



Collection guide for traded samples



This guide explains how to collect, label, and send samples from traded wood products so they can be analyzed to verify their origin against World Forest ID's reference data.

Contents

Tools & equipment	4
Samples, observations & unique IDs	5
Process overview	6
Sample specifications	7
Collections App usage	9
Packaging the sample	13
Dispatch & paperwork	14
Laboratories working with World Forest ID	15
Glossary	16
Documentation overview	17

Tools & equipment

1. Saw for taking samples
2. Large zip-lock or heavy-duty plastic bags
3. World Forest ID Unique IDs (QR code) labels
4. Proforma invoice
5. Permanent marker
6. Smartphone or tablet with World Forest ID app installed
7. Ruler or tape measure
8. Transport box or carton with padding
9. Packing tape



Observations & unique IDs

OBSERVATION: A traded sample or product, such as a chair, table, or sheet of plywood, assigned a Unique ID and recorded in the World Forest ID App for laboratory analysis.

WORLD FOREST ID UNIQUE ID (QR CODE):

The Unique ID links the physical piece to the data recorded in the World Forest ID App. It must stay attached to the sample at all times. Each part being analysed should have its own separate Unique ID.



NOTE: For plywood, use a unique QR code for each layer to be tested and mark the sample accordingly. Indicate which layer is 1, 2, 3, etc., where Layer 1 is the layer with the unique ID label attached.

Process overview

PRE-COLLECTION

1. Set up the World Forest ID App on your phone.
2. Ensure you are part of the correct collection on the app.
3. Estimate the number of samples you will collect.
4. Ensure you have enough World Forest ID Unique IDs (QR codes).
5. Ensure you have all required tools, labels, and packaging.



AT THE COLLECTION POINT

6. Confirm each sample meets size requirements.
7. Attach the World Forest ID Unique ID (QR code) to each sample.
8. Photograph the sample with its Unique ID (QR code) visible.
9. Package in a zip-lock or plastic bag.
10. Log the sample in the App.



DISPATCH

11. Complete Proforma Invoice / Sample List.
12. Pack securely with documents.
13. Email shipment details to Lab.



Sample specifications ^[i]

VENEER AND SOLID WOOD

Minimum size: 25 cm × 25 cm

Minimum thickness: 1 mm



SMALLER PARTS

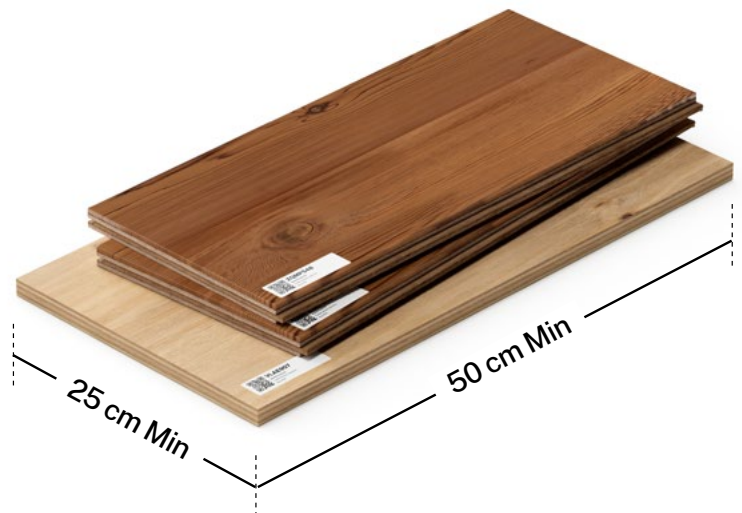
50g or more of any single wood type to be tested. Assign a World Forest ID Unique ID (QR code) to each piece.

Sample specifications ^[ii]

ENGINEERED WOOD AND PLYWOOD

Minimum size: 50 cm × 25 cm

Minimum thickness: 1 mm
for the layer to be tested



NOTE: 50 cm × 25 cm may be split into parts for dispatch but each part must have the same Unique ID

NON WOOD ELEMENTS AND MIXED WOOD OBJECTS

50g or more of any single wood type to be tested, within the overall sample.

