

How To Submit Samples For Testing

NOTE: Samples will be accepted only after consultation with the Eriez Sales Department. Because in many cases it is more appropriate to test at your site, Eriez offers rental equipment for this purpose. Contact your Eriez representative for details.

1 REQUIRED FORMS

Obtain the necessary laboratory test data forms from the Eriez Sales Department. Note that each sample or group of samples for a single process require three forms of identification:

1) **Sample Authorization Number (SAN)**. Obtain this number from Eriez. The SAN must be clearly marked on the outside of the container and on the H5 form. This number ensures proper identification of your sample and helps speed the paperwork necessary to process it through the test laboratory.

2) **Laboratory Test Data Sheet No. H5**. This data sheet identifies the sample and specifies the desired results for each sample. Fill out a separate form for each different sample. Additional information requested will assist in the evaluation and guide the test program.

3) **Material Safety Data Sheet (MSDS) as specified by OSHA**. This sheet must accompany each sample. Attach one copy to the outside of each package. NOTE: Dangerous or toxic materials must be clearly labeled.

2 PACKAGING

Identify each representative sample within each package. Samples submitted from outside the U.S. should be packaged so that customs examination does not cause cross-contamination. Each sample should be crushed or milled to liberation size. Failure to do so will increase the time required to complete the test program.

3 LABELING

Mark the sample package with the SAN, and the following: NO COMMERCIAL VALUE - SAMPLE FOR TESTING ONLY. Be sure the shipping label clearly identifies your company name, even if shipped by a third party and identified by SAN.

4 MAILING

Send the sample to the attention of the Eriez sales person who is familiar with your account. Since no tests can start until authorized by this sales person, failure to follow this procedure will delay handling of your sample.

Send to:

ATTENTION: (Name of Eriez sales contact)

ERIEZ MAGNETICS

2200 Asbury Road

Erie, PA 16506

U.S.A.



5 INTERNATIONAL MAILING

If your sample is being shipped to the Eriez headquarters from a country outside the U.S., notify your Eriez representative of the method of shipment, whether by air or ocean freight, including the shipment routing. If shipped by ocean freight, send Eriez the original ocean bill of lading, and a pro forma invoice which shows the value of the sample for customs purposes.

6 SHIPPING CHARGES/POSTAGE

Ship all test samples prepaid. If this is not possible, ask your Eriez sales representative if the sample can be accepted without prepayment. In such cases, all shipping costs will then be added to the test charges.

7 SCHEDULING TESTING

Tests are scheduled and conducted as soon as possible after the samples arrive at Eriez. Complete information arriving with the samples helps to expedite processing and minimize any delays.

8 RETESTING PROCEDURES

Eriez keeps unused portions of the test samples for approximately 60 days after testing. (Overseas samples are kept 180 days.) This procedure facilitates a retest or alternate test, if the client feels it is necessary. After this sample holding period, any additional testing requires submission of a new sample.

9 RETURN OF SAMPLES

Eriez will return all sample material to the customer for analysis/evaluation. Return shipping charges will be invoiced to the customer.

10 MINIMUM SAMPLE REQUIREMENTS

The minimum amount of sample required will vary with the type and extent of testing desired. Please contact your Eriez representative for information regarding sample size.

