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Samples of **homogeneous mixtures of substances** are to be withdrawn in the smallest possible packaging unit ready for sale.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

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4) Marking

The samples must be labelled at least with the name of the production company, 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, a unique and unchangeable marking is to be applied 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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