



SAMPLE SUBMISSION FORM

Regulatory Requirement

cGMP GLP R&D

Purchase Order #:

(Contact Chemic to Pay With Credit Card)

Name of Submitter: _____
 Title: _____
 Company: _____
 Address: _____

 Phone: _____
 Fax: _____
 E-Mail: _____

Report to: _____
 Title: _____
 Company: _____
 Address: _____
 Phone: _____
 E-Mail: _____
 Comments: _____

<p>Material Specification Sheet Attached: When product release of test material is requested by a Study Sponsor, Chemic Laboratories will make every attempt to utilize compendial grade reference standards with accompanying certificate of analysis which will document a purity specification. In the event a compendial grade material is unavailable, it is the responsibility of the Study Sponsor to provide the necessary qualified reference standard and acceptable documentation of product purity.</p>	
<p>MSDS Attached: OSHA regulations require that Material Safety Data Sheets be available for inspections to all employees who may come in contact with client supplied material Please be advised that testing delays may result if MSDS sheets are not on file or attached.</p>	
<p>Return Samples at Client Expense: If not checked, samples will be disposed of by Chemic.</p>	

	Sample Description	Lot Number	Wt./Vol./ Units	Storage Requirement	Analysis	Limit/Specification
1				Room Temp (18-23°C) Refrigerated (2-8°C) Frozen: Enter < - ___°C Other: _____		
2				Room Temp (18-23°C) Refrigerated (2-8°C) Frozen: Enter < - ___°C Other: _____		
3				Room Temp (18-23°C) Refrigerated (2-8°C) Frozen: Enter < - ___°C Other: _____		
4				Room Temp (18-23°C) Refrigerated (2-8°C) Frozen: Enter < - ___°C Other: _____		
5				Room Temp (18-23°C) Refrigerated (2-8°C) Frozen: Enter < - ___°C Other: _____		

Signature of Submitter: _____

Date: _____

Signature on the above line indicates that the signing party agrees to, and has the authority to agree to, all of the standard terms and conditions ©2012. Signing also indicates that this form is completed in its entirety.

For Internal Use Only	
Study Number:	Comments:
Sample Condition:	
Received by:	
Verified By:	