

## Sample Submission Form

*Please complete this form and submit with your sample(s), safety data, and payment information.*

Services conducted at SSCI are governed by AMRI SSCI, LLC's terms and conditions ([www.ssci-inc.com/termsandconditions.pdf](http://www.ssci-inc.com/termsandconditions.pdf)) unless an agreement for the provision of services, such as a master services agreement, is in place between the parties, in which case that agreement governs these services. No other terms or conditions, such as those found on purchase orders, apply.

Shipping Date: \_\_\_\_\_ Company: \_\_\_\_\_  
 Name of Submitter: \_\_\_\_\_ Address: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Purchase Order: \_\_\_\_\_  
 (P.O. or payment info is required to begin testing. Invoice will be sent to Accounts Payable of submitting company unless otherwise specified.)  
 Other Billing Info: \_\_\_\_\_ Phone: \_\_\_\_\_  
 SSCI Quote/Proposal No.: \_\_\_\_\_

### Sample Inventory:

No.	Sample ID / Lot No.	Sample Weight (Units)			Comments (Compound Name)
		Gross	Tare	Net	

### Storage and Handling Information:

**Storage Conditions:**

- Ambient
- Refrigerator
- Std. Freezer
- 80 °C Freezer
- Light sensitive

**Classification:**

- Normal (OEL must be > 1 µg/m<sup>3</sup>; contact SSCI for special arrangements)
- Controlled Substance (DEA Schedules I-V; 25% surcharge)

**Molecule Type:**

- Small molecule organic
- Peptide
- Protein
- Oligonucleotide
- Inorganic
- Contains element heavier than chlorine?

Refrigerated or frozen sample: How long may it be kept at ambient conditions during sample prep and analysis (default is 8 hours)? \_\_\_\_\_

Other safety/handling information: \_\_\_\_\_

### Sample Shipping:

**Sample Receiving**  
**SSCI, a division of Albany Molecular Research, Inc. (AMRI)**  
**3065 Kent Avenue**  
**West Lafayette, IN 47906-1076**

**Phone: 765-463-0112 or 800-375-2179**  
**Fax: 765-463-4722**  
**E-mail: [info@ssci-inc.com](mailto:info@ssci-inc.com)**

SSCI accepts sample deliveries Monday through Friday, except holidays, from 8:00 AM until 4:00 PM (Eastern). To deliver a sample at an alternative time, please call and arrange in advance.

### Sample Disposition:

- DESTROY SAMPLE(s) no less than 30 days after completion of project. DEFAULT option, if no other instructions provided.
- RETURN SAMPLE(s) by FedEx Ground at no additional cost (non-hazardous materials, ambient conditions only). Provide address if different than provided above. Returned samples are not suitable for human consumption.

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**SSCI INTERNAL USE ONLY**

Date and Time Samples Received at SSCI: \_\_\_\_\_ SSCI Received By Initials: \_\_\_\_\_

SSCI Quality Assurance Review Initials and Date: \_\_\_\_\_