

# Eriez Technology Development Center

## 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 and on-site technical services. 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 two forms of identification:

**1A) 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.

**1B) Safety Data Sheet (SDS) as specified by OSHA.** This sheet must be received and approved by Eriez' personnel prior to a SAN being given, as well as, accompany each sample. Attach one copy to the outside of each package. Dangerous or toxic materials must be clearly labeled. No shipments will be accepted without the SDS attached to the OUTSIDE of each sample. All samples not properly labeled will be returned at sender's expense.

### 2 NUMBER

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

### 3 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. Unless part of the test program, each sample should be crushed or milled to liberation size. Failure to do so will increase the time required to complete the test program.

### 4 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.

### 5 MAILING

Send the sample to the attention of the Sample Authorization Number (SAN#) provided in step 2. Since no tests can start until authorized by this sales person, failure to follow this procedure will delay handling and testing of your sample.

Send to:

**ATTENTION: (SAN Number)**

**Wager - For Magnetic Separation, Mineral Processing and Recycling Samples:**

**ERIEZ**  
1901 Wager Road  
Erie, PA 16509  
U.S.A.

**For Vibratory and Metal Detection Samples:**

**ERIEZ**  
2200 Asbury Road  
Erie, PA 16506  
U.S.A.

## **6 INTERNATIONAL MAILING**

If your sample is being shipped to Eriez USA 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.

All international shipments **MUST** be shipped DDP, delivered duty paid.

Eriez will not sign a power of attorney for any freight forwarder.

## **7 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.

## **8 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. Paid tests will receive priority.

## **9 RETESTING PROCEDURES**

Eriez keeps unused portions of the test samples for approximately 60 days after testing. Overseas samples are kept 180 days. After this sample holding period, any additional testing requires submission of a new sample.

## **10 RETURN OF SAMPLES**

Eriez will return all sample material to the customer for analysis/evaluation. Return shipping charges will be invoiced to the customer. To expedite this process please provide an account number for your shipper.

## **11 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.



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