

Eriez Magnetics 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 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. Dangerous or toxic materials must be clearly labeled.**

No shipments will be accepted without the MSDS attached to the OUTSIDE of each sample. All samples not properly labeled will be returned at sender's expense.

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. 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.

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.

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 and testing of your sample.

Send to:

ATTENTION: (Name of Eriez sales contact)

<u>For Process Samples:</u>	<u>For Metal Detection Samples:</u>
ERIEZ MAGNETICS	ERIEZ MAGNETICS
1901 Wager Road	2200 Asbury Road
Erie, PA 16509	Erie, PA 16506
U.S.A.	U.S.A.



2200 Asbury Road, Erie, PA 16506-1402 USA
 1909 Wager Road, Erie, PA 16509 USA
 Telephone 800/345-4946 • 814/835-6000 • Fax 814/838-4960
 International Fax 814/833-3348
 Web Site: <http://www.eriez.com>
 e-mail: eriez@eriez.com

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.

To eliminate long delays, use Eriez' Freight Forwarder. All international shipments MUST use Eriez' Freight Forwarder.

M.O.T INTERMODAL
1200-A Scottsville Road

Rochester, NY 14624

Contact: Chris Fusco

Phone: 585-758-5000

Fax: 585-758-5798

Email: motny@motintermodal.com

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

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. Paid tests will receive priority.

8 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.

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. To expedite this process please provide an account number for your shipper.

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.

