



# ANALYTICAL REQUEST FORM

9240 Santa Fe Springs Road, Santa Fe Springs, CA 90670  
562.948.2225 Fax 562.948.5850  
www.element.com

ISO/IEC  
17025  
Cert: 3248.01



Send Report To

Send Invoice To

Contact: \_\_\_\_\_

AP Contact: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Project: \_\_\_\_\_

Email: \_\_\_\_\_

Purchase Order: \_\_\_\_\_

Phone : \_\_\_\_\_ Fax: \_\_\_\_\_

Phone : \_\_\_\_\_ Fax: \_\_\_\_\_

### Turnaround Time (business days):

Date Data Due: \_\_\_\_\_

Normal 10 days (routine analyses)

Rush 5 days

Rush 3 days

Rush 1 day

Rush fees will apply

### Regulatory Requirements

- ISO 17025 Traceability Required
- R&D or Internal (not submitted to FDA)
- Regulatory Submission to FDA\*
- Product/Raw Material Regulated by FDA\*
- Other \_\_\_\_\_

### Storage

- Protect from light
- Room Temp
- 2 to 8° C
- 15 to -25° C
- 70 to -90° C

### Reporting Options

- Report Only
  - + Spectra/Chromatograms
  - + QA Data Pkg (extra fee)
- Send by  Mail  Email

DEA Controlled Substance/Chem: Sched - \_\_\_\_\_  Radioactive Material \_\_\_\_\_ mCi (Limit = 10 mCi - samples/preps will be returned)

### Comments and Precautions (MSDS Must be included with all samples)

\_\_\_\_\_

Sample Identification for Report	Matrix	Analysis(es) Specifications* <small>* Specifications are required for all FDA cGMP work.</small>

To ensure compliance with cGMP requirements, non-compendial test methods must be transferred and/or validated. Method transfer and/or validation services are available on request and are the responsibility of the client. Where method transfer and/or validation have not occurred reports will indicate "method not validated for this matrix at this facility."

Relinquished by: _____	Company: _____	Date _____	Time _____	Received by: _____	Company: _____
Relinquished by: _____	Company: _____	Date _____	Time _____	Received by: _____	Company: _____

NOTES: Samples will be disposed of 30 days after invoicing, except for regulated substances and radioactive samples which will be returned at the client's expense. All documents and raw data will be disposed of after 7 years. All services provided will adhere to Element Materials Technology Pharma US LLC Terms & Conditions.

Job No.: \_\_\_\_\_