



**Sample Submission Form**

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For Office Use Only

MA#

PL

**Fields Marked with \* are Required Information**

Client Contact Information		Accounts Payable (A/P): Invoice Submittal Information	
*Company		*Method of Payment (See General Provisions)	<input type="checkbox"/> PO # *PO copy Required
*Primary Contact Name <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mx. <input type="checkbox"/> Dr.	First Name, Last Name		<input type="checkbox"/> Check #
*Street Address			<input type="checkbox"/> Credit Card (by Phone only)
*City/State/Province		*Invoice Submittal Email	
*Zip/Postal Code Country		*Invoice Payable Address	
*Phone		*Country/Zip	
*Email		*A/P Contact and Phone	
Personnel to be copied on Report(s) (Limit 2) (Include name and email)			
Project Information			
*McCrone Contact		Samples Pertain to	<input type="checkbox"/> a new project with McCrone <input type="checkbox"/> an open project with McCrone: MA#
Cost Estimate Required	<input type="checkbox"/> No <input type="checkbox"/> Yes	Litigation Support	<input type="checkbox"/> No <input type="checkbox"/> Yes
*Proposal #		*Does sample require PPE for handling or special shipping?	<input type="checkbox"/> BSL1 <input type="checkbox"/> BSL2 <input type="checkbox"/> Other
*Total Number of Samples Shipped		*SDS Attached	<input type="checkbox"/> N/A <input type="checkbox"/> Yes
*Requested TAT	<input type="checkbox"/> Standard Turnaround <input type="checkbox"/> RUSH (100% surcharge)	*DEA Controlled Substance	<input type="checkbox"/> No <input type="checkbox"/> Yes Schedule:
*Storage Requirements	<input type="checkbox"/> Ambient <input type="checkbox"/> Refrigerator <input type="checkbox"/> Freezer <input type="checkbox"/> Light Sensitive <input type="checkbox"/> Hazardous <input type="checkbox"/> Other:	*Sample Return?  (fees may apply; provide address if different)	<input type="checkbox"/> No <input type="checkbox"/> Yes
*Sample ID and Description (Lot # and other identifiers)	<input type="checkbox"/> Refer to attached documentation		
Analysis Request	<input type="checkbox"/> Refer to attached documentation		

## **GENERAL TERMS AND CONDITIONS**

**Payment Terms & Consent:** New clients are required to prepay the first project. By submitting samples to McCrone Associates (MA) for analysis, you are acknowledging your responsibility to pay in full for all analyses agreed upon and completed. Default payment terms are Net 20 days. All invoices are payable in US Dollars. An approved payment method is required prior to the initiation of any analyses. If selecting Purchase Order, an official PO copy must be submitted prior to the release of data. If selecting credit card, please provide the credit card information by phone. Accounts deemed to be past due must be made current before new samples will be accepted. We may require full or partial advance payment for certain projects. Wire transfer fees, bank fees, and non-US taxes are the responsibility of the client. Clients are notified if special payment terms apply. Minimum charge per project is \$750.

**Liability:** The Client agrees to defend, indemnify, and hold McCrone Associates, Inc. (MA) harmless for any and all claims, demands, actions and liabilities arising from or in any way related to the services provided by MA, third party claims, or a subcontracted service provider, thereof, except for cases of proven willful and wanton misconduct. MA will indemnify Client for any demands, actions and liabilities arising from providing the services in a gross negligence manner or breach of these terms or the representations provided by MA. The client understands that MA is not liable for any damages or financial loss resulting from samples or documents lost or damaged in transit to or from MA, or a third party, except to the extent any claim, demand, action or liability results from the negligence or misconduct of, or breach of any agreement by MA.

### **Submitting a Sample:**

Please include all of the following in your shipment:

- Samples should be packaged and shipped in a manner to ensure their integrity is maintained and limit their degradation. Sharps/needles MUST be capped.
- Completed Sample Submission Form
- Safety Data Sheets (applicable to all samples)
- Proper Hazard Labeling & Packaging (if necessary)

**Safety Information:** All applicable safety data sheets (SDS) or a suitable equivalent for investigational drugs are required to be shipped with the sample(s) along with the completed Sample Submission Form. Samples containing known hazardous materials or substances must be clearly and properly marked, labeled, packaged, and transported in accordance with state, federal, and international regulations. Please contact MA before shipping hazardous samples to determine if MA has appropriate environmental and engineering controls for handling the samples properly. To do this adequately, MA requires OEL/PEL's of the API's if they exist, MA may be able to handle biological hazards rated as Biological Safety 1 and 2, only. MA will not accept materials that require a RAM license or contain actinides.

**DEA Controlled Substances:** Clients requesting to submit DEA Schedule I and II Controlled Substances must provide MA with the information necessary to execute a DEA Form 222 and request the shipment of items.

**Requested TAT:** MA cannot guarantee a specific turnaround time until project request is understood and samples are received. Standard and rush turnaround times may vary. Please speak directly with your MA Project Leader to obtain turnaround time information. Once a turnaround time is communicated, MA will make every effort to comply with the date provided.

**Sample Return / Disposition:** Non-DEA samples will be returned following final report issuance. Where requested, samples will be disposed of by MA. DEA samples will be disposed unless return is requested. A sample disposition fee of \$40 per project will be included to cover disposal or return shipping and handling. Additional fees may apply for hazardous material or temperature controlled shipments.

**Confidentiality:** Information included in, pertaining to and/or resulting from the samples and information included herein shall be regarded by MA as strictly confidential and shall not be used by, disseminated to, or disclosed to any individual, corporation, or organization other than that explicitly stated by and consented to by the client contact and/or company identified above. The samples and information resulting from the samples and the services provided by MA with respect to the samples will be held by MA in strict confidence and will only be used by MA for the provisions of the services hereunder and not for any other purpose not requested by the client. These confidentiality obligations survive the termination of the services for a period of 7 years. Client must provide names and email addresses of additional persons authorized to receive report(s).

**Final Report Delivery:** Final reports will be delivered electronically, and shall be the property of the Client. An additional fee of \$50 will be charged for providing a hard copy of the final report(s).