Chain of Custody Sheet

*Please fill in all fields. If the fields marked * are not filled in, the test piece cannot be accepted for laboratory testing.*

A seperate chain of custody sheet must be completed for each sample!

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

Customer*	
☐ **Name of manufacturer**	
☐ **Name of distributor**	
(if different from customer)	

Testing laboratory	eco-INSTITUT Germany GmbH Schanzenstr. 6-20, Carlswerk 1.19 D-51063 Köln Tel. +49 (0)221 - 931245-0 Fax +49 (0)221 - 931245-33
Sampler* (Name, Company, Phone)	
Sampling location*	

Name of test sample/ item*	
Article number Model / Program / Series	
Plant name and location	

Product type (e.g. parquet, floor covering)	
Sample/ Batch*	
Production date of batch*	

Sample were taken from	☐ current production ☐ storage ☐ other
Storage location	

Sampling date*	
Storage conditions before sampling	☐ open ☐ packaged
Packaging material	

Special issues / Additional information, if applicable
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 Sampler**	

Further informations on the assignment

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

Invoice recipient (if different from customer)		**Test report recipient** (if different from customer)	

Should the sample be tested on behalf of a product group / further product variants?

☐ no

☐ yes, Declaration of conformity enclosed

Order / 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/m2, 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 Client**	

For eco INSTITUT use only

Received by		Received date	
Condition of shipping package		Condition of sample	
Lab tracking number		Signature	