



Document Title: Sample Submission Form [Chemistry - Dallas Location]	
Document Number: FRM-PSP-0012	Version: 7.0
Associated SOP: SOP-PSP-004	Effective Date: 21 Apr 2026

Company Name	Contact
Phone	Email
Address	
Rush	<input type="checkbox"/> Non-Rush <input type="checkbox"/> Same Day <input type="checkbox"/> 24 Hour <input type="checkbox"/> 48 Hour <input type="checkbox"/> 72 Hour <i>Rushes must be received by noon to initiate process</i> <i>No Investigation on Rushes – Rushes are not guaranteed – Not all methods are available for Rush Services</i>
Sample Type	<input type="checkbox"/> Finished Product: <input type="checkbox"/> Nutritional and Dietary Supplement <input type="checkbox"/> Over the Counter <input type="checkbox"/> Cosmetic <input type="checkbox"/> (Finished Product) Other: _____ <input type="checkbox"/> In Process/ Bulk: <input type="checkbox"/> Nutritional and Dietary Supplement <input type="checkbox"/> Over the Counter <input type="checkbox"/> Cosmetic <input type="checkbox"/> (In Process/ Bulk) Other: _____ <input type="checkbox"/> Raw Material (Include C of A) <input type="checkbox"/> Environmental <input type="checkbox"/> R&D <input type="checkbox"/> Validation <input type="checkbox"/> Stability – Interval & Condition
Sample Size	Product Name Lot #
Formula Number	
Special Handling	Storage: <input type="checkbox"/> Room Temp <input type="checkbox"/> Refrigerated <input type="checkbox"/> Frozen Special Hazard? <input type="checkbox"/> No <input type="checkbox"/> Yes (attach SDS) Purchase Order/ Quote # Sample Return <input type="checkbox"/> Yes <input type="checkbox"/> No

If no specification is provided, then Report Results Only (RRO) is default and no out-of-specification investigation is performed

Method Conformation	Test Request	Requirement	Specification <i>(RRO is the default if no selection is made)</i>	Lab Use Only Method #
<input type="checkbox"/> Feasibility <input type="checkbox"/> Verification <input type="checkbox"/> Validation <input type="checkbox"/> Completed Completed: _____			<input type="checkbox"/> Report Results Only <input type="checkbox"/> ±10% <input type="checkbox"/> See Range	
<input type="checkbox"/> Feasibility <input type="checkbox"/> Verification <input type="checkbox"/> Validation <input type="checkbox"/> Completed Completed: _____			<input type="checkbox"/> Report Results Only <input type="checkbox"/> ±10% <input type="checkbox"/> See Range	
<input type="checkbox"/> Feasibility <input type="checkbox"/> Verification <input type="checkbox"/> Validation <input type="checkbox"/> Completed Completed: _____			<input type="checkbox"/> Report Results Only <input type="checkbox"/> ±10% <input type="checkbox"/> See Range	
<input type="checkbox"/> Feasibility <input type="checkbox"/> Verification <input type="checkbox"/> Validation <input type="checkbox"/> Completed Completed: _____			<input type="checkbox"/> Report Results Only <input type="checkbox"/> ±10% <input type="checkbox"/> See Range	
<input type="checkbox"/> Feasibility <input type="checkbox"/> Verification <input type="checkbox"/> Validation <input type="checkbox"/> Completed Completed: _____			<input type="checkbox"/> Report Results Only <input type="checkbox"/> ±10% <input type="checkbox"/> See Range	

Samples are discarded 30 days from sample receipt.

Customer Authorization Signature	Date
Customer Review Signature	Date

Lab Use Only

Date Sample Received/Initials	Courier (e.g. UPS)
Temp. on Arrival	Samples Match Form? <input type="checkbox"/> Yes <input type="checkbox"/> No
Sample ID	

Completed forms should be included in the package containing samples and shipped to the address below:

990 N Bowser Rd, Suite 800, Richardson, TX 75081
Questions while filling out this form? Contact the lab: 682-394-4921