

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

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

|                        |  |                               |
|------------------------|--|-------------------------------|
| Samples are taken from | current production<br>storage<br>other | Sampling date<br>(yyyy/mm/dd) |
| Storage location:      | Storage conditions<br>before sampling  | open<br>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<br>(if different from customer) | Test report recipient<br>(if different from customer) |
|---|---|

|   |   |
|---|---|
| Should the sample be tested on behalf of a product group / further product variants | no<br>yes, Declaration of conformity enclosed |
|---|---|

|   |   |
|---|---|
| Quotation number<br>(if not available,<br>please specify the aim of<br>analysis)  | Intended use of the<br>product<br>(wall, floor, ceiling etc.) |
| Further product informations<br>(Application quantity in g/m <sup>2</sup> , mixing ratio, possibly special<br>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<br>package | Condition of sample |
| Lab tracking no.                 | Signature           |