SSCI™
A Division of Albany Molecular Research Inc.

Analytical and Biochemical Services Request Form

Please complete this form and submit with your sample(s), safety data, and payment information.

By sending samples in accordance with this form, the submitter agrees that SSCI shall perform the services set forth herein and further agrees that the work conducted is governed by AMRI SSCI, LLC's standard terms and conditions (www.ssci-inc.com/TermsAndConditions.pdf) unless an agreement for the provision of services, such as a master services agreement, is in place between the parties, in which case that agreement governs these services. No other terms or conditions, such as those found on purchase orders, apply.

Shipping Date: _____ Company: _____

Name of Submitter: _____ Address: _____

E-mail: _____ _____

Purchase Order: _____ _____
(P.O. or payment info is required to begin testing. Invoice will be sent to Accounts Payable of submitting company unless otherwise specified.)

Other Billing Info: _____ Phone: _____

Number of Samples: _____ Compound Name: _____
(If necessary for data analysis, please provide structure.)

SSCI Quote/Proposal No.: _____

Storage and Handling Information:

SSCI reviews all available safety information prior to starting projects.

Storage Conditions:
- ☐ Ambient
- ☐ Refrigerator
- ☐ Std. Freezer
- ☐ −80 °C Freezer
- ☐ Light sensitive

Special Handling:
- ☐ Normal (OEL > 1 µg/m³)
- ☐ High Potency (OEL < 1 µg/m³; surcharge may apply)
- ☐ Controlled Substance (DEA Schedules I-V; 25% surcharge)

Molecule Type:
- ☐ Small molecule organic
- ☐ Peptide
- ☐ Protein
- ☐ Oligonucleotide
- ☐ Inorganic
- ☐ Contains element heavier than chlorine?

Refrigerated or frozen sample: How long may it be kept at ambient conditions during sample prep and analysis (default is 8 hours)? _____

Other safety/handling information: _____

Analytical and Biochemical Services Request: (see page 2)

Please indicate purpose of analyses ☐ General Information ☐ FDA Submission ☐ Lot Release *

** Lot release often requires a validated, product-specific method. Please contact SSCI for further information.*

Has SSCI previously analyzed this compound? ☐ Yes ☐ No Should this data be compared with previous SSCI data? ☐ Yes ☐ No

If yes, please include the report number(s) and/or sample ID(s) to be used for comparison. An hourly charge will be incurred for this service.

Comments: _____

Report and Priority Options:

☐ **Interpretative** (includes hourly charge for data interpretation)	☐ **Non-interpretative** (not available for techniques where interpretation is needed)
☐ Standard turnaround (7-10 business days for most techniques. Contact SSCI for details.)	☐ Standard turnaround (5 business days for most techniques. Contact SSCI for details.)
☐ 3-day Rush Service for XRPD, IR, Raman, TGA, DSC, or microscopy (**50% surcharge**; results via e-mail in 3 business days; report within 5 business days)	☐ 3-day Rush Service for XRPD, IR, Raman, TGA, DSC, or microscopy (**50% surcharge**; results via e-mail in 3 business days; non-interpretative report within 4 business days)
☐ 1-day Urgent Service for XRPD, IR, Raman, TGA, DSC, or microscopy (**100% surcharge**; results via e-mail by next business day; report within 4 business days)	☐ 1-day Urgent Service for XRPD, IR, Raman, TGA, DSC, or microscopy (**100% surcharge**; results via e-mail by next business day; non-interpretative report within 3 business days)

***NOTE:** For expedited service for other techniques, contact SSCI for availability, price, and turnaround time.*

Should SSCI send your signed final report via e-mail (PDF)? ☐ Yes ☐ No _____
An electronically signed PDF report will be provided via e-mail or CD if email is not requested. (E-mail address if different than submitter)

Sample Shipping:

Sample Receiving
SSCI, a division of Albany Molecular Research, Inc. (AMRI)
3065 Kent Avenue
West Lafayette, IN 47906-1076

Phone: **765-463-0112 or 800-375-2179**
Fax: **765-463-4722**
E-mail: info@ssci-inc.com

SSCI accepts sample deliveries Monday through Friday, except holidays, from 8:00 AM until 4:00 PM (Eastern). To deliver a sample at an alternative time, please call and arrange in advance.

Sample Disposition:

- ☐ DESTROY SAMPLE(s) no less than 30 days after completion of project. DEFAULT option, if no other instructions provided.
- ☐ RETURN SAMPLE(s) by FedEx Ground at no additional cost (non-hazardous materials, ambient conditions only). Provide address if different than provided above. Returned samples are not suitable for human consumption.

Payment: Invoicing will occur upon completion of report and is to be paid according to the Agreement terms.

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(All analyses are performed in compliance with cGMP unless noted.)

