

Sample Submission Form (SSF)

SUBMIT SAMPLES TO: Gateway Analytical, LLC Attn: Sample Receiving 2009 Kramer Road Gibsonsia, PA 15044 Phone: (724) 443-1900 Fax: (866) 658-1445	Sample Submission Instructions: <ul style="list-style-type: none"> • Please fill out all fields, failure to do so will delay project log in • Please provide one(1) form per project/report • You must include a current SDS for all pharmaceutical products • Please indicate it for FDA submission, Release, or Stability Testing • NDA / ANDA#:
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Customer Contact Information Quotation#: _____ PO#: _____

Report To:	
Company:	Contact Name:
Address:	Phone #:
City, State, Zip:	Email:

Invoice To: Same As Above Contact Name: Phone #: Email:	Gateway Analytical Use Project #: Customer ID:
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Sample Handling Information

Requested TAT: Standard Expedited (50% Surcharge) Rush (100% Surcharge)	Sample Disposition: Discard Return- Shipping Acct #:
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Material Information: Storage:	Temperature Logger:	DEA Controlled Substance: Chose One (Required): N/A I II III IV V DEA Registration #: Biosafety Level: N/A BSL-1 BSL-2
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Chain Of Custody (Record of Sample Exchange)

Originated By: Date/Time:	Received By (Print): Received By (Sign): Date/Time: N/A- Refer to FO-000860 from (date):	Relinquished By (Print): Relinquished By (Sign): Date/Time:
Delivered By:	FedEx UPS World Courier QuickStat DHL Other:	N/A- Refer to FO-000860 from (date):
Packaging:	Box Envelope Other:	
Sample Condition	As Expected Not As Expected:	
Login by Initials/Date:		

Sample Information:

Item	Customer Sample ID	Customer Sample Description	Requested Analysis (Refer to quote)	Gateway Analytical Sample ID (GA Use Only)
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Comments/Special Instructions:

- Disclaimers:
- Deliveries to Gateway Analytical must take place between the hours of 8:00am – 4:00pm/EST. Gateway Analytical cannot guarantee proper handling of materials or samples where delivery is arranged outside of normal business hours.
 - If a storage condition is not selected, a condition like sample receipt will be used until the customer is notified and further instructions are provided.
 - PO, quote number, and SDS need to be included. Failure to do so may result in delays.
 - If a sample disposition is not selected, the samples will be discarded after 30 days from report issuance.