This page and all fields are REQUIRED with any sample(s) submitted. Incomplete forms will result in delays.

Cambrex	Send Samples with Paperwork To:		For Internal Cambrex Use Only	
	Cambrex Attn: Sample Management 3501 Tricenter Blvd, Suite C Durham, NC 27713	Email: Login-NC@cambrex.com DEA Registration: RA0553051	Internal #:	
			Initials and Date:	

Billing / Report Information:

Contract #:	
Cambrex Contact:	

Controlled Drug Substance (if applicable)		
☐ Schedule 1	☐ Schedule 2	☐ Schedule 3 - 5
DEA Number:		

Turnaround Time (TAT)	
☐ Standard	☐ Expedited

Final Report Information	
Attn:	
Company:	
Address:	
City/St/Zip:	
Phone:	
Email:	

Phase of Development	
☐ R/D	☐ GMP

If GMP, Select Phase	
☐ Phase 1 / Phase 2	
☐ Phase 3	☐ Commercial

Sample Information: **An SDS is required for all materials submitted.**

Qty	Amount	Lot #	Sample Description	Storage Condition	Testing Information	Specification
				-		
				-		
				-		
				-		
				-		
				-		
				-		

Sample Disposition (if not selected, Discard all Samples will be assigned)		
☐ Discard all samples (30 days after report generated)		
☐ Do Not Dispose. Store per Contract.		

Return		
Courier:	☐ FedEx	☐ UPS
Acct #:		
☐ Return all samples (30 days after report generated)		
☐ Return unused portions only (30 days after report generated)		

Reference Substances (RS) (If applicable)	**Biopharmaceutical Samples** (If applicable)
☐ To be qualified as RS	☐ BSL 1
☐ To be Stored/Managed as RS	☐ Segregated Material BSL 2
☐ To be used as RS	

Additional Comments:

Client Signature and Date: _____

Submission of this form and associated samples for testing signifies your acceptance of the terms and conditions incorporated in the Contract, or if none, Cambrex's general terms and conditions covering these services (http://Cambrex.com/Forms-and-Certificates).

Sample Submission Form (SSF) Reference Sheet

Billing / Report Information:

- **Contract #**: Write in the contract number for the testing requested.
  - (Ex. ABCD-D23-D001)
- **Cambrex Contact**: The Point of Contact at Cambrex for your materials.
- **Controlled Drug Substance (CDS):**
  - If a CDS, select the appropriate schedule.
  - **DEA Number**: Add the DEA Registration Number of the Client.
    - Please also ensure a current DEA certificate is on file with Cambrex or include with the Sample.
- **Turnaround Time (TAT)**: Indicated in the quote/contract, select the appropriate Turnaround Time on the SSF.
  - Expedited testing is subject to availability and terms of the quote or contract.

Final Report Information:

- Clearly indicate who should receive the final report and any correspondence related to this project.

Project Designation:

- Indicate if testing will be GMP or R/D. If GMP is selected, indicate the appropriate group of Phase [(Phase 1 / 2) or (Phase 3 / Commercial)].

Sample Information:

- **Qty**: Quantity of containers for that Sample.
- **Amount**: Amount and units of Sample Material shipped.
- **Lot #**: Lot number to be reported on the Final Report.
  - Samples received without a lot number will be reported as N/A.
- **Sample Description**: Briefly describe each Sample as needed for clear identification.
  - Examples include Sample Strength, Stability, (Beginning, Middle, End), etc.
  - Description should match the label on the container to avoid delays.
  - Indicate if the material is considered "Bulk" Reference Substance.
- **Storage Condition**: The appropriate condition for storage upon receipt.
  - If not clearly indicated, Samples will be stored per shipping conditions until clarified.
- **Testing Information and Specification:**
  - **GMP:**
    - List the specific Client or Cambrex Test Method(s), Protocol(s) or Specification(s).
      - If Cambrex, must us the following: DUR-QCT-xxxx-TM, DUR-T-xxxx-PROT, DAV1000xxx, ect.
      - If Client, include attachment with SSF.
      - Ensure information provided is current.
    - List specific Compendial Method(s).
    - **If none of the above is provided, Testing <u>WILL</u> be delayed.**
  - **R&D:**
    - Specify Development test(s).
    - List Report Results or specification.

Sample Disposition

- Select the appropriate disposition for your Sample(s).
- If return, add FEDEX or UPS account #. If not added, a pass-through cost will be applicable.

Reference Substances (RS)

- **To be qualified as RS**: The material being sent is for reference substance qualification testing, a COA or SOA will be generated, and may be used as a reference substance.
- **To be Stored/Managed as RS**: Projects focused on RS management, distribution, and qualification.
- **To be used as RS**: The material is to be used within routine and development workflows.

Biopharmaceutical Samples

- Select the appropriate Bio Safety Level (BSL). Refer to Cambrex Contact if unknown.
  - Cambrex does not accept BSL 3 or 4.

Additional Comments:

- Use this section to document any additional information / instruction.

Separate SSF Needed for the Scenarios below (not all-inclusive):

- Separate Quote/Contract #'s.
- Multiple CDS Schedules.
- Different Turnaround Times.
- Both R/D and GMP Samples are being submitted.
- If additional testing is requested.