



# Test Sample Submission Form

Fields marked with an asterisk are required. If a field is not applicable to your request, please mark "N/A" in the field.

Date\* \_\_\_\_\_ Authorized By\* \_\_\_\_\_ Quote/Protocol #\* \_\_\_\_\_

Company\* \_\_\_\_\_

Street Address, City, State ZIP\* \_\_\_\_\_

Phone #\* \_\_\_\_\_

Email\* \_\_\_\_\_

Test Substance Type\*

Product Description\*

If Other, please list: \_\_\_\_\_

If Other, please list: \_\_\_\_\_

Approximate Test Substance Concentration\*  
(upon submission to Element Eagan)

This value is used for neutralization planning only. This value is not intended to represent characterization values.

Name & Lot/Batch #  
(exactly how it should appear in final report)

TEST SUBSTANCE NAME	LOT/BATCH #	MANUFACTURE DATE *	EXPIRATION DATE *

Storage Conditions\*

Hazards\*

If Other, please list: \_\_\_\_\_

If Other, please list: \_\_\_\_\_

FOR LAB USE ONLY, ELEMENT EAGAN TRACKING #: \_\_\_\_\_



## Test Sample Submission Form, cont.

*Fields marked with an asterisk are required. If a field is not applicable to your request, please mark "N/A" in the field.*

Comments

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Final Disposition\*\*

Return Address / Email Address / Phone\*

FedEx Account #: \_\_\_\_\_

### SHIPPING INSTRUCTIONS FOR RETURN PRODUCTS

Shipping Priority\* \_\_\_\_\_

Value Declaration\* \_\_\_\_\_

Insurance Requested: Yes \_\_\_\_\_

No \_\_\_\_\_

Special Shipping Instructions\* \_\_\_\_\_

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\*Test substance samples that have not been used in testing for more than 60 days beyond the completion date of the most recent final report will be disposed of or returned per Sponsor instructions as indicated above. Please contact Element Eagan if you need the sample returned before the 60-day storage period, or if you would like to request additional storage time for the samples.

Sponsor/Representative Authorization\* \_\_\_\_\_

Date\* \_\_\_\_\_

SHIP TO:  
Element Eagan  
ATTN: Log-In  
1285 Corporate Center Drive  
Suite 110  
Eagan, MN 55121

**Return form by email, and/or include with  
Test Substance shipment.**  
client.services@element.com

FOR LAB USE ONLY, ELEMENT EAGAN TRACKING #: \_\_\_\_\_