

Decontamination Form and Information



Make and description of Equipment:

Manufacturers Job number: _____

Customer Order number: _____

Other applicable information: _____

Model Number: _____

Serial Number: _____

Model Number: _____

Serial Number: _____

Model Number: _____

Serial Number: _____

Model Number: _____

Serial Number: _____

Model Number: _____

Serial Number: _____

Model Number: _____

Serial Number: _____

In cases where there are large numbers of equipment, a supplementary sheet may be used and attached to this form, but it must be dated and signed in conjunction with the declaration below.

Section A must be completed in all cases

Has this equipment been exposed internally or externally to any of the following?

Please answer all questions by marking Yes or No, as applicable and by providing relevant details.

Section A

	Yes	No
Blood, serums or other body fluids	<input type="checkbox"/>	<input type="checkbox"/>
Pathological specimens	<input type="checkbox"/>	<input type="checkbox"/>
Other biohazard e.g., carcinogens	<input type="checkbox"/>	<input type="checkbox"/>
Biodegradable material that could become a hazard	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals or substances hazardous to health	<input type="checkbox"/>	<input type="checkbox"/>
Radioactive substances	<input type="checkbox"/>	<input type="checkbox"/>
Other Hazards	<input type="checkbox"/>	<input type="checkbox"/>

Section B

Please provide details of any hazard present as indicated in section A.

Include details of names and quantities of agents as appropriate.

If radioactive substances are present please state quantities of isotopes and confirm that you have tested for residual emission from your equipment and it is safe to handle (i.e., no special radiation protection equipment / clothing is required)

Page 1 of 3	Document No: CD45	Document Revision: 2	Revision Date: 30/03/21	Issued by Andrew Vaughan
-------------	-------------------	----------------------	-------------------------	--------------------------

Decontamination Form and Information



Are there any special handling procedures that should be observed during service process?

Section C

Please describe your method of decontamination.

Section D

Are there likely to be areas of residual contamination (please specify).

Declaration

I declare that the above information is correct and that, to the best of my knowledge, the equipment detailed is free from contamination.

I further confirm that a suitable and sufficient risk assessment has been carried out to ascertain the necessary process of decontamination required to support this statement.

Company: _____

Address: _____

Authorised Signature: _____

Name (printed): _____

Department: _____ Position: _____

Tel: _____ Email: _____

Date: _____

Please return the completed document with the equipment.

Page 2 of 3	Document No: CD45	Document Revision: 2	Revision Date: 30/03/21	Issued by Andrew Vaughan
-------------	-------------------	----------------------	-------------------------	--------------------------

Decontamination advice for customers

Sartorius Health and Safety policy dictates that all reasonable precautions have been taken to ensure that equipment serviced by its staff have been decontaminated and that a valid decontamination report is available for each pipette that we work with.

It is therefore essential that a decontamination report be completed for all equipment that is being serviced. This report should be completed even if the equipment has not been used with toxic or hazardous substances, as this will be our confirmation that our health and safety requirements have been met. The decontamination report should clearly state which substances the pipettes have been used with.

Sartorius works on the basis that management and staff from the laboratory where the equipment originated have a full understanding of their duty of care under COSHH regulations to protect our technicians from exposure to hazardous substances.

In addition to this we require confirmation that necessary decontamination of equipment has taken place with regard to the *categorization of biological agents according to hazard and categories of containment regulations 1995*. It is therefore required that the box on the statement of decontamination is ticked to confirm this.

The method of decontamination and confidence in the suitability and success of this method in eradicating contaminants should be as a result of a suitable and sufficient risk assessment having been conducted.

It is imperative that the serial number of each equipment to be serviced is noted on the statement (use additional sheets if necessary and attach to main sheet)

Particular attention should be paid to decontaminating equipment that has been used with:

Blood or serums, body fluids, pathological specimens, carcinogens, toxins, hazardous chemicals or radioactive substances.

Decontamination of equipment should be carried out prior to Sartorius staff working on your equipment.

In the case of equipment used with radioactive substances, it is essential that you answer the question on pre-dispatch testing of your equipment.

To comply with our health and safety policy, Sartorius will not be able to service any equipment that we do not have a satisfactory statement of decontamination for. You may use the form supplied by us, or use your own providing all necessary details are supplied.

If you are returning equipment for service to our workshop then a copy of the decontamination report should be included in the package. If your equipment is being serviced at an on-site clinic, then a completed report detailing all equipment must be handed to the Sartorius technician before any work is commenced.

Please ensure that each piece of equipment is accompanied by a valid decontamination statement to ensure that your equipment can be efficiently processed and returned to you without undue delay.

Page 3 of 3	Document No: CD45	Document Revision: 2	Revision Date: 30/03/21	Issued by Andrew Vaughan
-------------	-------------------	----------------------	-------------------------	--------------------------