

# Biological Industries USA Custom Media Request Form

## Section 1: Customer information (required)

Inquiry request date:

Contact name:

Telephone number:

Email address:

BI-USA Account Manager:

How did you find BI-USA:

Company name:

Shipping address:

Billing address:

Current customer    New customer    Unknown

## Section 2: Request type (required)

Request type refers to whether you are looking to optimize a formulation based on a current BI catalog number, produce your own formulation, or whether you are looking to scale-up a current formulation. Please select one.

- Optimize a BI product (Section 3, 4, 6, 7, 8, 9, 10)    Make your own media (Section 3, 5, 6, 7, 8, 9, 10)    Custom manufacturing and scale-up (Section 3, 7, 8, 9, 10)

Requested delivery date (dd-mm-yy):    Overall budget expectations:

Packaging requirements:  Bottles    Bags    Other (complete Section 9)

## Section 3: Product information and intended use (required)

- Research    Formulation Development    Ancillary material or further manufacturing    Other\*

\*If other, please describe the intended use:

- Yes    No   Are you or your lab the end user for this product?
- Yes    No   Will you be reselling this product?
- Yes    No   Will you require a CDA/NDA?
- Yes    No   Is this a one-time order?
- Yes    No   Will you require multiple lots for validation?

Product name:

Total liters:

Total number of units:

Total lots/batches:

Price expectations:

## Section 4: Optimize a formulation

Use this section to capture your formulation modifications (add or remove components, change in concentrations, or packaging and fill volume changes). UOM: Stands for unit of measure required for each component including concentrations (mL, %, M, mM, uM etc.). CAS#: A CAS Registry Number is a unique numerical identifier assigned by Chemical Abstracts Service (CAS) to every chemical substance described in the open scientific literature. Please include if known. Please note there is a 6 L minimum.

### Optimization type:

- Existing catalog number – add or remove ingredients  
 Existing catalog number – change ingredients

### Packaging:

10 mL  20 mL  50 mL  100 mL  500 mL

Other:

BI Product Catalog Number:

Vendor Catalog Number:

(Fill in if comparing to vendor product)

| Add/remove/change | Component name | Component grade | UOM | CAS# |
|-------------------|----------------|-----------------|-----|------|
|                   |                |                 |     |      |
|                   |                |                 |     |      |
|                   |                |                 |     |      |
|                   |                |                 |     |      |
|                   |                |                 |     |      |
|                   |                |                 |     |      |

## Section 5: Make your own formulation

Use this section to capture your formulation ingredients, concentrations, UOM, or supplier catalog number and additional notes. UOM: Stands for unit of measure required for each component including concentrations (mL, %, M, mM, uM etc.). For complex formulations, please attach specifications to this form. Please indicate in the notes section if this formulation requires a specific protocol or special instructions. Please note there is a 6 L minimum.

### Requested ingredients:

- Use BI ingredients  
 Use ingredients from supplier specified below

### Packaging:

10 mL  20 mL  50 mL  100 mL  500 mL

Other:

| Component name | UOM | Cat. No. | Supplier name: | Additional notes or requirements: |
|----------------|-----|----------|----------------|-----------------------------------|
|                |     |          |                |                                   |
|                |     |          |                |                                   |
|                |     |          |                |                                   |
|                |     |          |                |                                   |
|                |     |          |                |                                   |
|                |     |          |                |                                   |

Formulation and protocol notes:

## Section 6: Lot/batch size and pack sizes

Each batch represents a single lot. You may request up to three batches using this form. Please include all sample, pack size, and volume fill requirements for each batch. Note: A single lot can include multiple pack sizes.

