**Submission of FSC certified samples for fiber testing**

1. The FSC Stakeholder is to:
	1. Provide a sample of the product. If a fiber product, then the sample must be at least the size of an A5 sheet or more; 2-3 sheets are preferred. If a solid wood product or fibreboard, the sample must be the size of a deck of cards or bigger.

\*Please note: if the stakeholder requests the product to be returned, the stakeholder is responsible for the return fee.

 Name of Stakeholder Collecting Sample:
 Organization of Stakeholder Collecting Sample:

* 1. Provide as much of the **following information** as possible **on each sample** to FSC and Forest Products Lab, <https://info.fsc.org/> can be used for missing information based on the FSC on-product label or FSC CoC code on the invoice:
* Type of Product
* Product Name
* Product Size
* Form of sample submitted (handful of product, piece of board, etc.)
* Manufacturer
* FSC License Number
* FSC COC Code
* SKU/Barcode/Article/Material number
* FSC On Product Label Claim (if labeled)

[ ]  FSC Mix

[ ]  FSC Recycled

[ ]  FSC 100%

* Species claim on the product/packaging for the product
* Species claim on the product/packaging for the packaging
* Species claim from info.fsc.org for this product type to be tested:
* FSC Invoice Claim (eg: FSC-Mix Credit, FSC-Mix x%, FSC-100%, FSC-Recycled credit, FSC-Recycled x%, FSC-Controlled Wood)
* Claimed Country of Origin (if claimed)
* Where Purchased/Received
* When Purchased/Received
* When shipped to the lab
* Who Purchased/Received the Product
* Photo of the product [ ]

 Send the samples **to**:

[ ]  Forest Products Laboratory
 Attn: Alex Wiedenhoeft – FSC Project

 One Gifford Pinchot Drive

 Madison WI 53726-2398

 USA

Or

[ ]  European Satellite Testing Facility

 Flavio Ruffinatto

 Via Cavallermaggiore 16

 10139 Torino (TO) – ITALY

Send the product information with each sample and also email the product information to Emily Crumley: e.crumley@fsc.org and Flavio Ruffinatto: flavio.ruffinatto@unipd.it.

The stakeholder should inform FSC that they intend to submit a sample, and explain the situation so FSC is sure they know what is being tested.  It’s best to clarify why the stakeholder is testing this product. For example, the product should be xyz species or a specific composition (wood vs bamboo vs agrifiber), or should not be xyz species or a specific composition. Other examples include the expected percentage of reclaimed fiber. Please explain what the lab should test for here: