

Service Request & Decontamination Declaration Form

Any laboratory equipment returned for electronic, mechanical or other workshop servicing or repairs must be cleaned and decontaminated of biohazardous, chemically hazardous or radioactive material in the appropriate manner. This certificate must be forwarded with the equipment, fixed to the equipment to ensure it is not used after decontamination. Equipment will not be serviced or repaired unless Medica Pacifica Ltd has received a completed certificate. Equipment without a completed certificate will be returned or disposed of at the customer's expense.

Part A. Senders Details and Return Address

Please Send Equipment To:

Name:		Service Department
Room Number:		Medica Ltd
Department:		Inwards Goods
Institution:		3 Te Kea Place
Return Address:		Albany
		Auckland 0632
Phone:		
Email:		

Part B. Order Number Details

Purchase Order Number:			
Purchase Order Form Attached:	YES	NO	(Circle One)
Return Authorisation Number:	-		

Part C. Instrument Description

	Instrument Model / Name	Serial Number	Request (Service, Repair, Warranty, Cal)
1			
2			
3			

Part D. Decontamination

1. Has this equipment been exposed internally or externally to the following hazards:

Hazard	No:	YES – Provide Details
Human Blood, Body Fluids, Pathological Samples		
Hazardous Chemicals		
Radioactive Substances		
Other hazards / Toxins		

2. Has this Equipment been decontaminated? Refer to Decontamination Schedule for Decontamination methods.

If YES, please provide decontamination method:
If NO, please indicate why not:

3. Has the equipment has been prepared for safe handling / transportation? YES / NO

Part E. Decontamination Declaration

I (name) _____ certify that the equipment has been carefully cleaned and decontaminated from substances which are dangerous to human health or the equipment has not been exposed to any hazardous substances. Therefore I certify that these instruments are safe for Medica employees to handle.	
Title:	
Signature:	
Date:	

Decontamination Schedule

Responsibilities:

It is the responsibility of the laboratory equipment sender to remove all substances which are dangerous for human health from the instrument so that the item is safe for humans to handle.

The item must be packaged and labelled in such away that it is safe to ship according to New Zealand regulations.

Choose the appropriate decontamination method depending on what substances the instrument has been exposed to, see: ISO 8655-1 section 6.2 Decontamination

Biological Materials

LABORATORY EQUIPMENT:

The procedure for proper decontamination of units in clinical laboratories appears in your unit's operating manual under "User maintenance". The procedure is summarized here for your convenience.

All units must be thoroughly decontaminated by spraying down, or wiping down, with diluted household bleach (e.g. Clorox) or 0.5% sodium hypochlorite solution (NaOCl) before returning it. This solution is 1:10 dilution of commercial sodium hypochlorite (5%). It may be prepared by adding one (1) part household bleach (e.g. Clorox) to nine (9) parts water. (Use Care not to mix with other chemicals as this can liberate toxic chlorine gas.) Since this solution is somewhat caustic, gloves and eye protection are recommended when preparing and using it.

Please Note: When corrosion by NaOCl may be a problem, a final flush with water is required.

PIPETTES:

Place the tip cones and tip ejectors in a 70% ethyl alcohol bath for at least one hour. Tip cones and tip ejectors can be left in alcohol bath overnight. The handle can be decontaminated by wiping with ethyl alcohol.

OR

Autoclavable pipettes can be decontaminated by autoclaving each pipette at 121 °C (252 °F) and 1 bar (15 psi) for a minimum of 20 minutes. No special preparation is needed prior to autoclaving. Steam bags may be used if needed.

Chemical Materials

All chemical residues must be thoroughly wiped and rinsed from the unit's interior and exterior.

Radioactive Materials

Units used with radioactive materials must be fully surveyed and certified to be free of all radioactive materials by your Radiation Safety Office. Their signature is required on the certificate Of Decontamination

**** NOTE:** Any product received without a completed Certificate of Decontamination is subject to a decontamination fee.