

## GLP SAMPLE SUBMISSION FORM

Sponsor (final report will be addressed and mailed to):	Invoice Information:
<p><b>*Annotates a required field</b></p> <p>*Company Name: _____</p> <p>*Address 1: _____</p> <p>Address 2: _____</p> <p>*City, State, Zip: _____</p> <p>*Country: _____</p> <p>*Attn: _____</p> <p>*Phone: _____</p> <p>*Fax: _____</p> <p>*e-mail address: _____</p> <p><b>*Test Article Name</b> (use EXACT wording as desired on final report)**: _____</p>	<p><b>*Annotates a required field</b></p> <p>*Purchase Order Number: _____</p> <p>Cost Estimate &amp; Proposal No.: _____</p> <p><b>*Billing Address:</b> _____</p> <p>_____</p> <p>*Accounts Payable Phone: _____</p> <p>*Accounts Payable Fax: _____</p> <p>Credit Card # Mastercard/Visa _____</p> <p>Card Holder Name: _____</p> <p>Expiration Date: _____</p>

**\*Test Article being Submitted is:**  Sterilized  Not Sterilized  NAMSA to sterilize by:  EtO  Steam

**\*Test Article is Categorized as being a\*\*:**  Medical Device  Biologic  Tissue  Pharmaceutical  Chemical

**\*Identification Number** Batch/Code/Lot (circle one): \_\_\_\_\_

**\*Storage Conditions:**  Room Temperature;  Refrigeration;  Freezer;  Other \_\_\_\_\_ **\*Quantity Submitted:** \_\_\_\_\_

**\*Physical description of test article** (chemical/material type/color): \_\_\_\_\_

**\*Mixtures of test or control articles with carriers require analysis to demonstrate proper concentration, homogeneity and stability.**  
 Sponsor will provide analytical methods; OR  Sponsor will perform analysis on representative aliquots provided by NAMSA.

**Special Instructions:** \_\_\_\_\_

**\*\*A detailed composition list and MSDS sheet must accompany any chemical or biologic test article. A certificate of testing or reprocessing must be submitted for any human tissue derived sample or clinically used medical device.**

**Stability Data:** The sponsor assures the above test article has been characterized for identity, strength, purity, and composition as required by FDA Good Laboratory Practice Regulations of 21 CFR Part 58.105. Stability testing is the responsibility of the sponsor and is subject to FDA audit. Characterization and stability information are also required for control articles. Please check the statement(s) applicable to both the test and control articles.

Test Article (✓)	Control Article (✓)	
		Stability testing is in progress; article is stable for duration of intended testing.
		Stability testing is complete and on file with sponsor. Expiration date (test): _____ Expiration date (control): _____
		Marketed product stability characterized by its labeling.

**\*Disposition of Test/Control Article:**  Discard  Return unused sample  Return unused and used sample  
 If requesting to return sample, please circle the courier and include your UPS/Federal Express/Other account number: \_\_\_\_\_

**Raw Data and Report Storage:** All data including raw data, protocols, copies of reports, specimen blocks and slides will be archived for 5 years from completion of the final report. After the 5 year period has expired, these items will be destroyed unless specific instruction to return them is provided to NAMSA.

Authorized By Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

NAMSA Study Director: \_\_\_\_\_ Date: \_\_\_\_\_

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