



Sample Submission Procedures for R&D Emission Testing

(Applicable to furniture components and furniture construction materials)

Product Age

Submitted samples shall be collected directly from the production line if possible (preferably within past 24-hours, **but no greater than past 3 days** – *Unless otherwise Specified by MAS*).

In general, the purpose of most R&D tests are to comparatively evaluate VOC emissions from interchangeable construction materials and/or to identify the “worst” case scenario for compliance testing. As such, (unless otherwise instructed) products should be recently manufactured and sealed as soon as possible to minimize off-gassing and VOC decay (which generally increases over time).

Packaging

To minimize off-gassing and the potential absorption effects from outside emission sources, the selected samples submitted for testing should be wrapped in heavy duty aluminum foil (as feasible) and placed in an appropriately sized Mylar foil bag. **Note: place only 1 sample in each bag.** Squeeze out all excess air from the Mylar bag before either sealing the Ziploc seal or twisting the open end tightly and securing the closure with a plastic Zip tie.

Labeling

Complete a chain-of-custody (COC) form for each sample submitted and intended for individual testing. **Note: if duplicate samples are submitted, but only one test is to be conducted from the lot, then only one COC is required.** Attach the COC to the outside of the Mylar bag containing the sample or alternatively, mark the Mylar sample bag with an ID that matches the appropriate COC so the lab can readily identify the contents of each bag without having to open it.

Shipping

All sample shall be shipped **express service** within 24-hours from collection arriving at the laboratory (preferably within 24-hours, but no greater no more than 3-days later). Mylar bags containing samples should be placed inside an outer cardboard box for shipping.



Visual guide for sample submissions

STEP 1



Assemble necessary supplies aluminum foil, chain-of-custody (COC) form, zip ties, ruler or tape measure and cutting device (scissors snips or knife)

Note: clean cutting surfaces with water and clean wipe prior to use and between sample types.

STEP 2



Wrap the sample in 2 layers of aluminum foil and place in supplied Mylar sample submission bag

STEP 3



Squeeze excess air out of Mylar bag and twist open end tightly to close

STEP 4



Secure open end of bag (along twisted neck) with a supplied “Zip Tie”



STEP 5



Place Mylar bag (containing samples) in sturdy cardboard box along with completed chain-of-custody form and send to :

**Materials Analytical Services, LLC
3945 Lakefield Court
Suwanee, Georgia 30024
USA
770-866-3200**

Attention: Emissions Testing Lab