

## Sampling guidance

### General rules which are to be considered when sampling

It is to be generally noted with all steps that any proximity to solvent-containing products can contaminate the sample. Especially avoid the following: Cleaning agents, thinners, colourants, varnishes, fuel, and exhaust gases among other things.

#### 1) Sampling sheet (see below)

A sampling sheet is to be dispatched with the sample(s). The hereon given information (product name, company name, sampler etc.) are transferred to the test report and the sampling sheet is displayed. Please ensure to provide **legible writing and correct information**. Retrospective changes may be charged with a **transcription fee**.

#### 2) Sampling

The samples for the products which are to be examined are to be taken **from the production line**. **Only in exceptional cases** should samples be taken out of stocks. These may not be older than three weeks max. The samples should be taken from a packed load (e.g. pallet unit) out of a **middle position**.

#### 3) Sample size

##### Textiles:

- Per representative analysis/ per colour/ per material: 20 grams

##### Flooring:

- 0.8 m<sup>2</sup>

##### Painting and Coating materials:

- At least 0.5 kg, for at least 1 m<sup>2</sup>

##### Mattresses:

- At least one fourth of a mattress

##### All other products or more complex orders (building products, furniture etc.):

- Please contact your contact person at eco INSTITUT

#### 4) Marking

For the marking of the sample **no solvent containing writing implements** may be used. Please use the sampling sheet and if applicable sticky adhesive labels, which are marked with a ball-point pen and are **attached to the packaging**. With several samples the different samples must be numbered.

#### 5) Packaging

The sample is to be first **doubly** wrapped in **aluminium foil (only applicable for emission tests)**. Subsequently, the sample is to be packed as **hermetically** as possible into a **low-emissions plastic film** (polyethylene, polypropylene, freezer bag) and sealed with tape.

Please pack all samples **separately**.

***Wrongly packed samples cannot be accepted for laboratory testing.***

#### 6) Dispatch

For the dispatch the usual post office and parcel service can be used or alternatively the customer may deliver it. Here it is to be noted that in the case of transport by passenger car the sample is not stored in the proximity of sources of emission (e.g. fuel cans).

# Sampling Sheet

Please fill in all fields. If the fields marked\* or red outlined are not filled in, the test pieces cannot be accepted for laboratory testing.  
 Please take one sampling sheet for each sample! The sampling instruction must be strictly maintained!

Project number  
 eco-**INSTITUT** /  
 will be filled in by Laboratory

<b>Customer *</b>	<b>Testing laboratory</b>	eco- <b>INSTITUT</b> Germany GmbH Schanzenstr. 6-20, D-51063 Cologne Tel. +49 (0)221 - 931245-0 Fax +49 (0)221 - 931245-33
<b>Name of manufacturer</b> <b>Name of distributor</b> (if different from customer)	<b>Sampler *</b> (Name, Company, Phone)	
	<b>Sampling location *</b>	

<b>Name of test sample/        Item *</b>	<b>Product type</b> (e.g. parquet, floor covering)
<b>Article number</b>	<b>Batch*</b>
<b>Model / programme /        series</b>	<b>Production date        of batch *</b> (yyyy/mm/dd)

<b>Samples are taken        from</b>	<input type="checkbox"/> current production <input type="checkbox"/> storage <input type="checkbox"/> other	<b>Sampling date</b> (yyyy/mm/dd)
<b>Storage location:</b>	<b>Storage conditions        before sampling</b>	open packaged
	<b>Packaging material</b>	

**Special issues** (Uncertainties, questions, possible negative effects through emissions at place of sampling - e.g. contaminations during production / storage)

**Validation \***  
 Hereby the signer affirms the accuracy of the above-mentioned statements.

**Date (yyyy/mm/dd):** \_\_\_\_\_ **Signature/Stamp:** \_\_\_\_\_

## Further Informations on the assignment

<b>invoice recipient</b> (if different from customer)	<b>Test report recipient</b> (if different from customer)
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<b>Should the sample be tested on behalf of a product group / further product variants</b>	<input type="checkbox"/> no <input type="checkbox"/> yes, Declaration of conformity enclosed
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<b>Quotation number</b> (if not available, please specify the aim of analysis)	<b>Intended use of the product</b> (wall, floor, ceiling etc.)
<b>Further product informations</b> (Application quantity in g/m <sup>2</sup> , mixing ratio, possibly special features regarding the analysis etc.)	

<b>Validation *</b> Hereby the signer affirms the accuracy of the above-mentioned statements.	
<b>Date (yyyy/mm/dd):</b>	<b>Signature/Stamp:</b>