

eco-INSTITUT-Label

Sampling guidance



Laborprüfung
Laboratory testing
Zertifizierung
Certification



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**¹. 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).

¹ 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 * are not filled in, the test piece 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

Customer* <input type="checkbox"/> Name of manufacturer <input type="checkbox"/> 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		Product type (e.g. parquet, floor covering)
		Sample/ Batch*
		Production date of batch*

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

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

Further informations on the assignment

Invoice recipient (if different from customer)		Test report recipient (if different from customer)	
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Should the sample be tested on behalf of a product group / further product variants?	<input type="checkbox"/>	no
	<input type="checkbox"/>	yes, Declaration of conformity enclosed

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/m ² , mixing ratio, possibly special features regarding the analysis etc.)			

What should be done with the sample after the end of the test?	<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

Validation* Hereby the signer affirms the accuracy of the above-mentioned statements.	
Date (dd/mm/yyyy)	Signature Client