



ars tinctoria

SAMPLING, DELIVERY, STORAGE, AND SHIPMENT SPECIFICATIONS OF SAMPLES

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SAMPLING, DELIVERY, STORAGE, AND SHIPMENT SPECIFICATIONS OF SAMPLES

1. PURPOSE

This document defines the technical guidelines provided by CTC Ars Tinctoria to Clients for the correct collection, identification, packaging, storage, and transport of samples intended for testing activities.

The objective is to ensure that the samples delivered to the laboratory maintain suitable characteristics for the execution of the required tests, preserving their integrity, representativeness, and traceability until the start of analytical activities.

These guidelines are also aimed at reducing the risk of contamination, alteration, or loss of the sample during handling and shipping phases.

2. SCOPE

These guidelines apply to samples intended for chemical, physical, and colorfastness tests carried out by CTC Ars Tinctoria or by qualified external laboratories involved in the execution of the activities.

The matrices normally handled by the laboratory include:

- Auxiliaries;
- Paper;
- Dyes;
- Leather;
- Products;
- Resins;
- Synthetic materials;
- Tannins;
- Tissue.

Sampling activities possibly carried out by the Client are not included in the scope of the laboratory's accreditation.

3. GENERAL REQUIREMENT

3.1. Sample identifications

Each sample must be clearly and uniquely identified.

It is recommended to include at least:

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- company name of the Client;
- sample identifier;
- description of the material;
- any production batch;
- reference to the offer, order, or test request.

Different samples must be identified and packaged separately.

3.2. Packaging of samples

Samples must be packaged in a way that preserves their integrity and prevents contamination, dispersion, or alterations during transport.

The containers used must be:

- clean;
- intact;
- compatible with the nature of the sample;
- free of substances that may interfere with the required tests.

Particular attention must be paid to samples intended for the determination of:

- PFAS;
- Total fluorine;
- Organic fluorine;
- Phthalates;
- Bisphenols;
- Volatile Organic Compounds (VOCs);
- Residual solvents.

For such determinations, the material constituting the container may influence the analytical result.

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3.3. Storage of samples

After collection and until shipping, samples must be stored in a way that prevents chemical, physical alterations, or contamination.

Unless different instructions are agreed upon with the laboratory:

- store samples in closed containers;
- avoid direct exposure to sunlight;
- avoid exposure to heat sources;
- avoid cross-contamination;
- use dedicated containers for each sample.

3.4. Transport and shipping of sample

Samples must be shipped in packaging suitable to prevent damage, contamination, or loss during transport.

For liquid or semi-liquid samples, it is recommended:

- use of leak-proof containers;
- use of absorbent material;
- protective secondary packaging;
- separation of individual containers.

For products containing organic solvents, volatile or semi-volatile substances, it is recommended to minimize the headspace of the container.

In case of doubts, the Customer is invited to contact the laboratory in advance.

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4. QUICK REFERENCE GUIDE

Table 1 - Quick reference

To send to the laboratory	Consultation
Leather for chemical analysis	Table A + Table C + Table D
Leather for physical tests and color fastness	Table B + Table C + Table D
Tissue and synthetic materials	Table A or Table B
Paper	Table A
Dyes, tannins, resins, or auxiliaries	Table A
Tannins	Table A
Resins	Table A
Auxiliaries	Table A
Liquid or semi-liquid products	Table A
Products containing solvents or volatile substances	Table A
Champions with special needs	Contact the laboratory in advance

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5. TECHNICAL TABLES

TABLE A - *Delivery requirements for chemical analysis*

Matrix	Examples	Recommended container	Minimum indicative quantity (*)
Leather	Finished leather, crust, wetblue	Resealable PE bag or dedicated clean container	≥ 10 g
Tissue	Natural and synthetic Tissue	Resealable PE bag	≥ 10 g
Synthetic material	PU, PVC, microfiber, bonded materials	Resealable PE bag	≥ 10 g
Paper	Tags, packaging, labels	Resealable PE bag	≥ 10 g
Powder dye	Organic or inorganic dyes	PP container with screw cap	≥ 25 g
Tannin	Plant or synthetic extracts	PP container with screw cap	≥ 25 g
Aqueous auxiliary	Fixatives, fats, aqueous products	HDPE bottle with screw cap	≥ 100 mL
Auxiliary containing solvents	Cleaner, thinners, solvent-based auxiliaries	Borosilicate glass bottle with screw cap and suitable seal	≥ 100 mL
Liquid or semiliquid resin	Acrylic, polyurethane, nitrocellulose resins	HDPE or PP bottle with screw cap	≥ 100 g
Solvent-containing resin	Resine solvent based	Borosilicate glass bottle with screw cap and suitable seal	≥ 100 g
Liquid product	Chemical preparations, aqueous mixtures	HDPE bottle with screw cap	≥ 100 mL
Product containing solvents or volatile substances	Alcohols, glycols, ether glycols, organic solvents	Borosilicate glass bottle with stopper	≥ 100 mL

TECHNICAL NOTES

- 1) For PFAS determinations, total fluorine or organic fluorine avoid containers, caps, seals or materials containing PE, PTFE, FEP, PFA or other fluoropolymers.
- 2) For phthalate determinations avoid PVC containers or other plastic materials containing plasticizers.
- 3) For bisphenol determinations avoid polycarbonate containers and paper.
- 4) In case of doubts, contact the laboratory in advance.

