



eco-INSTITUT Germany GmbH

Laborprüfung  
Laboratory testing  
Zertifizierung  
Certification



# Sampling guidance

## General rules which are to be considered when sampling

It is to be generally noted that during and after sampling that any proximity to products containing solvents products can contaminate the sample. Especially avoid the following: Cleaning agents, thinners, colourants, varnishes, fuel, and exhaust gases among other things.

### 1) Sampling sheet

A sampling sheet is to be dispatched with the sample. 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

Samples must be taken at the manufacturing plant as soon as the product is ready for shipment or use. If a residence time in the storage is scheduled, samples have to be drawn immediately after the end of the residence time. The product sample has to be packed as soon as possible after sampling, in any case on the same working day. The sample may not arrive at the laboratory later than 14 days after sampling. If this happens later, a justification has to be given to the laboratory. This will be noted in the test report.

Samples of **homogeneous mixtures of substances** are to be withdrawn in the smallest possible packaging unit ready for sale.

Coating materials may be taken directly from production or storage as long as the expiry date specified by the supplier is not exceeded.

Samples of products from **series production (e.g. parquet)** must be drawn from the **middle position** of a packaged batch (e.g. pallet unit) or as an original container (smallest sales unit).

Samples of **custom-made products** are to be produced by the manufacturer on the basis of an individual order by the certification body.

Depending on the product type and material composition, either the entire product (e.g. sofa) or a compilation of representative materials (e.g. shelving system made of treated solid wood and plywood) must be drawn in the corresponding ratio.

Please consult your contact person at eco-INSTITUT Germany GmbH for divergent sample quantities.

### 3) Sample size

Please consult your contact person at eco-INSTITUT Germany GmbH.

#### 4) Marking

The samples must be labelled at least with the name of the manufacturer, manufacturing plant, product name, batch number and production date. For this purpose, the sampling sheet should preferably be used, which is to be reversibly attached to the **outside of the packaging** of the sample. **No writing utensils containing solvents** may be used to mark the sample.

If the product is not identified by a unique batch or serial number, the sampler applies a unique and unchangeable marking on the product or packaging.

#### 5) Packaging

Original containers that are hermetically sealed (e.g. paints) do not require additional packaging.

Product samples contained in permeable commercial packaging (e.g. cardboard or paper) must additionally be packed **hermetically** into a **low-emission plastic foil** (polyethylene, polypropylene, freezer bag) in order to minimise the risk of contamination.

Otherwise, the sample is first to be wrapped **twice** in **aluminium foil** (this does not apply to samples that are only tested for contents, and large furniture pieces).

Subsequently, the sample is to be packed as **hermetically** as possible into a **low-emission plastic foil** (polyethylene, polypropylene, freezer bag) and sealed with tape.

Please pack samples of different products or containers separately to avoid cross-contamination.

**Please do not insert the sampling sheet into the packaging but attach it to the outside!**

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

#### 6) Dispatch

For the dispatch the usual post office and parcel service may be used - alternatively the customer may deliver it directly. Please note in this case: during sample transportation by car the sample is not kept in the proximity of sources of emission (e.g. fuel cans).



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**Labo r p r ü f u n g**  
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# 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 separate chain of custody sheet must be completed for each sample!

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

<b>Customer*</b>		<b>Testing laboratory</b>	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
<input type="checkbox"/> <b>Name of manufacturer</b>		<b>Sampler*</b>	(Name, Company, Phone)
<input type="checkbox"/> <b>Name of distributor</b> (if different from customer)		<b>Sampling location*</b>	

<b>Name of test sample/ item*</b>		<b>Product type</b>	(e.g. parquet, floor covering)
<b>Article number Model / Program / Series</b>		<b>Sample/ Batch*</b>	
<b>Plant name and location</b>		<b>Production date of batch*</b>	

<b>Sample were taken from</b>	<input type="checkbox"/> current production <input type="checkbox"/> storage <input type="checkbox"/> other	<b>Sampling date*</b>	
<b>Storage location</b>		<b>Storage conditions before sampling</b>	<input type="checkbox"/> open <input type="checkbox"/> packaged
		<b>Packaging material</b>	

<b>Special issues / Additional information, if applicable</b> Uncertainties, questions, possible negative effects through emissions at place of sampling - e.g. contaminations during production / storage	
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<b>Validation*</b> Hereby the signer affirms the accuracy of the above-mentioned statements.	
<b>Date</b> (dd/mm/yyyy)	<input type="text"/>
<b>Signature Sampler</b>	<input type="text"/>



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## Further informations on the assignment

<b>Shipping details</b>		<b>Shipping date</b>	
<b>Packed and shipped by</b>		<b>Carrier / Air bill no.</b>	

<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

<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>What should be done with the sample after the end of the test?</b>	<input type="checkbox"/> The sample is collected by the client after the end of the test
	<input type="checkbox"/> The sample may be donated to third parties after the end of the test
	<input type="checkbox"/> The sample should be destroyed and disposed after testing

<b>Validation*</b> Hereby the signer affirms the accuracy of the above-mentioned statements.			
<b>Date</b> (yyyy/mm/dd)	<input type="text"/>	<b>Signature Client</b>	<input type="text"/>

### For eco INSTITUT use only

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