



## 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 Durham 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. (e.g. 5g)
- **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.
  - List as desired on Final Report. 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.
  - If other special storage conditions are required (e.g. desiccation, limit light, etc.) please indicate in the Additional Comments.

### • **Testing Information and Specification:**

- **GMP:**
  - List the specific Client or Cambrex Test Method(s), Protocol(s) or Specification(s).
    - If Cambrex, must use the following: DUR-QCT-xxxx-TM, DUR-T-xxxx-PROT, DAV1000xxx, ect.
    - Ensure information provided is current.
  - List specific Compendial Method(s).
  - **If none of the above is provided, Testing WILL 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 (the RSSM business model).
- **To be used as RS:** The material is to be used within routine and development workflows. “N/A” may be listed in the Testing Information and Specification fields for the Reference Substance.

### **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.
- Testing at Separate sites.
- Multiple CDS Schedules.
- Different Turnaround Times.
- Materials for Stability set-down shipped with Materials for testing.
- Both R/D and GMP Samples are being submitted.

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

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

**Billing / Report Information:**

<b>Contract #:</b>	
<b>Cambrex Contact:</b>	
<b>Controlled Drug Substance (if applicable)</b>	
<input type="checkbox"/> Schedule 1	<input type="checkbox"/> Schedule 2
<input type="checkbox"/> Schedule 3 - 5	
<b>DEA Number:</b>	
<b>Turnaround Time (TAT)</b>	
<input type="checkbox"/> Standard	<input type="checkbox"/> Expedited

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

Phase of Development	
<input type="checkbox"/> R/D	<input type="checkbox"/> GMP

If GMP, Select Phase	
<input type="checkbox"/> Phase 1 / Phase 2	
<input type="checkbox"/> Phase 3 <input type="checkbox"/> Commercial	

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

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

<b>Sample Disposition (if not selected, Discard all Samples will be assigned)</b>		<b>Return</b>		<b>Reference Substances (RS)</b> <small>(If applicable)</small>	<b>Biopharmaceutical Samples (If applicable)</b>
<input type="checkbox"/> Discard all samples (30 days after report generated)		Courier:	<input type="checkbox"/> FedEx <input type="checkbox"/> UPS	<input type="checkbox"/> To be qualified as RS	<input type="checkbox"/> BSL 1
<input type="checkbox"/> Do Not Dispose. Store per Contract.		Acct #:		<input type="checkbox"/> To be Stored/Managed as RS	<input type="checkbox"/> Segregated Material BSL 2
		<input type="checkbox"/> Return all samples (30 days after report generated)		<input type="checkbox"/> To be used as RS	
		<input type="checkbox"/> Return unused portions only (30 days after report generated)			

**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>).