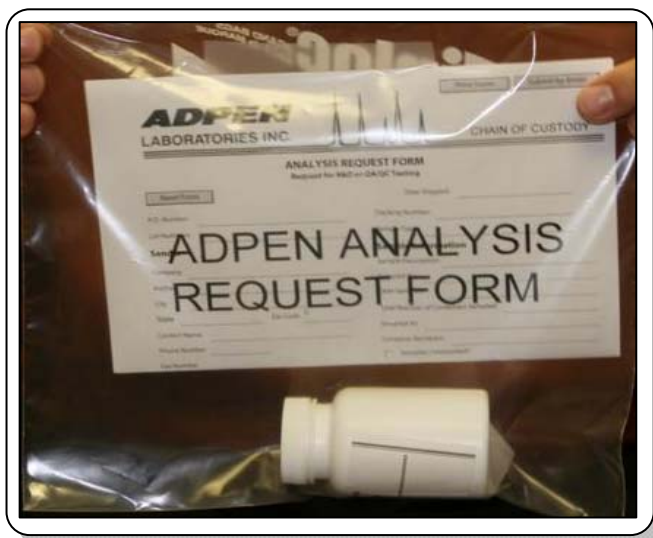


INSTRUCTIONS FOR SAMPLE SUBMISSION

All samples shipped to ADPEN Laboratories, Inc. for analysis should include a completed copy of the Test Request Form. Analysis Request Forms (ARFs) are available [here](#) in PDF. Please fill it out as completely as possible then follow the instructions below for submitting samples to ADPEN Laboratories, Inc.

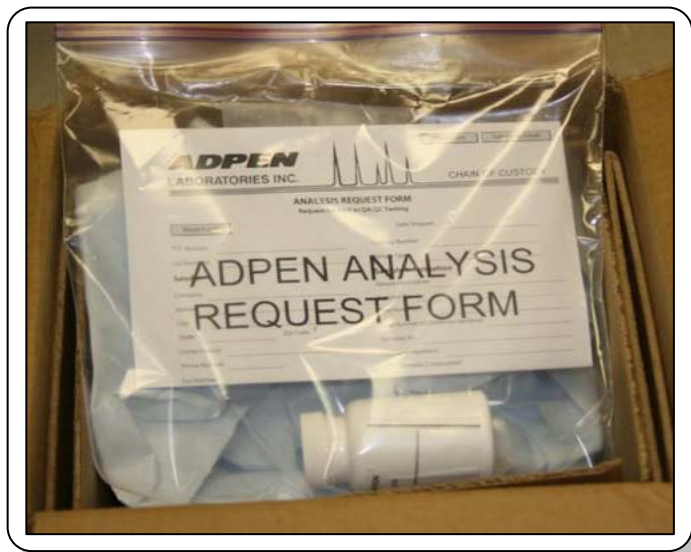
When sending samples to the lab:

- ➡ **1. Please ensure that each individual sample is labeled and sealed properly.**



A properly labeled sample should include at minimum date code and/or lot number and sample description, if not already present.

- ➡ **2. Download & complete appropriate Analysis Request Form (Please include the request form in the box of samples).**



Please include your request form securely in the box with samples to ensure quick processing. This will also help us get results to you on time. Add dry ice or blue ice in the box for preservation if needed.

- ➡ **3. If sending multiple samples, keep samples in separate containers.**



- a. Separate samples by placing them in individual bags or containers to prevent cross contamination. Include a control sample if required.



- b. When submitting multiple samples in the same box, please secure the ARF in a separate plastic bag inside the box.

- ➡ **4. If multiple samples need to be combined and homogenized into one, please clearly indicate which samples are to be combined in writing in the ARF. Use additional pages if needed. Make sure that combining sample lots is acceptable to any Agency involved.**

- ➡ **5. Ship samples and analysis request forms to:**

**ADPEN Laboratories, Inc.
Attn: Sample Custodian
11757 Central Parkway
Jacksonville, Florida 32224
Phone#: 904.645.9169**

- ➡ **6. Once samples have been analyzed, your results will be faxed or e-mailed to the contact listed on the analysis request form.**