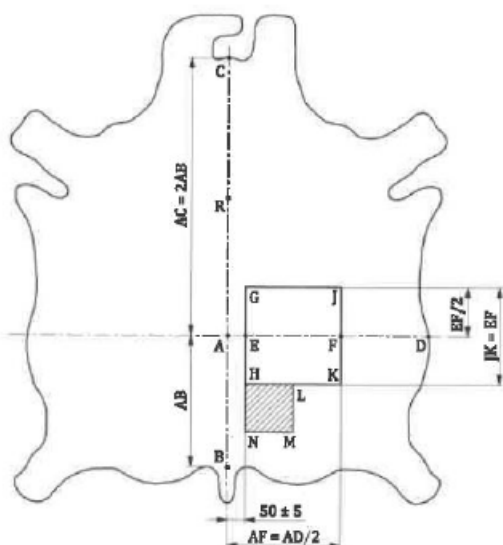
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TABLE B - Submission requirements for physical tests and color fastness

Matrix	Minimum quantity
Leather	Minimum size 20 cm × 20 cm for each test
Tissue	Minimum size 20 cm × 20 cm for each test
Synthetic materials	Minimum size 20 cm × 20 cm for each test
Other matrices	Agree in advance with the laboratory

Note: If the indicated sizes are not available, the Customer is invited to contact the laboratory in advance.

TABLE C - Sampling of leather specimens

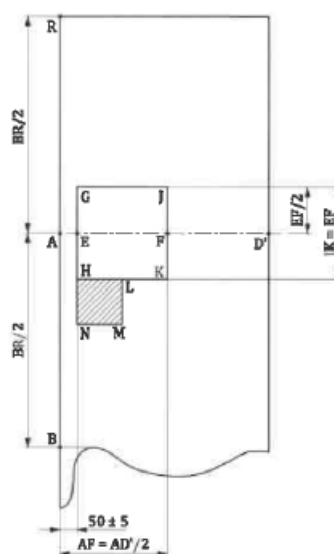


Key

B root of the tail
C top of the neck
BC backbone
D at the edge of the hide
AD line perpendicular to BC
AB = BC/3, such that AC = 2AB
AB = (50 ± 5) mm (see also 4.1.5)
AF = FD
JK = EF
GE = EH
HL = NM = HN = ML = HK/2

NOTE Lines GH, JK, HN and LM are parallel to BC.

Pelli intere



Key

B root of the tail
R shoulder point (see Figure 1)
BR lies along the backbone
D' at the edge of the bend (butt)
AD' line perpendicular to BR
AB = BR/2, such that AB = AR
AE = (50 ± 5) mm (see also 4.1.5)
AF = FD'
JK = EF
GE = EH
HL = NM = HN = ML = HK/2

NOTE Lines GH, JK, HN and LM are parallel to BR.

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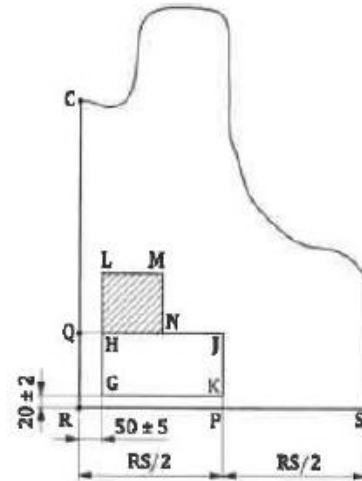
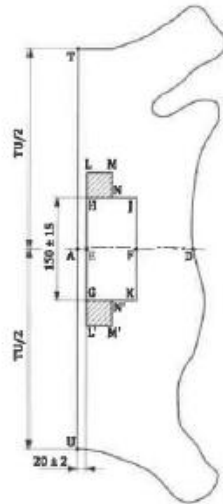


TABLE D - Operational guidelines for the collection of leather samples

The collection of samples must be carried out in accordance with UNI EN ISO 2418. Refer to the areas identified in the figures shown in Table C.

It is recommended to:

- avoid damaged or contaminated areas;
- avoid folds, seams, holes, and edges;
- maintain traceability of the sample;
- package the sample to avoid contamination;
- clearly identify each sample.

The letters and areas shown in the figures of Table C should be used as a reference for selecting representative portions of the material to be tested.