

Chain of Custody Sheet

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

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!*

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

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

Samples are taken from	current production storage other	Sampling date (yyyy/mm/dd)
Storage location:	Storage conditions before sampling	open packaged
	Packaging material	

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

Shipping details	Shipping date
packed and shipped by	Carrier / Air bill no.

Further Informations on the assignment

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

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

For eco-**INSTITUT** use only

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