

CARB ATCM Phase 2 Formaldehyde Test - Sample Preparation & Shipping Guide

Step 1



Cut 4 pieces 16-in (40-cm) long. Stack pieces back to back. Wrap stack in two layers aluminum foil.

Step 2



Label sample package – product name & number, date manufactured, lot/batch number, date & time collected

berkeley analytical		Chain of Custody for ASTM D6007 Emission Test	
Customer Information Company Name: Street Address: City/State/Zip/Postal Code: Country: Contact Name & Title (for reporting): Contact Phone (in US/Canada): Contact E-mail Address: Fax/Postal/Manufacture Co.		* Requires CCC form to be completed for EACH product/sample unique to the Berkeley Analytical Testing & Custody is validated in the worksheet. By submitting reports, customer acknowledges and accepts these terms & conditions online & prior written consent is a written Manufacturer's Declaration Number Manufacturer Number (company & location):	
Manufacturer (if different from customer) Company Name: Street Address: City/State/Zip/Postal Code: Contact Phone (in US/Canada): Contact E-mail Address: Phone Number (in US/Canada):		Test Information Test Name: Test Results: <input type="checkbox"/> CARB ATCM Phase 2 Test Method: <input type="checkbox"/> Other Conditions: <input type="checkbox"/> Other Test: Other: <input type="checkbox"/> (specify test name) <input type="checkbox"/> (specify test name) Test Location: <input type="checkbox"/> In Lab <input type="checkbox"/> In Field <input type="checkbox"/> In Transit	
Sample Details Product Name/Part No. Manufacturer Lot/Part No. Date Manufactured: Product Category & Use: Sample Description (Material): Paint Name & Location: Color/Finish/Layer (if not listed) Date & Time Collected: Number of Sample Pieces: Sample Collected By: Phone/Fax Number(s): Contact Address: Shipping Details: Packed & Shipped By: Shipping Date: Commercial Number:		Customer Request for Laboratory Conditions of Compliance (required if you are seeking a Laboratory Certificate of Compliance) <input type="checkbox"/> Test Approvals (required if you are seeking a Laboratory Certificate of Compliance) <input type="checkbox"/> Test Approvals (required if you are seeking a Laboratory Certificate of Compliance) <input type="checkbox"/> Test Approvals (required if you are seeking a Laboratory Certificate of Compliance) <input type="checkbox"/> Test Approvals (required if you are seeking a Laboratory Certificate of Compliance) <input type="checkbox"/> Test Approvals	
Shipping Labels 1. Chain of Custody Form 2. Shipping Label 3. Commercial Invoice		For Berkeley Analytical Use Only Date of Sample: Lab Tracking Number:	

Document check: 1 copy of chain-of-custody form, 2 copies of shipping label, and 4 copies of commercial invoice for international shipping.

COMMERCIAL INVOICE				
Invoice No. Invoice Date Invoice Period Invoice Status		Buyer Name Buyer Address Buyer City Buyer Country		
Seller Name Seller Address Seller City Seller Country		Buyer Reference Buyer Contact Name Buyer Contact Phone Buyer Contact Email		
Description of Goods Quantity Unit Price Total Amount				
Terms of Sale Incoterms Payment Terms Delivery Terms				
Signature Date Location				

Step 3



Place sample package in large FedEx box 18-in x 12-in x 3-in (45-cm x 30-cm x 7.5-cm) or your own box

Step 4



Ship FedEx International Economy or by other air freight carrier. Ship to:

Berkeley Analytical
 Attn: Sample Custodian
 815 Harbour Way South, Unit 6
 Richmond, CA 94804 USA