NOTE: Keep sample intact, even if layers are from different species or harvest locations. Do not remove coatings or non-wood elements, record any known additives.



Collections App usage ^[i]



IMPORTANT: Ensure you register for, update, and open the World Forest ID App prior to the collection.

Download the app following the instructions at

<https://learn.worldforestid.org/downloading-the-collections-app/>

World Forest ID Logout

Collection
Trade Demo

Locality Description

New Observation Record Absence

No Observations Recorded

Select 'Collection'

World Forest ID Logout

Collection
Trade Demo

Locality Description
Select LocalityDescription

Harvesting Site

Distributor / Warehouse

Retail Unit

Manufacturer / Factory

Select 'Locality'
(e.g. Warehouse, Retail Unit)

World Forest ID Logout

Collection
Trade Demo

Locality Description
Distributor / Warehouse

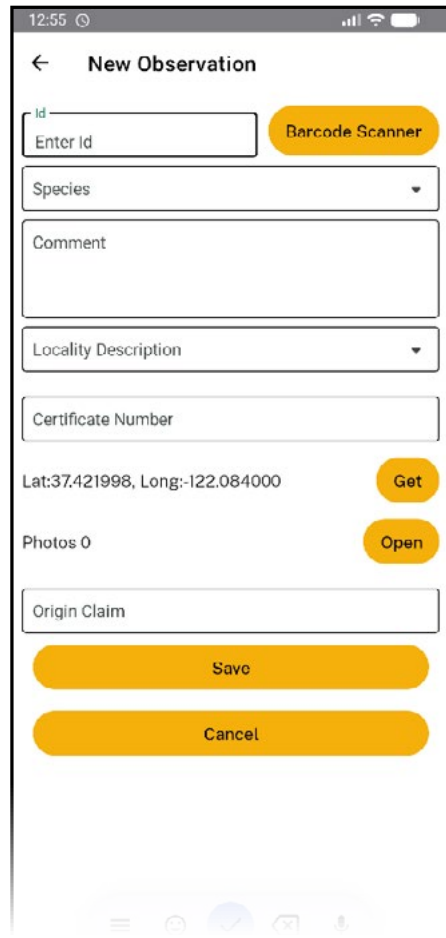
New Observation Record Absence

No Observations Recorded

NOTE: A New Observation means the whole traded product or part of a product you are sampling (e.g. a chair, table, or plywood layer).

Click 'New Observation'

Collections App usage ^[ii]



Scan the QR code with Barcode Scanner to fill in the ID number

Select the claimed species

Enter any additional information including glues, treatment of wood, additional species.


If your product / location is certified, fill in the certificate number here

Take photos including: one of the whole product, one of the sample with the barcode clearly visible, one of any additional details.


Enter the origin claim of the primary species

Click save

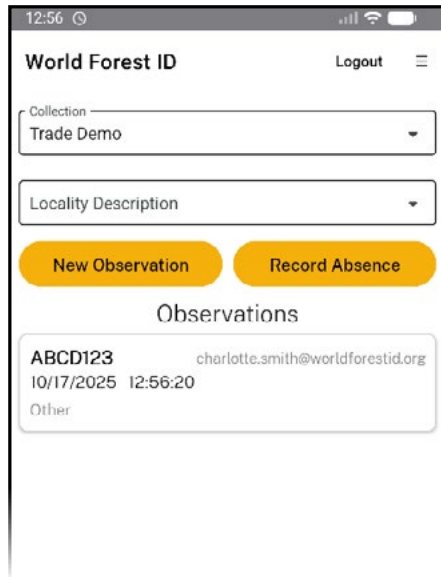
NOTE: There may be additional fields to complete depending on the collection.



