







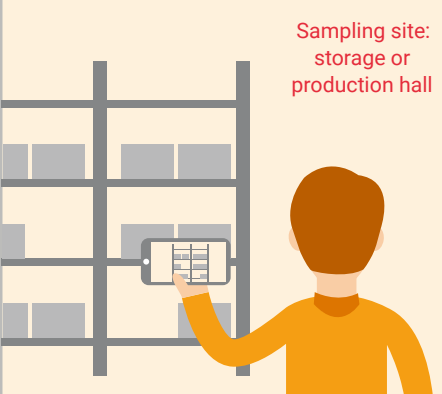

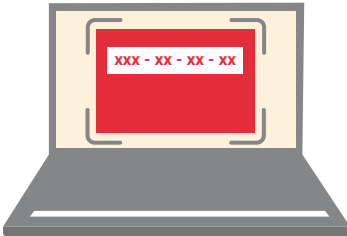



Remote sampling*

as part of the eco-INSTITUT-Label certification programme

| Date | Preparation | | Start of video conference | |
|---|---|--|---|---|
|  <p>Arrange an appointment with eco-INSTITUT</p> | Provide on the day of sampling ...  <p>Sampling sheet and sampling guidance</p> |  <p>Packaging material</p>  <p>Mobile device with video conferencing options**</p> |  <p>Tools, if applicable for cutting samples</p>  <p>Pen, if applicable for clear sample identification</p> |  <p>Customer</p>  <p>eco-INSTITUT</p> |

| Sampling | Marking | Packaging |
|--|---|--|
|  <p>Sampling site: storage or production hall</p>  <p>eco-INSTITUT selects the samples.</p> |  <p>eco-INSTITUT records the batch number of the samples or another unique identification via screenshot.</p> |  <p>According to sampling guidance</p> <p>Fill out and enclose the sampling sheet!</p> |

We also recommend to attach a proforma invoice which declares a low value of the sample (e.g. 10 €) so that we do not have to pay taxes and the package will not be retained by the customs.

* according to IAF MD 4 = document on the use of information and communication technologies for audit/assessment purposes of the International Accreditation Forum (IAF)

** Please ensure that you have a stable internet connection during the sampling process.