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|  | Standard Operating Procedure | 10975 Benson Drive, Suite 330 Corporate Woods Bldg 12 Overland Park, KS 66210 Phone 913-661-1662 Fax 913-663-2729 |
| | SOP Number QLP-118 | |
| | Title: Sample Shipping, Receiving and Processing | |
| | Revision Number 08 | |
| ATTACHMENT I: SAMPLE SUBMISSION FORM | | |

A Sample Requirements

The following table contains requirements for container type, minimum volume and shipping conditions. Please contact ProPharma Group Laboratory Services for information regarding qualified containers. **Note: To ensure quick turn-around time separate containers are required for each test type. Sample containers are available for purchase upon request.**

| Test | Container Type | Minimum Volume | Shipping Conditions ¹ |
|-----------------------------|---|----------------|----------------------------------|
| Bioburden/Microbial Content | Sterile | 200 mL | Refrigerated |
| LAL/Endotoxin | Pyrogen free | 2 mL | Refrigerated |
| TOC | TOC free vial | 40 mL | Ambient |
| pH | Sterile | 50 mL | Ambient |
| Conductivity | Sterile | 200 mL | Ambient |
| Microbial Identification | Subcultured onto a TSA or Blood agar plate with Parafilm around the edges | N/A | Refrigerated |
| Coliform | Sterile | 100 mL | Refrigerated |
| Incubation of EM samples | Agar plate, lid secured with tape. | NA | Refrigerated |

¹ Refrigerated shipping conditions are achieved through packing in insulated container with ice or cold packs. Samples packed in ambient shipping conditions may be shipped under refrigerated conditions.

B Shipping guidelines, (if required):

- IATA approved shipping container Completed Sample Submission Form
- Next day morning service Temperature indicator for temperature sensitive materials

C Documentation:

ProPharma Group Laboratory Services will retain hard copies of all testing documentation for a period of 7 years. Documents older than 7 years will be destroyed unless client provides notification in writing that they wish to take possession of the documents after 7 years has elapsed.

D Variances from Sample Size, Containers, Shipping Conditions and Shipping guidelines
Deviation from the requirements and guidelines listed in sections A and B of this document may result in testing delays. Document variances in the following space and submit with the Sample Submission Form.

Completed By/Date _____