**Chain of Custody Sheet\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Testing laboratory** | eco-INSTITUT Germany GmbH  Schanzenstr. 6-20, D-51063 Cologne  Tel. +49 (0)221 - 931245-0  Fax +49 (0)221 - 931245-33 | **Sampler** (Name, Company, Phone) |  |
| **Name of manu-facturer / dis-tributor at place of sampling** (Address / Stamp) |  | **Customer/**  **Invoice recipient** (if different from manufacturer) |  |
|  | | | |
| **Product name** |  | **Product type** (e.q. parquet, floor covering) |  |
| **Model / pro-gramme / series** |  | **Batch** |  |
| Article number |  | **Date manufactured batch** |  |
| Plant name and location |  | **Number of sample pieces** |  |
|  | | | |
| **Samples are taken from** | current production  storage | **Sampling date** |  |
| **Sampling time** |  |
| **Storage location before sampling** | production  storage  other: | **Storage conditions before sampling** | open  packaged |
| Storage location: | Packaging material: |
|  | | | |
| **Special features** (possible negative effects through emissions at place of sampling (e.g. enzene, exhaust fumes), unclarities, questions etc.) | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Shipping details** |  | **Shipping date** |  |
| **Packed and shipped by** |  | **Carrier / Air bill no.** |  |

|  |  |
| --- | --- |
| **Validation**  Hereby the signer affirms the accuracy of the above-mentioned statements. The sample was chosen, sampled and packaged according to the sampling guidelines. | |
| Date: | Signature:  (Stamp) |

|  |  |  |  |
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| **Order**  **(Please insert quote number, or – if not available, please enter the desired analysis)** |  |  |  |

**For eco-INSTITUT use only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Received by** |  | **Received date** |  |
| **Condition of shipping package** |  | **Condition of sample** |  |
| **Lab tracking no.** |  | **Signature** |  |

**\*** a separate chain of custody sheet must be completed for each sample