

Flooring Sample Submission Procedures for Emission Testing

(applicable to all VCT, resilient floor tile, stair treads and carpet squares)
less than or equal to 2 feet wide

Before You Start: General Parameters for Sample Age & Collection

1. Submitted samples shall be collected **directly from the production line** if possible (preferably **within past 24-hours**), but no greater than past 7 days. *Samples collected more than 24 hours from production should be obtained from a post production stack or a consumer/retail sales package (at least three tiles or planks down from the top).*
2. A minimum of **four** samples (each with a minimum surface area of at least 64 square inches) shall be collected. The tiles shall be stacked tightly together face to back and immediately tightly wrapped in two layers of **aluminum foil** (not supplied), placed in a Mylar bag (supplied) and secured with a zip tie (supplied).
3. 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).

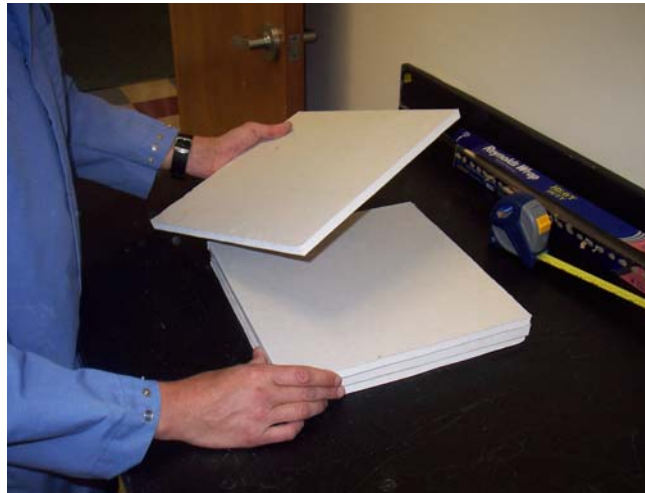
Visual Guide for Floor Tile Sample Submissions

STEP 1



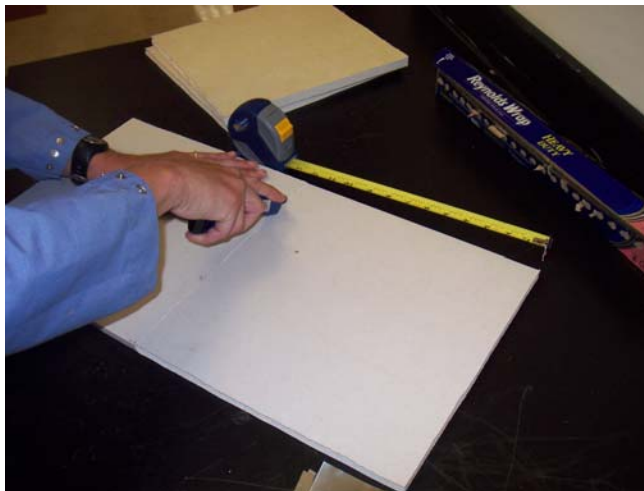
Assemble necessary supplies aluminum foil, chain-of-custody (COC) form, zip ties, ruler or tape measure and cutting device (scissors snips or knife)
Note: clean cutting surfaces with water and clean wipe prior to use and between sample types.

STEP 2



Select flooring samples from production line (if none available, obtain samples from post production stacks or consumer/retail sales packages). Select flooring at least three tiles or planks down from the top of the stack/package. Place **four** (4) selected samples face to back on top of each other to form a stack for packaging.

STEP 2 (alternate)



Where tiles/planks/carpet squares exceed a width of 2 feet wide, cut **four** samples into smaller squares for packaging (typically 12"x12" squares works best). Make cuts so that all samples have the same number of factory "finished" and "cut" edges). After cutting stack samples face to back for packaging as depicted in Step 2.

STEP 3



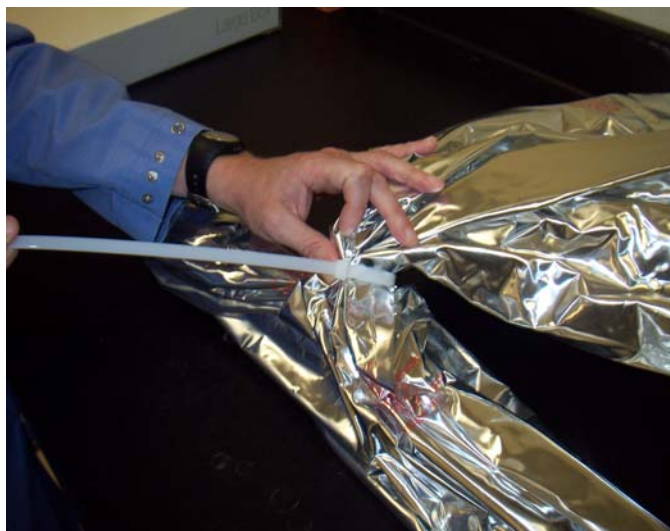
Following collection/cutting of samples, immediately wrap the stacked sample squares in 2 layers of **aluminum foil** and place in supplied **Mylar** sample submission bag.

STEP 4



Squeeze all excess air out of Mylar bag and twist “open” end of bag tightly several times to close.

STEP 5



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

STEP 6



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
Attention: Emissions Lab

For answers to any questions or additional directions related to sample submissions contact Martin Bennett at 00 + 1 + 770-866-3200 or email at mbennett@mastest.com