Shipment Document

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What to do:

- □ Please, complete the form below electronically - then print it out.
- □ Please, label the vessel containing the test item with:

- ✓ Name
- ✓ Batch
- ✓ Net weight
- ✓ Storage conditions
- ✓ In case of a pharmaceutical product add to vessel: "analytical sample, not for human use"

Packaging:

- □ Prior to shipment, select a suitable container based upon available compatibility and stability information (e.g. plastic, glass, light protection, thermo regulated, etc., see *OECD 19).
- □ Please, include the completed documents in a protective sleeve to prevent possible contamination from leaking substances.
- □ Consider proper shipment conditions (ice/dry-ice if necessary; data-logger; desiccant; etc.).

Place the following printed documents in the package:

- □ Completed Shipment Document
- □ Safety Data Sheet (English or German version)
- □ Labelled test item

□ Customs handling (for non-EU members): EORI-no. DE6724760

Send the package to following Shipment address:

LAUS GmbH Test Item Administration Office Auf der Schafweide 20 67489 Kirrweiler, Germany LAUS LAUS record/ quotation number.: _ _ _ _ - _ _ _ _ _

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Please, fill out completely:
Name, batch, and storage conditions must match the Certificate of Analysis and shipment labels exactly.
Failure to comply may be regarded as an exclusion in GLP compliance by regulatory authorities (*OECD 19).

LAUS record/ quotation number or project number				
Name of test item/ Trade name		-		
CAS number (if available)				
Contact person (name and email address)				
Storage conditions (will be stored at room temperature (20 ± 5 °C) by default	☐	room temperature (20 ± 5 °C)		
	☐	fridge (2 - 8 °C)		
	☐	freezer (-25 up to 15 °C)		
	☐	keep under inert gas		
	☐	other		
Datalogger included?	☐	yes	☐	no
Return Datalogger at sponsor's cost?	☐	yes	☐	no

Please, note:
If this document is not included correctly, the shipment may not be identified or allocated. This may cause delays in processing!

*OECD 19: OECD Series on principles of Good Laboratory Practice and Compliance Monitoring, Number 19; Advisory Document of the Working Group on Good Laboratory Practice on the Management, Characterisation and Use of Test Items (2018).