**Please circulate to:**

Sample.management@intertek.com; asgenquiries@intertek.com

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone No.: |  |
| Name: |  | Email: |  |
| Date: |  | Quote Reference: |  |
| Purchase Order: |  | Address to Include in CoA: |  |

*Number of Packages submitted: ……*

**Sample Information**  *NB: The Test Substance will be stored at delivery temperature with no special handling considerations unless specified below.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sample Name** | **Sample Lot/ Batch Number/ Reference for reporting** | **Number of samples.** | **Physical description** | **Storage Requirement**  | **Testing Summary/Comments** | **Limit/ Specification or reference/ expected determinant level.** |
|  |  |  |  | Choose an item. |  |  |
|  |  |  |  | Choose an item. |  |  |
|  |  |  |  | Choose an item. |  |  |
|  |  |  |  | Choose an item. |  |  |
|  |  |  |  | Choose an item. |  |  |
|  |  |  |  | Choose an item. |  |  |
| Additional Storage Conditions:Additional comments: |

MSDS supplied: Yes [ ] , No [ ]  ***Ensure MSDS is attached to the package’s exterior***

|  |
| --- |
| **Chain of Custody (to be completed by Intertek)** |
| **Date of Delivery** |  | **Time** |  |
| **Courier Number** |  |
| **No. packages delivered** |  | **No. samples delivered** |  |
| **Packages and samples in satisfactory condition?** | [ ]  Yes | [ ]  No **(if no please give details below)** |
|  |
| Transport/Sample condition on receipt **(please confirm transport condition on receipt e.g. Dry Ice and sample condition on unpacking e.g. frozen)** | [ ]  Ambient | [ ]  Cooled | [ ]  Wet Ice | [ ]  Dry Ice |
| Sample Condition: |
| **If no information provided samples will be stored at conditions as supplied.** |
| Storage Temperature Conditions | [ ]  Ambient  | [ ] Fridge 2-8°C (Cooled) |
| [ ]  Freezer -20°C (Wet Ice) | [ ]  Freezer -80°C (Dry Ice) |
| Storage Location **(please provide details)** |  |
| Samples logged into Study Manager? | [ ]  Yes  | [ ]  No |
|  OST Signature |  | Date |  |
| Verified by: Delivery Team Signature. |  | Date |  |

|  |
| --- |
| Additional Comments: |