VLAE907
World Forest ID
Traded Sample Collection
May 2025



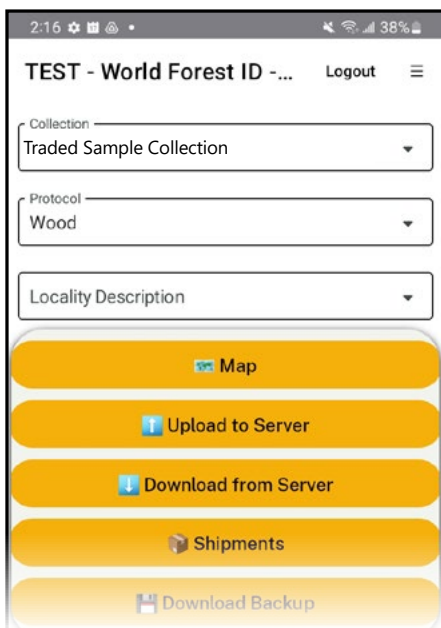
Collections App usage ^[iii]



The sample will be listed at the bottom of the page. Click on a sample in the list to edit it.



**ONLY UPLOAD OBSERVATIONS
WHEN CONNECTED TO WI-FI**



UPLOADING YOUR OBSERVATION

Once you're connected to a Wi-Fi network, click the menu icon in the top right.

Click 'Upload to Server' to push the data to the database.

Packaging the sample

1. Photograph each sample with its World Forest ID Unique ID (QR code) visible and log the photo in the app.
2. Check samples are free from soil, insects, or fungi before sealing. Untreated wood may carry pests such as Sirex wasp.
3. Place the intact sample in a sealed plastic or zip-lock bag.
4. Silica is normally not required for traded products but may be added in humid conditions or for strict destinations (e.g. Australia). Do not allow silica to touch the sample.



Dispatch & paperwork

1. Complete the Proforma Invoice, and Sample List.
2. For customs purposes, enter a value of £1 in the “Total Value” field.
3. Place one copy of the Proforma Invoice and Sample List inside the box and attach another in a clear wallet on the outside for customs.
4. Pack samples securely, each in its own bag and cushion with bubble wrap, crumpled paper or similar.
5. Label the shipment clearly with the address of the designated receiving lab provided by World Forest ID.
6. Attach a contents declaration sticker ‘*This package contains dead dried preserved plant material for non-commercial supply chain verification*’ to the outside of the box.
7. Obtain a tracking number and email it, with a copy of the paperwork, to the receiving lab.
8. If customs delay or reject a shipment, contact the receiving lab and World Forest ID immediately to resolve and re-dispatch.



Laboratories working with World Forest ID

These labs work with World Forest ID to provide scientific testing that supports origin verification. Testing may be arranged through us or by contacting a lab directly.



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Glossary

OBSERVATION – A traded sample assigned a Unique ID and recorded in the World Forest ID App, to be submitted for laboratory analysis. If different parts of a product are to be analysed, each part must have its own Unique ID.

WORLD FOREST ID UNIQUE ID (QR CODE) – A unique code assigned to each physical sample. It must remain attached to the sample throughout collection, packaging, documentation, and dispatch. Samples without their World Forest ID Unique ID cannot be analyzed. This code is distinct from any internal identifiers used by your organization.

PRODUCT TYPE – The form of the traded material (e.g. plywood, veneer, dowel, molding, solid board). The product type determines the required minimum sample size and which component is selected for analysis.

SAMPLE TYPE – The part of the product from which material is analyzed (e.g. outer veneer of plywood, whole veneer sheet, or entire solid board). Specify which claimed species you want to test.

SPECIES CLAIM – The declared tree species of a tested sample, normally taken from supplier documentation or certification claims. Species identity is fundamental to both legal and sustainability compliance.

HARVEST LOCATION CLAIM – The declared origin of the tested sample, usually given as a country, sub-national region, or GPS boundary. This is the claim against which chemical analysis is compared.

HS CODE – The Harmonized System (HS) code used for customs classification of goods. Recording the HS code links the sample to the way it is declared in trade and supports alignment between laboratory results, customs records, and due diligence files. HS codes can be looked up through the World Customs Organization (www.wcotradetools.org) or through your national customs authority.

PROCESSING DETAILS – Information on adhesives, coatings, preservatives, or finishes applied during manufacturing. These details support interpretation of lab results by flagging potential chemical interference or bias.

