of Sender. Mandatory Technical Attachments: Please make sure that the RSF refers to the appropriate attachments by ticking the boxes. It is of utmost importance that the documents attached are in English or Dutch Safety considerations: when you send GMO's or one of the other indicated substances indicate this on the form. And if it concerns GMO's, please also fill in the requested information.

Conditions for Delivery of samples to Eurofins PROXY Laboratories

- The acceptance of standards can only be initiated when a combination of clearly identified standard and corresponding RSF, are delivered to our facilities. The completed RSF must be included in the sample shipment.
- Standards shall be delivered properly packaged under responsibility of the Sender.
- If applicable, safety instructions and risk phrases must be placed in a visible way on the external side of the package.
- An MSDS or equivalent must be provided for each material.
- If a shipment includes multiple samples with different identification (batchnumber / timepoint etc), please package these separately within the shipment box.
- If storage conditions are not identified, standards will be stored corresponding to the condition at delivery to our facilities.
- If standards are delivered to our facilities without a reference to a valid COA and SDS, the Sender will be contacted using the Sender information as provided on the RSF. When Sender does not reply to this notification, standards will not be used for analysis or stored, and will be disposed of one month after receipt. A handling fee will be charged to the Client.
- If applicable, shipment costs, customs levies or other expenses including bank charges will be charged in the invoice.