Company: _____ Compound Name: _____ SSCI Quote/Proposal No.: _____

Use additional Sample Submission Forms (from website) when submitting more than 4 samples. All pages must be submitted with Page 1 of the SSCI Analytical and Biochemical Services Request Form.

Lot No / Sample ID:				
Weight:				
Thermal Analysis				
* Differential Scanning Calorimetry (DSC, 5 mg)	☐	☐	☐	☐
Modulated DSC (mDSC, 5 mg)	☐	☐	☐	☐
Microcalorimetry (non-GMP, 100-500 mg)	☐	☐	☐	☐
nano-DSC (non-GMP, 1-5 mg)	☐	☐	☐	☐
* Thermogravimetric Analysis (TGA, 5 mg)	☐	☐	☐	☐
TG-IR (TGA coupled to gas-phase IR, 5 mg)	☐	☐	☐	☐
Thermal Microscopy (hot/cold stage, 1 mg)	☐	☐	☐	☐
Spectroscopy and X-ray Diffraction				
* Infrared Spectroscopy (IR, 1 mg)	☐	☐	☐	☐
IR microspectroscopy (1 mg)	☐	☐	☐	☐
Mass Spectrometry, ESI (1 mg)	☐	☐	☐	☐
Mass Spectrometry, APCI (1 mg)	☐	☐	☐	☐
Mass Spectrometry, MS/MS (1 mg)	☐	☐	☐	☐
Mass Spectrometry, MALDI-TOF (1 mg)	☐	☐	☐	☐
Mass Spectrometry, Q-TOF (1 mg)	☐	☐	☐	☐
Near IR Imager (50 mg)	☐	☐	☐	☐
NMR, liquid, ^{1}H, ^{19}F, ^{31}P (1-5 mg)	☐	☐	☐	☐
NMR, liquid, ^{13}C or other (10-100 mg)	☐	☐	☐	☐
NMR, solid state, ^{13}C, ^{31}P, ^{15}N, ^{19}F, ^{29}Si (30-40 mg)	☐	☐	☐	☐
* Raman Spectroscopy (10-100 mg)	☐	☐	☐	☐
Raman Microscopy (1 mg)	☐	☐	☐	☐
UV/Vis spectrophotometry (1 mg)	☐	☐	☐	☐
* X-ray powder diffraction (XRPD, 15-100 mg)	☐	☐	☐	☐
XRPD Indexing (data analysis option)	☐	☐	☐	☐
XRPD, variable temperature or variable humidity (50-200 mg)	☐	☐	☐	☐
XRD, single-crystal structure (non-GMP)	☐	☐	☐	☐
Microscopy and Physical Characterization				
Density, bulk only (>10 g)	☐	☐	☐	☐
Density, bulk and tapped (>10 g)	☐	☐	☐	☐
Dissolution (intrinsic and drug product)	☐	☐	☐	☐
Energy Dispersive X-ray (EDX), includes SEM images (1 mg)	☐	☐	☐	☐
Karl Fischer water titration, coulometric	☐	☐	☐	☐
Karl Fischer water titration, volumetric	☐	☐	☐	☐
Particle size (Malvern laser scattering, 0.1-2 g)	☐	☐	☐	☐
* Polarized Light Microscopy (1 mg)	☐	☐	☐	☐
* Scanning Electron Microscopy (SEM, 1 mg)	☐	☐	☐	☐
* Stereomicroscopy (1 mg)	☐	☐	☐	☐
Surface Area (BET method, 0.5-5 g)	☐	☐	☐	☐
Vapor sorption/desorption (DVS, 20 mg)	☐	☐	☐	☐
Biochemistry and Chromatography				
Amino Acid Analysis (2 mg)	☐	☐	☐	☐
Assays (UV, Colorimetric, or Fluorescent)	☐	☐	☐	☐
Dynamic Light Scattering (DLS)	☐	☐	☐	☐
Endotoxin Determination	☐	☐	☐	☐
Gel Electrophoresis (SDS, IEF, native)	☐	☐	☐	☐
U/HPLC (reverse phase, ion-exchange, size-exclusion)	☐	☐	☐	☐
N-terminal Sequencing	☐	☐	☐	☐
Peptide Mass Fingerprinting (Q-TOF MS)	☐	☐	☐	☐
Peptide Mapping (UV detection or LC-MS)	☐	☐	☐	☐
SEC-MALS	☐	☐	☐	☐

(* Rush and Urgent Services are available for XRPD, IR, Raman, TGA, DSC, or microscopy for a 50% or 100% surcharge, respectively.)

Specific Analysis Conditions/Details: _____

Standard analysis conditions will be used unless otherwise specified.

SSCI INTERNAL USE ONLY

Date and Time Samples Received at SSCI: _____ *SSCI Received By Initials:* _____