



SteriTek

Expert Sterilization Services

Service Order Form

DEA

Tips and Best Practice





Service Order Form - DEA

FORM-14-2 Ver. 4

Job #: _____

CUSTOMER INSTRUCTIONS:

*Please enter the information electronically for ease of readability.
Order may be delayed if Customer Section is not complete or is incorrect.
Pages 1 and 2 of this form must accompany all orders.*



Facility (To Be Completed by Customer)
<input type="checkbox"/> Fremont
<input type="checkbox"/> Lewisville

Facility location is REQUIRED

- Please pull SOF from our website for our most up to date version. Note, old version will not be accepted and will delay your order.
- Email SOF to receiving@steri-tek.com and include in packing slip.
- <https://www.steri-tek.com/wp-content/uploads/2023/06/Service-Order-Form-DEA.pdf>

To Be Completed by Customer (N/A when appropriate, use exact wording you submitted)

Company Name:	
Contact Name(s):	
Address:	
City/State/Zip:	
Phone Number(s):	
Email Address(es):	
Arrival Date/Inbound Tracking:	

Required

Company name & address must match what was submitted on the original contact sheet.

- If company name/address has changed, please resubmit customer contact sheet to customer success and quality

Processing Information	
Processing Code (PPS):	<input type="text"/>
Target Dose (kGy):	<input type="text"/>
Dose Range (kGy):	<input type="text"/>
<input type="checkbox"/> RST Service	<input type="checkbox"/> Split Dose

RST service is for a validation project or dose map project

Required

If using split dose, please use x+x as your target dose. This indicates your product will be processed 1+ times.

Your PPS code is specific to your company. You can find it in your QA confirmation email.

- Target dose is referring to the EXTERNAL dose delivered
- Dose range is +/- 10% of the target dose for R&D runs
- Please refer to your PPS for your validated codes when filling out the SOF

Turnaround Time	
Standard:	<input type="checkbox"/> 2 Business Days
RUSH (Add'l Fee):	<input type="checkbox"/> 24 hrs. <input type="checkbox"/> 4 hrs.
	<input type="checkbox"/> 2 hrs. <input type="checkbox"/> 1 hr.
<input type="checkbox"/> RST Project	<input type="checkbox"/> Rush RST

Required

Turnaround times listed is in business days

Turnaround time is
REQUIRED

- RST is for validation project or a dose map project only
- Please contact Steri-Tek for x-ray turnaround times. Times listed are for e-beam only

Environmental Conditioning

- Room Temp
- Refrigerator
- Freezer

Required

Refrigerator: 2 to 8 degrees Celsius

Freezer: -16 to -28 degrees Celsius

Freezer: -80 degrees Celsius available pending advanced notice and capacity *Only available in FCA*

Environmental conditioning is **REQUIRED**

- If refrigerator/freezer is selected, you must list a minimum dwell time pre AND post processing in special instructions

Information below must match CSSR(s)	
Shipper DEA No.:	
P.O. Number:	
Shipper Box Count:	
Processing Box Count:	Total Units
Dosage Form:	

Required

If no PO number is established, TBD to be used in its place

All fields **REQUIRED**

- DEA number required for controlled and non-controlled substances
- Shipper box count is the number of boxes we will receive off the truck
- Processing box count is the number of processing boxes we will be placing on the tote
- Total units is the total number of “syringes” or dosage form
- Dosage form is the shape of the drug (syringe, vial, pellet, etc.)

Inbound CSSR and outbound CSSR are required for controlled substances only. Must be provided by the customer.

Please accurately complete Steri-Tek FORM-18 <i>Controlled Substance Shipping Record (CSSR)</i> for all incoming and outgoing shipments that contain controlled substances.
Additional Information & Special Handling/Processing Instructions: (If necessary, may reference additional documents)
Steri-Tek has permission to unpack processing boxes <input type="checkbox"/>

Required if requesting an RST job, single layer repack, or internal dosimeters

Special instructions are optional

- If you have more than 3 special instructions, the R&D amendment form found on our website is **REQUIRED**. Simply state, “see amendment form attached,” in the special instructions.
- If we do not have the required amendment form, your job may be delayed.

To Be Completed by Customer (continued)

Return Shipping Information Check if location and contact same as page 1 Check if in addition (split shipment)

Contact Name:	<input type="text"/>	Return Via:	<input type="text"/>
Address:	<input type="text"/>	Return Speed:	<input type="text"/>
City/State/Zip:	<input type="text"/>	Account #:	<input type="text"/>
Phone Number(s):	<input type="text"/>	Insure for:	<input type="text"/>
Email Address(es):	<input type="text"/>	Return Facility DEA No.	<input type="text"/>

Contact when done (specify details below)

Additional Information Special/Additional Shipping Instruction: (If necessary, may reference additional documents)

Authorized Signature: Date:

Print Name:

Required

If required fields are missing it may delay your shipment.

- Please note – tracking numbers are sent by the courier, not from a Steri-Tek email. We can provide them for you but please check your spam.

To Be Completed by Steri-Tek		
Changes or discrepancies resolved/authorized? (detail in comments) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Order Accepted	Date: _____	Time: _____
Est. Completion	Date: _____	Time: _____
Current PPS CO#: _____ (NA if not applicable)		
Comments: _____		
Order Entered By: _____		Date: _____
<input type="checkbox"/> Customer Contacted for Pick-up or Shipment Scheduled		Initial & Date: _____

This section to be filled out by Steri-Tek. This is where you can find your estimated completion date (ship date).

- Please note – we cannot guarantee any changes after the order confirmation has been sent. If you have change requests contact Steri-Tek as soon as possible.

Frequently Asked Questions

- Do I need inbound and outbound CSSRs for non-controlled substance? **No, but you can provide one if wanted.**
- Can Steri-Tek help with my CSSRs. **No, these documents must be provided by the customer.**
- I am sending non-controlled substances, do I still need to use the DEA SOF? **Yes, all DEA customers need to use the DEA SOF regardless of if the product being sent is controlled or non-controlled.**
- Can I send an excel of the CSSR? **Yes, we prefer an electronic version. This will also ensure it's listed on the COI.**

Questions?



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