

1a. Obligatory substance information

1.1	Name of substance (to be used in the report)			
1.2	Batch (must match declaration on vessel)			
1.3	CAS-No/EC-No			
1.4	Production and expiry date of batch			
1.5	Molecular formula			
1.6	Purity of batch (e.g. 100 % water)			
1.7	Composition/chemical name (IUPAC if mono constituent; no CAS needed)	Concentration		unit
		1.	1.	
		2.	2.	
		3.	3.	
1.8	Storage conditions (Standard: kept in dry and dark storage conditions)	room temperature (20 ± 5 °C)		
		fridge (2 - 8 °C)		
		freezer (-25 - -15 °C)		
		keep under inert gas		
		other		

1b. Obligatory substance data, if the following tests have been ordered

1.9	BET-Analysis	max. heating temperature				
		special heating conditions (Gasflow, temp. ramp etc.)				
		expected surface (estimated value):				
	Liquids	suitable drying method				
1.10	XRD/XRF	Does the sample contain any organic parts?	Yes		no	
	Liquids	What is the matrix?				

2. Obligatory sponsor and monitor information

2.1		Sponsor	Monitor (if different)
	Name of company		
	Contact person		
	Street		
	Postal code		
	City		
	Country		
	Telephone		
	E-mail		
2.2	E-Mail communication		
	Draft and Final report to		
	Financial information to (e.g. Quotation, Confirmation of order, Invoice)		

3. Mandatory documents

3.1	Safety Data Sheet	Need to be in the package	
3.2	Substance Data Sheet	Need to be sent to pa@laus.de	
3.3	SIP (Substance identity profile)	Need to be sent to pa@laus.de (if available)	
3.4	Certificate of analysis	Need to be sent to pa@laus.de (if available)	

Please save file after data input and send it back to pa@laus.group

(Incompletion will lead to delayed study performance; Please note that we can not use printed or faxed versions)