**CLE Analytical Standards Request Form**

**The Process:**

1. Fill in the request form and send to CLE contact [agata.pietrasiuk@croplifeeurope.eu](mailto:agata.pietrasiuk@croplifeeurope.eu)
2. CLE will forward your request to the company that holds the registration for your requested compound.
3. You will be contacted by the company within 10 working days, to clarify details of your request and of the shipment.
4. The company will send you the reference compound within another 10 working days (unless agreed differently).

**The Request Form:**

*Please use separate forms for each requested substance !*

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Address Street  Zip Code, City (Country) |  |
| E-mail Address |  |
| Telephone No. |  |
| Delivery Address (with name / phone no. of responsible lab manager, if not identical with information above) |  |
| EORI ([Economic Operators Registration Identification](https://en.wikipedia.org/wiki/EORI_number)) of your organization \* |  |
| Reference substance requested (common name, IUPAC or CAS number, and/or structural formula) |  |
| In case of requests for metabolites: Name of the parent compound |  |
| Amount requested (mg) |  |
| Brief description of the reason for the request for reference material, e.g. an overview of the project |  |
| Expected timeframe of project (e.g. start and end date) |  |
| Are you willing to share the analytical results with the registrant? Please give reason, if No. |  |
| Accreditation status of your lab (e.g. GLP, ISO), and/or membership of professional networks (e.g. NORMAN) |  |
| Other comments |  |

\* required for shipments to the EU; without an EORI, companies that ship from outside the EU may not be able to provide the standard

**There are a few details that you should be aware of:**

* The compound-providing company will inform you about any hazardous properties that the reference compound may have, by labeling it and providing a safety data sheet that complies with European legislation, as well as specific storage instructions, if applicable. This will allow you to define the appropriate handling methods and precautions to protect your staff. Ultimately, you are responsible for the safe and correct handling of the compound and for compliance with all legislation that may apply to your facility.
* The reference compound is solely provided for analytical purposes. It may not be used for any other purposes without the explicit consent of the supplier. It may also not be forwarded to third parties without the explicit consent of the supplier. Therefore, requests for amounts of > 100 mg will only exceptionally be considered, with a good justification.
* In certain instances, reference compound are already available from commercial suppliers. You may therefore be directed to order from the commercial supplier, depending on supply chain arrangements in place.
* In rare cases, the company may not provide the requested reference compound. This will be the exception and requires a plausible and transparent justification. One reason may be that the company does not have the reference compound available. Another reason may an apparently unreasonable request (e.g. a very large amount is ordered, or the requesting laboratory has very limited or no accreditation or experience) and the open questions cannot be resolved in direct discussions.