

Eaton Filtration Division has the goal of providing the proper Filtration Solution for your application(s). Our Laboratory Services will analyze your process stream material(s) – Sample(s), to recommend the correct Eaton Filtration filter product for your application(s).

In order to ensure a Safety First / Zero Incident Policy for everyone throughout this testing process and the integrity of your Sample(s), Eaton requires you to abide by following requirements when submitting Sample(s) to the Eaton Filtration Laboratory Testing Facility.

1. **ALL** Sample(s) and proposed testing **MUST** be agreed upon and approved by Eaton **BEFORE** shipment.
  2. The attached Laboratory Sample Process and Testing Worksheet must be complete with all the required information and sent to [RACHELRICH@EATON.COM](mailto:RACHELRICH@EATON.COM) for approval. This Worksheet must be included when shipping your sample(s). A contact person and phone number **MUST** be clearly identified and legible.
  3. Sample(s) must be captured in clean, non-reactive containers that are:
    - A. Promptly sealed and labeled. The label should include material name, sampling location, lot number and sampling date along with any other pertinent information.
    - B. These containers must meet all state and federal regulations and **MUST** be clearly labeled in **ALL** cases.
    - C. Samples should be 1 quart / 1 liter each with a maximum ½ gallon container for each sample. Please check with your Eaton Filtration Representative for the correct quantity of sample to provide.
    - D. A couple of drops of household bleach or biocide should be added to water-based samples to prevent the growth of biological materials.
  4. An SDS and Product Data Sheet is to be included for **ALL** commercial products. For wastes, in-process fluids, or other materials that do not have an SDS, a written description of the material and any special handling or storage precautions has to be preapproved before shipment. Once approved this written description has to be included in your shipment.
  5. The shipping package is to include the packing list of the sample(s). The shipping package must meet all state and federal regulations and **MUST** be clearly labeled in **ALL** cases.
  6. Shipping Address for samples:  
**EATON – Filtration Division**  
**ATTN: LAB SAMPLES / Rachel Rich**  
**44 Apple Street**  
**Tinton Falls, NJ 07724**  
**USA**
  7. Please note the shipping package tracking number from your shipping vendor, and email this information to [RACHELRICH@EATON.COM](mailto:RACHELRICH@EATON.COM) and [VINCENTAMAROSA@EATON.COM](mailto:VINCENTAMAROSA@EATON.COM). This shipping package tracking number information can also be called in at (732) 212-4741. This will greatly assist in scheduling and receiving your samples.
  8. Please note that if you require your samples returned, they will be returned no later than 30 days after report is issued for water based samples or 90 days after report is issued for oil based samples. Any earlier sample return has to be requested and pre-approved by Eaton. If samples are to be returned please provide proper information (i.e. RMA) for shipping.
  9. Please attach a P&ID (Process & Instrumentation Diagram) if available.
  10. Please complete page 2 of this document, save and email to [RachelRich@eaton.com](mailto:RachelRich@eaton.com)
- By following these guidelines you help us in providing quality test results in a timely manner.



Eaton  
Hydraulics Group  
Filtration Division  
44 Apple Street  
Tinton Falls, NJ 07724  
Tel: 732-212-4700  
Fax: 732-212-4767

Lab Requirements for  
Sample Submission Testing  
rachelrich@eaton.com  
Tel: 732-212-4741

## LABORATORY SAMPLE PROCESS AND TESTING INFORMATION WORKSHEET

### Customer Information

Customer: \_\_\_\_\_

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

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

Phone \_\_\_\_\_; Email: \_\_\_\_\_

Eaton Representative: \_\_\_\_\_

### Sample/Process Information

Process Fluid: \_\_\_\_\_

Flow Rate: \_\_\_\_\_ Temperature: \_\_\_\_\_

Pressure: \_\_\_\_\_ Viscosity: \_\_\_\_\_

Contaminant: \_\_\_\_\_ Solids Concentration: \_\_\_\_\_

Process Comments: \_\_\_\_\_

Number of Samples: \_\_\_\_\_

### Filtration Information

Current Filters (if any): \_\_\_\_\_

Required Screen Retention: \_\_\_\_\_

Backwash/Purge/Cleaning Interval: \_\_\_\_\_

Filtration Purpose: \_\_\_\_\_

System P&ID (Process & Instrumentation Diagram) attached: Yes No

Analysis Requested: Total Suspended Solids Particle Size Analysis Microscopy pH Viscosity Density  
Karl Fisher Titration ICP Analysis Turbidity Asphaltene % Ash Benchtop Trial

### Trial Criteria

Criteria for successful trial are: \_\_\_\_\_

Filter performance target: \_\_\_\_\_

Notes: \_\_\_\_\_

### Sample Return

Indicate if customer would like sample(s) returned at end of test: Yes No

Upon receipt of sample(s) customer will be notified of receipt, provided assigned project number and expected project completion date. Standard turnaround time is 10 business days for up to 2 samples. **Failure to fill out this form in its entirety may result in a delay in testing or missing/inaccurate equipment recommendations.**