

Checklist to Avoid Sample Submission Discrepancies



This checklist is designed to help you avoid common discrepancies and submission form issues that can delay your testing.

- ✓ *For wipes, please specify whether testing is for the liquid, the wipe, or both.*
- ✓ *Include Serving Size with the specification.*
- ✓ *Note type of Vitamin (A, D, E, K, B6, B12) on submission form.*
- ✓ *List class (I, II, or I, II, and III) for Residual Solvents.*
- ✓ *Raw COAs are required for all Vitamin and Raw Material tests.*
- ✓ *TOC (Total Organic Carbon) samples must be submitted in glass jars or will be tested at their own risk.*
- ✓ *For Stability projects, please note whether the sample is a new formula/matrix.*
- ✓ *Submit a minimum of 20g of sample for any Out of Specification (OOS) investigation involving hypothesis testing.*



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