



# SAMPLE SUBMISSION FORM

Please note that a partial or incomplete submission form can lead to a delayed start to testing.

Please send samples to:  
**Analytical Resource Laboratories**  
 520 S. 850 E. Suite B-3 Lehi, Utah 84043  
 info@yourqualitylab.com | 801-847-7722  
 www.analyticalresource.com

Company Name:

Report Results to (Full Name):

Contact Phone NO.:

Report Results to (Email):

PO. NO.:

#	Description	Lot#	OTC/Drug*	Live Organisms/ Probiotics**	Analysis Required	Specifications***	Storage Conditions****	Production Stage	Matrix Code	Standard TAT	Rush *****	Standard turnaround time (TAT): Routine Micro = 5 calendar days, Chemistry = 10 business days
1			Yes <input type="checkbox"/> Controlled <input type="checkbox"/> Scheduled <input type="checkbox"/>	<input type="checkbox"/>			Room Temp. <input type="checkbox"/> Fridge <input type="checkbox"/> Freezer <input type="checkbox"/>	Finished Good <input type="checkbox"/> Work in Prog. <input type="checkbox"/> Raw Material <input type="checkbox"/>		<input type="checkbox"/>	1 day <input type="checkbox"/> 3 day <input type="checkbox"/> 5 day <input type="checkbox"/>	
2			Yes <input type="checkbox"/> Controlled <input type="checkbox"/> Scheduled <input type="checkbox"/>	<input type="checkbox"/>			Room Temp. <input type="checkbox"/> Fridge <input type="checkbox"/> Freezer <input type="checkbox"/>	Finished Good <input type="checkbox"/> Work in Prog. <input type="checkbox"/> Raw Material <input type="checkbox"/>		<input type="checkbox"/>	1 day <input type="checkbox"/> 3 day <input type="checkbox"/> 5 day <input type="checkbox"/>	
3			Yes <input type="checkbox"/> Controlled <input type="checkbox"/> Scheduled <input type="checkbox"/>	<input type="checkbox"/>			Room Temp. <input type="checkbox"/> Fridge <input type="checkbox"/> Freezer <input type="checkbox"/>	Finished Good <input type="checkbox"/> Work in Prog. <input type="checkbox"/> Raw Material <input type="checkbox"/>		<input type="checkbox"/>	1 day <input type="checkbox"/> 3 day <input type="checkbox"/> 5 day <input type="checkbox"/>	

Special Instructions per Sample Number:

**Sample Matrix Codes:** 1-Powder 2-Gel/Liquid  
 3-Gummy 4-Swab 5-Water 6-Air 7-Sponge  
 8-Other

**Sample(s) Condition:**

ARL Personnel Only

\*If Sample is a raw material or finished good for Over-the Counter (OTC) or prescription drugs, controlled substance, or like material, you must mark the box "Yes." If no boxes are displayed, items need to be circled manually.

\*\*If Sample contains live or viable micro organisms (i.e. raw material probiotic strains or contains probiotic ingredients) you must mark the box. Failure to do so may lead to additional testing and/or contamination fees.

\*\*\* Undeclared specifications may lead to additional testing and fees.

\*\*\*\*If no Storage Conditions are specified, No Sensitivity and Room Temperature are assumed by default. In-transit storage needs must be provided by the client.

\*\*\*\*\*Unless otherwise noted, standard turnaround time (TAT) for micro is 5 calendar days, and standard TAT for chemistry is 10 business days. Rush TATs are not guaranteed and are accepted at ARL's discretion. At times, micro may have to be extended due to product suitability. Please call ahead with questions regarding rush availability & pricing.

**Terms/Conditions, Quality Agreement, Applicable Laws:** By submitting samples to Analytical Resource Laboratories (ARL), you agree to the Terms & Conditions and Quality Agreement set forth by ARL. You also agree to take all responsibility for adhering to any and all applicable laws concerning the control and safety of the contents in submitted sample(s).

Relinquished by [Print Name, Date, Time]:

Received by [Print Name, Date, Time]:  ARL Personnel Only

Signature:

Signature:  ARL Personnel Only