



Keystone Labs Inc.  
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# SAMPLE SUBMISSION / CHAIN OF CUSTODY FORM

## Contact and Client Tracking Information

Name:	Company:	Email:	Tel.:
Invoice address/PO#:			
Keystone Labs Job #:	Client Manager:	Sampling Handling Assay (CF-2002B):	Invoice #:

Sample and Data Handling	QA Level:	<input type="checkbox"/> Standard	<input type="checkbox"/> GMP
	Priority:	<input type="checkbox"/> Standard	<input type="checkbox"/> Rush <input type="checkbox"/> Emergency
	Disposal:	<input type="checkbox"/> Returned	<input type="checkbox"/> Destroyed

Sample Name and Specification	Storage				Test Required										Keystone use only				
	Room Temp.	2-8 °C	-20 °C	-80 °C	TOC	Fatty Acid Analysis	Endotoxin	Sterility	Aflatoxin	Total Yeast and Mold	Total Aerobic Count							K/S	Assay #

Additional Information:

Sample Disposal:	<input type="checkbox"/> Disposed	<input type="checkbox"/> Sent back to client	Initial: _____	Date: _____
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Analysis requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Samples received by: \_\_\_\_\_ Date: \_\_\_\_\_

Job closed by: \_\_\_\_\_ Date: \_\_\_\_\_

### ***Contact and Client Tracking Information***

The contact information given should be for the person to whom the results will be given and who may be contacted if clarity is required. The Keystone Labs job # is assigned by Keystone Labs when the sample is received. It will be the number used to track the progress of the order. Indicate the purchase order number and the invoice address.

### ***QA Level***

Keystone Labs Inc. offers two levels for testing and results reporting. Standard analysis results are reported on a testing summary. GMP analysis will be carried out under GMP regulations and all raw data will be remitted with the testing summary. There is a surcharge of 25% for GMP analysis.

### ***Priority***

Keystone Labs Inc. will process all samples on a first come first serve basis. Standard samples are set-up for testing within five business days of receipt, rush samples are set-up within two days of receipt at a 100% surcharge and emergency samples are set up same day of receipt at 200% surcharge Please consult your client manager before requesting rush or emergency samples. Advance notice will also expedite the receiving process.

### ***Disposal***

All samples submitted to Keystone Labs remain the property of the client. Upon completion of testing, samples can be returned to client with shipping costs billed to the client or disposed of according to the proper disposal instructions provided by the client (an environmental handling fee may apply). Please indicate how the samples are to be handled following testing. Please note that some tests are destructive and as such some samples cannot be returned. Please consult your client manager for information on destructive tests. If no choice is indicated, samples will be disposed of two weeks after the testing is complete.

### ***Sample Name and Specification***

Please indicate the name of the sample as it should appear on the Testing Summary as well as the sample specification. If more room is required, record in the additional information section. An MSDS must accompany all hazardous samples submitted to Keystone Labs. Keystone Labs is not presently equipped to handle radioactive samples.

### ***Sample Storage***

Please indicate the sample storage conditions. If no storage requirement is indicated, samples will be stored at room temperature.

### ***Test Required***

Please indicate which test(s) are required for each sample. If a replicate testing is required, please record the appropriate number in the test space instead of marking with a check or an X.

### ***Keystone Use Only***

This information is recorded by Keystone Labs and will be used to trace your samples and the raw data relating to them.

### ***Additional Information***

Any other pertinent information regarding the sample should be included here. Examples are information regarding sample hazards, special handling requirements, sample size, sample composition, number of containers of the sample etc. Any additional information such as sample specification, special testing or handling instructions can be recorded in this space. If additional space is required, a separate page may be attached. Please indicate on the sample submission form if additional pages are attached.

### ***Signature***

The analysis requested by signature indicates you have supplied all information that Keystone Labs may require to process the sample(s) submitted and that you understand and agree to the additional costs as applicable for the requested tests, priority, QA level and disposal. It also provides authorization for sample disposal as indicated on the form.



Keystone Labs Inc.  
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