

# Test Laboratory Policy & Procedures



*Clean, efficient, damage-free* powder, tablet and capsule transfer.



**VOLKMANN, Inc.**  
1900 Frost Road | Suite 102 | Bristol, PA 19007  
609.265.0101 | Fax: 609.265.0110 | eMail: usa@volkmann.info

  
**VOLKMANN**  
IDEAS AHEAD  
[www.VolkmannUSA.com](http://www.VolkmannUSA.com)

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## Hazardous Material

Federal law requires all suppliers of material to provide Material Safety Data Sheet (MSDS) for all materials, or a written statement that the material is not hazardous as defined by the Federal Hazard Communication Standard, 29 cfr, Section 1910.1200. **Testing is restricted to non-hazardous materials as defined by the USDOT.**

## General Procedure

### PRIOR TO SHIPMENT

- 1) Contact Volkman, Inc. to schedule a material/ product test in our laboratory facilities.
- 2) Obtain material test number and Test Material Data Sheets from Volkman, Inc.
- 3) Fax completed Test Material Data Sheets and MSDS or written statement to our office.

### SHIPPING YOUR MATERIAL:

- 1) Ensure that the appropriate MSDS or a written statement is attached to your material.
- 2) Ensure that a completed copy of your Test Material Data Sheets is attached to your material with an accompanying test number.
- 3) Ship your test material prepaid to Volkman, Inc. with all necessary external labeling including the Volkman assigned test number and attached documentation. Please ensure container(s) is clearly marked with requested information. No "collect" shipments will be accepted.
- 4) Please include an empty drum/bulk bag with your shipment.

### AFTER TESTING:

- 1) The material will be returned via freight collect as soon as practical. Returned material **may contain trace contaminants** from previous testing conducted in laboratory equipment. If this is a concern, please contact Volkman or your sales representative to see if special accommodations can be made.
- 2) A test report will be submitted to document test results.
- 3) **Please note that returned test materials are not suitable for human consumption.**
- 4) We are unable to dispose of any materials locally.

## Visual Samples

Occasionally visual samples are requested by Volkman, Inc. for preliminary or cursory evaluation. Please note that in such instances, Material Safety Data Sheets or a Written Statement that the material is not hazardous will still be required as well as completion of Test Material Data Sheets (pages 3 & 4 of this document).

## Material Quantities

Please make certain that you send an appropriate volume of material for testing. The following is intended as a guide however, it is always best to check with the factory to establish the necessary quantity your particular test.

PPC170	3-4 Cubic Feet	VS200	3-4 Cubic Feet
Rip & Tip	3-4 Cubic Feet	PPC250	3-4 Cubic Feet
VS250	3-4 Cubic Feet	BBU unloading	5 Cubic Feet
PPC315	3-4 Cubic Feet	VS350	3-4 Cubic Feet
PPC450	5 Cubic Feet	VS450	5 Cubic Feet

**Your signature is required to acknowledge that the preceding conditions are fully understood and satisfactory to you.**

Print Name & Title: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any questions regarding your material testing, please feel free to contact Volkman at (609) 265-0101.

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## TEST MATERIAL DATA SHEET

Send test material along with this data sheet to:

Volkmann, Inc.  
1900 Frost Rd, Ste 102, Bristol, PA 19007  
Phone: (609)265-0101  
Fax: (609)265-0110  
www.volkmannusa.com

FOR INTERNAL USE ONLY:

Your Material Test Number is: \_\_\_\_\_

Attention: \_\_\_\_\_

Rep: \_\_\_\_\_

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

### CUSTOMER INFORMATION

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Objective of test/ special instructions: \_\_\_\_\_

\_\_\_\_\_

### MATERIAL SOURCE (if other than above):

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Please note:** If test material is coming from a 3<sup>rd</sup> party supplier, please forward a copy of this document to them with instructions to include it with their shipment.

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Quantity of Material: _____ _____ _____	Description of Material: _____ _____ _____
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## RETURN ADDRESS FOR TEST MATERIAL

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Preferred Carrier & Account Number: \_\_\_\_\_  
Special Instructions: \_\_\_\_\_  
\_\_\_\_\_

## RETURN ADDRESS FOR TEST MATERIAL (INTERNATIONAL)

Customs Broker: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Preferred Carrier & Account \_\_\_\_\_  
Country of Origin: \_\_\_\_\_  
Total Weight: \_\_\_\_\_ No. of Pkgs.: \_\_\_\_\_  
Special Instructions: \_\_\_\_\_  
\_\_\_\_\_