

SAMPLE SUBMISSION CHECKLIST

A completed and signed Laboratory Service Request (LSR) form must be included with all samples submitted for testing. Below you will find a brief overview of the information gathered on the LSR form.

CLIENT AND REPORT INFORMATION

Sponsor Information:

Contact name and address of the report contact person and who we should send the report to.

Phone:

Phone number of the report contact person.

Email:

Email address of the report contact person.

Quote Number:

Quote number listed on the Pacific BioLabs formal quote that was provided to you.

P.O. Number:

A P.O. number is required for all testing; many clients issue standing P.O.'s for routine testing. If another method of payment is to be provided, PBL must be notified in a written agreement.

Invoice To Information:

AP Contact name, address, and phone number of the person or department to whom the invoice(s) should be sent.

Invoice to Email:

Email address of where the invoice should be submitted.

AP Email:

Email address of your companies or the applicable companies AP Department or AP contact.

AP Phone:

Phone number of the AP Department or AP contact.

TEST ARTICLE INFORMATION

Test Article ID:

Complete test article description and the identifying information as they should appear on the final report.

Lot Number:

The number that identifies what lot the test articles came from. *(Required for GLP testing submissions)*

Part Number:

The part number of the test article (if applicable).

Other Identifier:

Any other internal code that may be applicable to this sample (i.e., sample code).

Expiration Date:

The date in which the test articles will expire. *(Required for GLP testing submissions)*

Quantity:

The number of test article being submitted for testing.

Physical Description:

Check the description that appropriately describes the sample.

Storage Condition:

Indicate temperature range at which test article should be stored.

Controlled Substance:

Is the test article a controlled substance? If yes, indicate schedule? (schedule information is required)

Hazardous:

Is the test article hazardous? If yes, please select type of hazard?

If hazardous, client must include MSDS with their test article submission.

Sample Disposition:

Does the test article need to be returned? If yes, what is your carrier and account number?

TEST ARTICLE INFORMATION *(continued)*

List part(s) of the test article that should be excluded:

Any part of the test article that should be excluded from testing should be listed.

Final Intended Use/Application:

Please note the market use of the sample being submitted for testing.

Extraction Condition:

Please select the appropriate extraction condition you would like to use for testing.

Surface Area Calculations:

It is recommended that all clients provide the surface area calculations for their test article. An engineering diagram or other supporting document should be provided to PBL in order to confirm the surface area calculations. If you are unable to provide the total surface area then PBL may be able to calculate this for you. Unusually complex surface area calculations that are to be performed by PBL may incur additional charges.

SERVICE INFORMATION

Regulatory Treatment:

Indicate whether the testing should be done in accordance with Non-Regulatory treatment, current Good Manufacturing Practices (cGMP), or Good Laboratory Practices (GLP)?

Certificate of Analysis - GLP Stability Testing and Test Article Characterization *(Required for GLP testing submissions):*

This document is required in order to be GLP compliant. The Certificate of Analysis (C of A) includes the following:

1. Test article name
2. Unique Identifier (lot number)
3. Composition of the test article
4. Stability (expiration date)

This document can be provided at any time during the study and should be signed by a quality assurance personnel or authorized personnel.

The absence of this information is considered a GLP violation & will be noted in the compliance statement of the final report.

Rush Services:

This service includes expedited testing and will incur an additional fee of the individual test cost.

Report Format:

Please note how you would like to receive the final report(s).

TESTING AUTHORIZED BY

Testing Authorized By:

By signing the LSR, PBL has your permission to proceed with testing.

For each test article submitted for testing, please submit separately packaged and labeled samples. PBL's receiving department will contact the client upon sample receipt should there be any discrepancies between the LSR and sample label.