CHEMICAL ANALYSIS – Laboratory testing of wood products to detect natural chemical markers. Two main techniques are used: Stable Isotope Ratio Analysis (SIRA), which measures environmental signals such as rainfall and temperature, and Multi-Element Analysis (MEA), which measures mineral uptake from soils. Together, these results are compared against World Forest ID's reference database to evaluate whether the claimed origin of a traded product is consistent.

Contents Declaration

VLA E907
World Forest ID
Traded Sample Collection
May 2025


**ON EVERY
SAMPLE**

The image displays three logos in a row. On the left is a stylized tree logo composed of two hands holding a cube. In the center is an umbrella logo with raindrops. On the right is the 'WORLD FOREST ID' logo, which includes a circular icon with an upward arrow and the text 'WORLD FOREST ID' followed by a horizontal line.

ON THE OUTSIDE OF THE BOX

Proforma Invoice

Sample List



Proforma Invoice

IMPORTANT INFORMATION FOR PURCHASERS, IMPORTERS AND SHIPPERS: This proforma invoice does not represent a purchase order or any other contract. It is a document used to provide information to the purchaser regarding the goods and services to be purchased. It is not a contract and does not create any legal obligations. The purchaser is responsible for obtaining all necessary permits, licenses, and approvals for the importation of the goods. The purchaser is also responsible for paying all applicable taxes and duties. The purchaser is also responsible for providing all necessary information to the shipping company for the shipment of the goods.

SUPPLIER/EXPORTER INFORMATION:

Name _____

Institution _____

Address _____

Email _____

Phone _____

COR / Tax ID _____

RECIPIENT INFORMATION:

Name _____

Institution _____

Address _____

Email _____

Phone _____

COR / Tax ID _____

SHIPPING DETAILS:

Date _____

Invoice Bill Number _____

Country of export _____

Country (if different than recipient) _____

Country of ultimate destination _____

Tracking Number _____

Country of ultimate destination _____

Package Dimensions _____

Currency _____

Package Weight _____

Shipping terms (DDP, DAP) _____

Full description of goods	HS code	QTY	Weight	Total value

Additional information about the goods (optional): _____

Total Weight	Total Invoice value

DECLARATION: - I declare that all the information contained in this form is true and correct.

Supplier's Name: _____

Signature _____ Date _____

[illegible]

**PLACE IN DOCUMENT
WALLET OUTSIDE THE BOX
WITH A COPY INSIDE**

Proforma Invoice



IMPORTANT INFORMATION FOR POSTAL INSPECTORS AND HANDLING: This package contains dead, preserved plant material for non-commercial supply chain verification. If inspected, it is ABSOLUTELY IMPERATIVE that the material is carefully re-packed. Samples are fragile and may otherwise become useless. Not for human or animal consumption. Not for sale or resale. To be tested to destruction upon receipt at its destination, within 2 months.

SHIPPER/EXPORTER INFORMATION:

Name:
Institution:
Address:
.....
Email:
Phone:
EORI / Tax ID:

RECIPIENT INFORMATION:

Name:
Institution:
Address:
.....
Email:
Phone:
EORI / Tax ID:

SHIPPING DETAILS:

Airway Bill Number: Date:
Country of export:
Courier: Importer (if other than recipient) :
Tracking Number: Country of ultimate destination:
Package Dimensions: Currency:
Package Weight: Shipping terms (DDP, DAP) :

Full description of goods	HS code	QTY	Weight	Total value
Attach continuation sheet if more space is needed			Total Weight	Total invoice value

DECLARATION — I declare that all the information contained in this invoice to be true and correct.

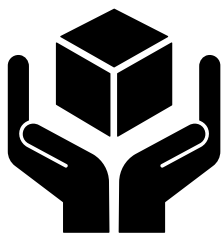
Sender's Name:
Signature: Date:

Sample List Continuation Sheet

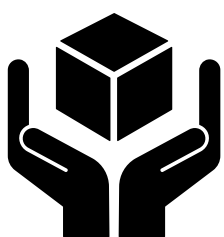


NOTE: Use this sheet if additional space is required. Ensure totals are carried forward and recorded on the Proforma Invoice.

[illegible]



**This package contains dead
dried preserved plant material
for non-commercial supply
chain verification**



**This package contains dead
dried preserved plant material
for non-commercial supply
chain verification**



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