

## eco-INSTITUT-Label Sampling guidance

It is to be generally noted that during all steps any proximity to solvent-containing products may contaminate the sample. Especially avoid the following: Cleaning agents, thinners, colourants, varnishes, fuel, and exhaust gases among other things.

### 1) Sampling

Sampling must be carried out by a **local neutral third party** (e.g. council, environmental office, expert, notary).

The samples of the products to be examined are to be taken **from the current production line**. **Only in exceptional cases** samples may be taken out of stocks. These are not to be older than three weeks. The samples have to be taken off a packed load (e.g. pallet unit) out of a **middle position**.

### 2) Sample size

*For the definition of the sample quantity and the specimen size please contact your partner at eco-INSTITUT Germany GmbH!*

### 3) Marking

For the marking of the sample **no solvent containing writing implements** may be used. Please use sticky adhesive labels: they are to be marked with a ball-point pen and have to be **attached to the packaging**. With several samples the different samples must be numbered.

### 4) Packaging

If the sample comprises a hermetically sealed packaging, no further packaging material is necessary (e.g. paint buckets). Otherwise, the sample is to be **doubly** wrapped in **aluminium foil**.<sup>1</sup> Subsequently, the sample is to be packed as **hermetically** as possible into a **low-emissions plastic foil** (polyethylene, polypropylene, freezer bag) and sealed with tape. Please attach the sampling sheet on the package of each sample.

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

### 5) Dispatch

For the dispatch the usual post office and parcel service may be used or alternatively the customer may deliver it directly. Here it is to be noted that in the case of transport by car the sample is not to be stored in the proximity of sources of emission (e.g. fuel cans).

### 6) Confirmation of the sampling

The independent sampling must be confirmed by the sampler, both on the samples themselves as well as on the accompanying eco-INSTITUT-Label sampling sheet (with firm stamp).

<sup>1</sup>not applicable for large samples or textiles which are not analysed on VOCs (emission test)

# Sampling Sheet

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!

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

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

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

<b>Samples are taken from</b>	current production storage other	<b>Sampling date</b> (yyyy/mm/dd)
<b>Storage location:</b>	<b>Storage conditions before sampling</b>	open packaged
	<b>Packaging material</b>	

<b>Special issues</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 (yyyy/mm/dd):</b>	<b>Signature/Stamp:</b>

## Further Informations on the assignment

<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
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<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>Validation *</b> Hereby the signer affirms the accuracy of the above-mentioned statements.	
<b>Date (yyyy/mm/dd):</b>	<b>Signature/Stamp:</b>