

Internal Use Only
SAMPLE SUBMISSION FORM

Client ID _____

Job # _____

Date Received: _____

Logged by: _____


laboratories, llc
Committed to Scientific Excellence
301-916-0173 (Phone)
301-916-0175 (Fax)

1-877-CLONGEN

Biotech Testing Submission Form

Please complete one form for multiple samples if testing, hazard level and storage conditions are identical. **All samples should be sent to: Clongen Laboratories, LLC; NEW ADDRESS: 211 Perry Parkway, Suite 6, Gaithersburg, MD 20877**

Client Information (Must be completed)

Contact Information	Send Results to (Mailing Address):	Bill to:	☐ Check box if same as mailing address
	Firm Name:	Firm Name:	
	Address:	Address:	
	Contact Person:	ATTN:	
	E-mail:	E-mail:	
	Phone:	Phone:	
	Fax:	Fax:	

Please call 1-877-CLONGEN if you need assistance

Please write your sample ID EXACTLY as you want it to appear on the Final Report:

Sample ID

New Submission

Vol./Wt. # Units

Protocol #

(Yes/No)

1)		☐ Yes ☐ No			
2)		☐ Yes ☐ No			
3)		☐ Yes ☐ No			
4)		☐ Yes ☐ No			

For Clongen Labs. Use ONLY:

CL ID: _____

CL ID: _____

CL ID: _____

CL ID: _____

Sample Information

HAZARD STATEMENT (Required Information)

Indicate N/A if inapplicable

Radioactivity:

(Isotope, if applicable)

Chemical:

(Acid, Strong Base, Flammable)

Biological:

(Carcinogenic, Pathogenic, Infectious)

STORAGE CONDITIONS:

☐ Room Temperature (15o C to 30o C)

☐ Refrigerated (2o C to 8o C)

☐ Frozen (-15o C to -25o C)

☐ Ultracold (-60o C to -80o C)

☐ Liquid Nitrogen (-100o C to -196o C)

COMPLIANCE STATEMENT

☐ Non-GLP ☐ GLP

☐ GMP ☐ Non-GMP

SAMPLE DISPOSITION: (Remaining sample will be discarded 60 days from report date unless return is requested)

☐ Discard Sample

☐ Return Sample (Client FedEx account # required)

Client FedEx # _____

THE SAMPLE CAN BE DESCRIBED AS:

☐ Cell Line

☐ Unprocessed Bulk

☐ Purified Bulk

☐ Final Product Other

CONTROLS INCLUDED:

POSITIVE

☐ Yes

☐ No, If Yes, Control ID: _____

NEGATIVE

☐ Yes

☐ No, If Yes, Control ID: _____

Testing Laboratory Agreement: Clongen laboratories considers the signed protocol an agreement with the client on the provided services. Clongen Laboratories implements the protocols signed by the client and performs all assays according to Standard Operating Procedures.

Signatures

Sponsor: _____

Date: _____

Study Director: _____

Date: _____