

Sample Submission Form/Chain of Custody

SUBMIT SAMPLES TO: Gateway Analytical, LLC Attn: Sample Receiving 2009 Kramer Road Gibsonia, 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 if for FDA submission, Release, or Stability Testing <ul style="list-style-type: none"> • NDA/ ANDA # _____
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Customer Contact Information	Quotation #:	PO#:
Report To: Company: _____ Address: _____ City, State, Zip: _____	Contact Name: _____ Phone #: _____ Email: _____	
Invoice To: Same As Above Contact Name: _____ Phone #: _____ Email: _____	Gateway Analytical Use Project #: _____ Customer ID: _____	

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

Chain of Custody (Record of Sample Exchange)						
Originated By: _____ Date/Time: _____	Received By (Print): _____ Received By (Sign): _____ Date/Time: _____	Relinquished By (Print): _____ Relinquished By (Sign): _____ Date/Time: _____				
Delivered By:	FedEx	UPS	World Courier	QuickStat	DHL	Other _____
Packaging:	Box	Envelope	Other _____			
Sample Condition:	As Expected	Not As Expected _____				
Login by Initials/Date:	_____					

Sample Information:

Item #	Customer Sample ID	Sample Description	Requested Analysis (Please refer to your Quote)	Gateway Analytical Sample ID (GA Use Only)
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2				
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Comments/Special Instructions:

Disclaimers:

- Deliveries to Gateway Analytical must take place between the hours of 8:00am- 4:00 PM/ EST. Gateway Analytical cannot guarantee proper handling of materials or samples where delivery is arranged outside normal delivery hours.
- If storage condition is not identified, a condition similar to how the sample was received will be assigned until the customer is notified and instructions are provided.
- PO, Quote number, and SDS need to be included. Failure to provide these may result in delays.