**Chain of Custody Sheet\***

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| **Testing laboratory** | eco-INSTITUT Germany GmbHSchanzenstr. 6-20, D-51063 CologneTel. +49 (0)221 - 931245-0Fax +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.** |       |

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| **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**

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| **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