**Batch 1—please include all sample and pack size requirements.**

**QTY:      Unit size fill volume:      Packaging:      Total volume:      Additional notes:**

| QTY: | Unit size fill volume: | Packaging: | Total volume: | Additional notes: |
|------|------------------------|------------|---------------|-------------------|
|      |                        |            |               |                   |
|      |                        |            |               |                   |
|      |                        |            |               |                   |
|      |                        |            |               |                   |

Batch 1 notes:

**Batch 2—please include all sample and pack size requirements.**

**QTY:      Unit size fill volume:      Packaging:      Total volume:      Additional notes:**

| QTY: | Unit size fill volume: | Packaging: | Total volume: | Additional notes: |
|------|------------------------|------------|---------------|-------------------|
|      |                        |            |               |                   |
|      |                        |            |               |                   |
|      |                        |            |               |                   |
|      |                        |            |               |                   |

Batch 2 notes:

**Batch 3—please include all sample and pack size requirements.**

**QTY:      Unit size fill volume:      Packaging:      Total volume:      Additional notes:**

| QTY: | Unit size fill volume: | Packaging: | Total volume: | Additional notes: |
|------|------------------------|------------|---------------|-------------------|
|      |                        |            |               |                   |
|      |                        |            |               |                   |
|      |                        |            |               |                   |
|      |                        |            |               |                   |

Batch 3 notes:

## Section 7: QC testing (required)

Use this section to capture your QC requirements. For standard QC testing request on BI catalog number, please select the first option "Standard Testing with CofA". For additional testing, please make selections below "Custom QC testing". Additional testing is available for an additional cost. All custom formulations are manufactured with reverse osmosis grade water and filtered using a CA 0.2 um filter. Please indicate special instructions in the notes section below if your project requires other specifications.

### Requested QC testing:

- Standard testing with CofA (appearance, pH, osmolality, sterility - included in price)
- Custom QC testing (select required testing below, additional quotes will be provided)

Select required tests:

- |  |                                       |   |
|--|---------------------------------------|---|
| <input type="checkbox"/> Appearance                          | <input type="checkbox"/> Conductivity | <input type="checkbox"/> Cell growth            |
| <input type="checkbox"/> pH (check and record)               | <input type="checkbox"/> Endotoxin    | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Osmolality (check and record)       | <input type="checkbox"/> Mycoplasma   |   |
| <input type="checkbox"/> Bacterial/fungal screen (sterility) | <input type="checkbox"/> Solubility   |   |

QC testing notes:

## Section 8: Labeling

Please note that all standard custom orders will ship with the BI label and include product information, lot number and reads "For Research Use Only." If you require specific labeling instructions please note them in this section. For shelf life, it is the responsibility of the end user to determine an appropriate shelf life. If requested, shelf life is given as a guide and is not guaranteed by Biological Industries USA. For custom labeling requiring expiration dates, please attach product-related stability studies data.

**Label options:**  BI label (standard)  Customer label  No label (requires a custom agreement)

Product name for label: (if applicable)

Product catalog number: (if applicable)

Shelf life: (if known)

Storage temperature:

- Ambient/Room temperature
- + 4° C
- 20° C

Labeling and documentation notes:

## Section 9: Packaging

Use this section to capture your formulation packaging requirements and additional notes. Standard packaging includes Nalgene PET/PETG bottles. For custom vials, flasks, bags, or special packaging requests, please fill in details in the packaging notes section below.

### Standard packaging:

10 mL  20 mL  50 mL  100 mL  500 mL

Other:

### Standard BI product with custom pack sizes only:

10 mL  20 mL  50 mL  100 mL  500 mL

Other:

BI Catalog Number:

Packaging notes:

## Section 10: Shipping

All products ship FedEx® Overnight or equivalent. If requested, products can be shipped with cold packs for an additional charge. Please request cold packs, alternative shipping requirements, or FedEx® collect account number below. Note Shipping costs will be determined when order is processed.

Shipping and delivery requirements:

Any additional notes about the project:

Please email [custom-services@bioindusa.com](mailto:custom-services@bioindusa.com) with your custom request.

All orders made following this request are subject to review and confirmation of final requirements, and are also subject to Biological Industries USA's Terms and Conditions available at [www.bioind.com/usa-terms-and-conditions](http://www.bioind.com/usa-terms-and-conditions).

### BI-USA Custom Media Services

#### Biological Industries USA

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