General Instructions

Send Report To:

COMPANY INFORMATION

Send Report To:	☐ Include Raw Data[1]	
Attn:		
Company:		
Address:		
City:	State:	Zip:
Email:		

*[1] Various surcharges may apply

- Include details of who you would like the final deliverables addressed and sent to. For example, information in the send report to section will be what is listed on the CoA.
- If Raw Data is required with your final deliverable(s) please check off the box in the upper right hand corner, an additional charge will be applied per the quote conditions.
- You can also access raw data free of charge via BASIS.
- Fill out all fields and, in the email section, please include all recipients to receive the deliverable(s).

Send Invoice To:

Send Invoice To: (Refer to attached Terms & Conditions)	☐ Same as Report	
Attn:		
Company:		
Address:		
City:	State:	Zip:
Email:		

- If the information for the invoices is the same as the report/data, please check off the box in the upper right hand corner and indicate who the invoices need to be sent to.

Service & Sample Handling Instructions:

SERVICE & SAMPLE HANDLING INSTRUCTIONS

Billing Information	Storage Conditions	Special Handling	Controlled Substance
Quote Number:	☐ Room Temp ☐ Refrigeration	☐ Normal ☐ Hazardous	Class ☐ I ☐ II ☐ III ☐ IV ☐ V
Purchase Order Number:	☐ -20°C Freezer ☐ -80°C Freezer ☐ Other _____	☐ Light Sensitive ☐ Other _____	Registration Number (Required) _____

- Please make sure to use a valid quote (quotes expire annually) and corresponding PO as incorrect or missing information might delay project initiation. Please include the revision letter of the quote if applicable (i.e. Rev B).
- Storage Conditions, Special Handling, Controlled Substance are important to fill out to ensure BA will continue to handle your sample correctly.

Additional Information/Special Instructions:

ADDITIONAL INFORMATION

Special Instructions

If the sample has specific time requirements (i.e., test within 24 hours), please list that here.

- If the samples have specific time requirements (i.e., test within 24 hours) please list these in this section.
- If the samples have special testing instructions (test in triplicate, test each container), please note those details in this section.
- You're welcome to include detail on project scope: i.e. feasibility, validation, suitability, method transfer.

Spec Doc Reference (See Memo, Protocol#, Spec Doc#):

Spec Doc Reference (See Memo, Protocol#, Spec Doc#):

- For release and stability testing, specifications are needed.
- If you do not have an official specification document, a formal memo on your company letterhead listing your specifications can be provided.
- Once you have submitted your specification memo, BA can generate an internal number for your memos which can be used for future submissions if desired.
- If testing per a USP monograph and you woud like to use USP specifications, 'per USP' can be noted in the box.

Acceptable Specifications:

- Vendor certificate of analysis.
- Official specification document.
- A signed and dated memo on your company's letterhead outlining the specifications.

If your specifications are for information only, please indicate FIO or Report Results, whichever is required to be stated on the CoA; however, we will still need units for reporting.

Sample & Testing Information

- In the Product Name/Description box, enter the same details, as you would like them to appear on the certificate of analysis or report. Indicate lot number and quantity supplied.
- Note the Test Name (such as ID by FTIR) and the Method (USP Monograph) requested to execute the testing. Reference the quote if you need assistance with this information.
- Typically each line on the SSF represents one sample for testing. If multiple samples are submitted on one line, all containers would be considered material for the one sample. Each line on the submission form will provide one result on the CoA.
  - If you need BA testing each container provided, this should be noted on the SSF.
  - If further space is needed, a supplemental document can be provided that contains additional samples or information.

Example:

- Both vials below would be supplied to the lab for 1 FTIR test and one result would be provided.
- Both vials below would be tested by the lab and the CoA would have two results.

SAMPLE & TESTING INFORMATION

Product Name/Description* (All information here is as it will appear on the CoA/Report)	Lot Number	Quantity Supplied	Test	Method**
Material	12345	2	FTIR	USP

- If composite testing on multiple samples is needed on the same line, please clearly add instructions to do so.

SAMPLE & TESTING INFORMATION

Product Name/Description* (All information here is as it will appear on the CoA/Report)	Lot Number	Quantity Supplied	Test	Method**
Material	12345	1	FTIR	USP
Material	12345	1	FTIR	USP

Completed By:

- Ensure to sign and date the form in the completed by section.

Completed by:	**Date:**
Samples shipped by: **(Only if chain of custody needed)**	**Date:**
Samples received by: **(BA use only)**	**Date:**

Supplemental Materials

- Please include Placebo, Standards and Controls in this section with the lot number and amount supplied.

SUPPLEMENTAL MATERIALS

Controls, Placebo, Standards, etc.	Lot Number	Quantity Supplied

Specific Instructions

Chemistry:

Supplemental Materials

- Include Placebo, Standards and Controls in this section with the lot number and amount supplied.

Water:

- On Page 2, note the specific method to follow for each test.
- On the bottom of Page 2 and to Page 3, complete the testing matrix to include each sample to be tested as a line, number of containers per sample, the collection date, the earliest sample time, and an indication of each test to perform.

Stability:

- Include Placebo, Standards and Controls in this section with the lot number and amount supplied.
- If you will be providing a stability protocol, or if BA will be generating one, the Stability Study Protocol Form does not need to be completed. Without a protocol, the form needs to be completed for stability.
- On the Stability Study Protocol Form, see the subscripts on Page 3. Be sure to include the package size, configuration (blisters, bottles, tubes), and orientation (upright, inverted).
- Be sure the totals are accurate, as any discrepancies could delay study start.
- Supplemental instructions can be provided in a secondary document if further space is needed.