



448 West Fork Drive • Arlington, Texas 76012

INTENDED USE LETTER REQUIREMENTS

In order to comply with the Drug Enforcement Agency (DEA) regulations (21 CFR 1310.07 and 21 U.S.C. 830), companies that purchase certain chemicals for internal use (and not for resale) are required by Ricca Chemical Company LLC to provide the following:

- 1) Must be supplied on company letterhead
- 2) Must include the following information:
 - a) Product catalog number
 - b) Product description
 - c) Intended use of the product
- 3) Must be supplied for each different product number requested
- 4) Must be renewed on an annual basis

The above information is required before an order will be accepted by Ricca Chemical Company LLC.

The following page can be used as an example of an intended use letter. Simply copy and paste onto your letterhead.

**YOUR COMPANY LETTERHEAD
COMPANY ADDRESS
COMPANY PHONE NUMBER**

Month day, year

**TO: RICCA CHEMICAL COMPANY LLC
ATTN: REGULATORY AFFAIRS
Fax number: 817-274-4754**

Re: Intended usage of {**CHEMICAL NAME, CATALOG NUMBER**}

The above raw material to be purchased by **YOUR COMPANY NAME** is used (as, in, for, etc)

Please call if you have any questions.
Thank you.

Sincerely,

Your name
Your title
Your company name
Your company phone number
Your company fax number
Your e-mail address
Your website address