

SOP 017 Appendix 1 – Service Request and Decontamination Declaration Form

Service Request and 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 Medi'Ray New Zealand Ltd has received a completed certificate. Equipment without a completed certificate will be returned or disposed of at the customer's expense.

Please send your equipment to:

Attn: Service Department
Medi'Ray NZ Ltd
53-55 Paul Matthews Road
Rosedale
Auckland 0632
New Zealand
T (09) 414 0318
E service@mediRay.co.nz

Sender's Details and Return Address

Full Name

Room Number

Institution Name

Return Address

Phone Number

Email Address

Order Number Details

Purchase Order Number

Purchase order form attached? ☐ Yes ☐ No

Instrument Description

Instrument Name / Model	Serial Number	Request (service, repair, warranty, calibration, etc.)
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SOP Number
017 App 1

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Decontamination Details

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

Human blood, body fluids,
or pathological samples ☐ Yes ☐ No

If yes, please provide details:

Hazardous chemicals ☐ Yes ☐ No

If yes, please provide details:

Radioactive substances ☐ Yes ☐ No

If yes, please provide details:

Other hazards / toxins ☐ Yes ☐ No

If yes, please provide details:

2. Has the equipment been decontaminated? *(Refer to the Decontamination Schedule for decontamination methods)*

☐ Yes ☐ No

Please provide the decontamination method or the reason why the equipment has not been decontaminated:

3. Has the equipment been prepared for safe handling / transportation?

☐ Yes ☐ No

Decontamination Declaration

I 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, and these instruments are safe for medi'Ray employees to handle.

Full Name

Position

Signature

Date

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Decontamination Schedule

Responsibilities

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

The item must be packaged and labelled in such a way 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 equipment in clinical laboratories appears in the equipment's operating manual under "User Maintenance". The procedure is summarised here for your convenience:

All equipment must be thoroughly decontaminated by spraying or wiping down with diluted household bleach (e.g. Clorox) or 0.5% sodium hypochlorite solution (NaOCl) before returning it. This solution is a 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, the use of gloves and eye protection is recommended when preparing and using it.

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

Pipettes

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

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 interior and exterior of the equipment.

Radioactive Materials

Equipment exposed to 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.

Decontamination Fees

Any equipment received without a completed certificate of decontamination may be subject to a decontamination fee.