

DECONTAMINATION REPORT

COMPANY: _____ CONTACT: _____

ADDRESS: _____ TEL: _____

_____ FAX: _____

_____ EMAIL: _____

POSTCODE _____ DEPT. _____

<u>PIPETTE MODEL</u>	<u>SERIAL NUMBER</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

THE SECTION BELOW MUST BE COMPLETED IN ALL CASES

PLEASE STATE WITH WHICH POTENTIALLY HAZARDOUS SUBSTANCES THE PIPETTES HAVE BEEN USED OR MAY HAVE BEEN EXPOSED TO (IF NONE, THEN STATE NONE)
 This includes any blood, serums or other body fluids, pathological specimens, carcinogens, toxins, hazardous chemicals or radioactive substances

PLEASE STATE BY WHICH METHOD THE PIPETTES HAVE BEEN DECONTAMINATED:

ARE THERE ANY SPECIAL HANDLING PROCEDURES THAT SHOULD BE OBSERVED DURING SERVICE PROCESS:

Note: If used with radioactive substances, please tick box to confirm that you have tested for residual emission from your instrument(s) and it is safe to handle (ie no special radiation protection equipment / clothing is required)

I DECLARE THAT THE ABOVE INFORMATION IS CORRECT AND THAT, TO THE BEST OF MY KNOWLEDGE, THE PIPETTES DETAILED ARE 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:

SIGNED: _____ NAME: _____

POSITION: _____ DATE: _____

Decontamination advice for customers

Sartorius Pipette Doctor Health and Safety policy dictates that all reasonable precautions have been taken to ensure that pipettes 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 instruments that are being serviced. This report should be completed even if the instrument 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 Pipette Doctor 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 pipettes 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 every instrument 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 pipettes that have been used with:

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

Decontamination of pipettes should be carried out prior to Pipette Doctor staff working on your pipettes.

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

To comply with our health and safety policy, Pipette Doctor will not be able to service any instruments 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 instruments for service to our workshop then a copy of the decontamination report should be included in the package. If your instruments are being serviced at an on-site clinic, then a completed report detailing all instruments must be handed to the Sartorius Pipette Doctor technician before any work is commenced.

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