



Sample Submission Form for Analytical Services

Customer Information:	Shipping Address:
Contact: _____ Company: _____ Address: _____ _____ Phone: _____ E-mail: _____	VR Analytical 63020 NE Lower Meadow Drive, Suite 3 Bend, OR 97701, USA Phone: (541) 388-1253
	Receiving Hours:
	Monday – Thursday 8 am – 4 pm PST Friday 8 am – 2 pm PST

Project Number:	
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Sample/Material ID: <i>(Ensure the ID matches the label)</i>	Lot/Batch Number:	Quantity & Volume: <i>(e.g. 1 x 50 mL)</i>

Sample/Material Shipping Conditions:	Sample/Material Storage Conditions upon Arrival:
<input type="checkbox"/> Ambient	<input type="checkbox"/> Room Temperature (15 – 30 °C)
<input type="checkbox"/> On Ice	<input type="checkbox"/> Refrigerated (2 – 8°C)
<input type="checkbox"/> On Dry Ice	<input type="checkbox"/> Freezer (-25 to -12 °C)
<input type="checkbox"/> Temperature Monitor Included	<input type="checkbox"/> Freezer (-90 to -70 °C)
	<input type="checkbox"/> Other (specify):

Indicate Sample Hazards: <i>(Include all associated SDSs (MSDSs) and check any of the following that apply)</i>			
<input type="checkbox"/> Flammable	<input type="checkbox"/> Irritant	<input type="checkbox"/> Biohazard	<input type="checkbox"/> Explosive
<input type="checkbox"/> Corrosive	<input type="checkbox"/> Toxic	<input type="checkbox"/> Cytotoxic	<input type="checkbox"/> Other <i>(specify)</i> :

Additional Testing, Sample or Handling Information:	
Shipment Carrier:	
Tracking Number:	
Submitter's Name:	
Ship Date:	

Test Laboratory INTERNAL USE	Date received:	Received in good condition? <input type="checkbox"/> Yes <input type="checkbox"/> No
If no, provide details:		
Received by (signature)		

Shipping Guidelines

- 1) **Select the appropriate primary containers.** Plastic containers are more resistant to breakage during transit. However, for some tests it is recommended that samples be sent in Type I glass containers. If elemental analyses are to be applied, additional samples shipped in PFA, PTFE, or similar containers may be advised. Please contact us with any questions.

Ensure the primary container has an adequate seal. If a stopper or something similar is used, ensure that it is secured.

- 2) **Label the primary containers.** Each container shipped should be labeled with the following information:

- Project Number
- Customer Name
- Sample/Material ID (*should match ID listed on Sample Submission Form*)
- Expiration Date (*if applicable*)
- Container Number and Total Containers (*e.g., 2 of 3 or 2/3*)
- Lot/Batch Number (*should match Lot/Batch Number listed on Sample Submission Form*)
- Handling Hazards

- 3) **Complete the Sample Submission Form.** Please e-mail (info@vranalytical.com) or fax (541-388- 4953) the completed form to VR Analytical. Also, enclose the original form with your shipment. If multiple packages are sent, enclose a copy of the Sample Submission Form with each package.

*Note: FedEx and UPS are the preferred carriers for shipments.
Do not send packages using DHL because they do not deliver to our location.*

- 4) **Provide an SDS (MSDS) for all samples or each component of the samples with the shipment.** Failure to include the SDS(s) may delay the testing timeline.

- 5) **Package shipments to withstand the stresses of transit.**

- Ensure the primary container is surrounded with enough padding (e.g., bubble wrap) to protect the unit on all sides from any movement or impact that may occur under normal shipping conditions.
- Package the primary container in a secondary container, such as a plastic bag that seals tightly, or a metal can with a lid.
- When shipping liquids, ensure there is enough absorbent material surrounding the product to absorb the liquid in case the primary container breaks. Also, ensure that the container holding the liquid is not too full. Adequate headspace is required to allow for liquid expansion that occurs with temperature and pressure changes during transit.
- Use a strong box (e.g., ECT 48 lbs/in), or double box if possible.
- Include an SDS and a copy of this form in a separate plastic enclosure to protect them from any leaking liquid.

Note: Shipments will not be accepted if any containers are unlabeled, mislabeled, or if leaking or broken.

- 6) **Notice Regarding the Shipping of Hazardous Materials.** The shipping of hazardous materials is regulated by federal and international laws and regulations. Examples of hazardous materials include, but are not limited to, flammable liquids, corrosive materials, and oxidizers. Follow all appropriate regulations and laws when shipping hazardous materials.