



EO Process Request Form

Please complete this EO Process Request Form and upload the completed form prior to the load's arrival to notify Steritec of upcoming orders.

Service Category: ☐ Routine ☐ Validation/R&D ☐ 2X ☐ Other: _____

Section 1: CUSTOMER INFORMATION

Customer Name:		Cycle/Program:	
Address:		Customer Lot #:	
City:		Billing PO #:	
State:		Zip:	
Estimated Arrival Date:			

Section 2: LOGISTICS CONTACT

Logistics Contact Name:		Phone:	
Email:			

Section 3: REQUESTS / ATTACHMENTS

Item	Requested?		Attached?
STAT Requested?	☐ Yes ☐ No	Instructions Attached?	☐ Yes ☐ No
Special Handling / Processing Requested?	☐ Yes ☐ No	Instructions Attached?	☐ Yes ☐ No
Test Request Form	☐ Yes ☐ No	Form Attached?	☐ Yes ☐ No
R&D Form	☐ Yes ☐ No	Instructions Attached?	☐ Yes ☐ No

Note: Any processing/handling needs outside of established cycle/program requirements must be documented and included with this request.

Section 4: LOAD DETAILS & PRODUCT IDENTIFICATION

Number of Pallets:		Number of Cartons:			
Number of BI's / PCD's:		Number of Positive Control BI's:			
Samples to be Pulled? ☐ Yes ☐ No	Sample Test Type:	QTY:			
LAL Samples to be Pulled? ☐ Yes ☐ No	Number of LAL Samples to be Removed:				
Product ID / Item Code	# Cartons	# Pallets	Product ID / Item Code	# Cartons	# Pallets

☐ List of additional products attached.

Section 5: CUSTOMER AUTHORIZATION FOR PROCESSING

Comment:			
Signature:		Date:	_____

Section 6: STERITEC USE ONLY

Load Number:		Initial:		Date:	
---------------------	--	-----------------	--	--------------	--