

**Sample Submission Form/Chain of Custody**

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| <p><b>SUBMIT SAMPLES TO:</b></p> <p>Gateway Analytical, LLC<br/>Attn: Sample Receiving<br/>2009 Kramer Road<br/>Gibsonia, PA 15044<br/>Phone: (724) 443-1900<br/>Fax: (866) 658-1445</p> | <p><b>Sample Submission Instructions:</b></p> <ul style="list-style-type: none"> <li>• Please fill out all fields that do not state "Gateway Analytical (G/A)Use" or gray boxes</li> <li>• Please provide one (1) form per project/report</li> <li>• List each individual sample separately</li> <li>• ALL Rush TAT <b>require prior approval</b>; Contact your Account Manager or Lab Manager</li> <li>• <b>You must include a current SDS for all pharmaceutical products</b></li> <li>• <b>Failure to completely fill out the form will delay project log in</b></li> </ul> |
|--|--|

**Customer Contact Information**

**Quotation #:**

**PO#:**

|  |  |
|--|--|
| <p><b>Report To:</b></p> <p>Company:<br/>Address:<br/>City, State, Zip:</p>          | <p>Contact Name:<br/>Phone #:<br/>Email:</p>   |
| <p><b>Invoice To:</b> Same As Above</p> <p>Contact Name:<br/>Phone #:<br/>Email:</p> | <p><b>Gateway Analytical Use</b></p> <p><b>Project #:</b></p> <p><b>Customer ID:</b></p> |

**Sample Handling Information**

|  |  |   |
|--|--|---|
| <p><b>Requested TAT:</b></p> <p>Standard<br/>Expedited (50% Surcharge)<br/>Rush (100% Surcharge)</p> | <p><b>Sample Disposition:</b></p> <p>Discard<br/>Return - Shipping Acct #:</p> |   |
| <p><b>Material Information:</b></p> <p><b>Storage:</b></p>   | <p><b>Temperature Logger:</b></p>  | <p><b>DEA Controlled Substance:</b></p> <p>Choose One (Required)    N/A    II    III    IV    V</p> <p>DEA Registration #</p> <p><b>Biosafety Level:</b>    N/A    BSL-1    BSL-2</p> |

**Chain of Custody (Record of Sample Exchange)**

|   |  |  |
|---|--|--|
| <p>Originated By:<br/><br/>Date/Time:</p> | <p>Received By (Print):<br/><br/>Received By (Sign):<br/><br/>Date/Time:</p> | <p>Relinquished By (Print):<br/><br/>Relinquished By (Sign):<br/><br/>Date/Time:</p> |
| <b>Delivered By:</b>                      | FedEx    UPS    World Carrier    Other _____                                 |  |
| <b>Packaging:</b>                         | Box    Envelope    Other _____   |  |
| <b>Sample Condition:</b>                  | As Expected    Not As Expected _____   |  |
| <b>Login by Initials/Date:</b>            |  |  |

**Sample Information:**

| Item # | Customer Sample ID | Sample Description | Requested Analysis<br>(Please refer to your Quote) | Gateway Analytical<br>Sample ID<br>(GA Use Only) |
|--------|--------------------|--------------------|--|--|
| 1      |                    |                    |  |  |
| 2      |                    |                    |  |  |
| 3      |                    |                    |  |  |
| 4      |                    |                    |  |  |
| 5      |                    |                    |  |  |
| 6      |                    |                    |  |  |
| 7      |                    |                    |  |  |
| 8      |                    |                    |  |  |
| 9      |                    |                    |  |  |
| 10     |                    |                    |  |  |
| 11     |                    |                    |  |  |
| 12     |                    |                    |  |  |
| 13     |                    |                    |  |  |
| 14     |                    |                    |  |  |
| 15     |                    |                    |  |  |
| 16     |                    |                    |  |  |
| 17     |                    |                    |  |  |
| 18     |                    |                    |  |  |
| 19     |                    |                    |  |  |
| 20     |                    |                    |  |  |
| 21     |                    |                    |  |  |
| 22     |                    |                    |  |  |
| 23     |                    |                    |  |  |
| 24     |                    |                    |  |  |
| 25     |                    |                    |  |  |
| 26     |                    |                    |  |  |
| 27     |                    |                    |  |  |
| 28     |                    |                    |  |  |
| 29     |                    |                    |  |  |
| 30     |                    |                    |  |  |

**Comments/Special Instructions:** **Please let us know if these samples are for FDA submission or release testing**