

General Information

To ensure personnel and environmental safety you must complete and sign this certificate before shipping a reader or accessory to BMG LABTECH. Once the instrument has been contaminated by a hazardous substance, the signature must be countersigned by a responsible person, manager, safety officer or biosafety officer. It is very important that the instrument is thoroughly disinfected before service, maintenance or before removing the instrument from the laboratory. Please ensure that the disinfection procedure is in accordance with your national, regional and local safety regulations.

Preparation steps

Before decontaminating your item:

- It is advisable to consult the Operating Manual (Chapter “Servicing”), if applicable, as reference for which decontamination product(s) may be suitable when cleaning your BMG LABTECH product.
- The decontamination should be done by authorized personnel only in a well ventilated location.
- It is recommended to wear Personal Protective Equipment (PPE) such as a laboratory coat, gloves, safety glasses and any other PPE as recommended by your local safety protocols and the type of the hazards handled.
- Consult the disinfectant’s Safety Data Sheet (SDS) before using it.
- Follow strictly the safety instructions of your laboratory for decontamination.

Use of disinfectant

Only propriety disinfectant or alcohol should be used for the purpose of disinfection. Use suitable disinfectants for the (bio-)hazard you handled. Please consult your lab host for any specific cleaning materials for decontamination.

Here are some examples of disinfectants (BMG LABTECH assumes no responsibility for their effectiveness):

- Decon laboratories products
- Microcide SQ
- Steris Spor Klenz
- 1% Virkon solution or equivalent spray solution
- 70% Ethanol
- 70% Isopropanol

Procedure using liquid disinfectants

All parts of the instrument, which could potentially get into contact with patient sera or positive samples, must be handled as if they were hazardous. Please follow all the instructions carefully for a successful disinfection:

- 1) Press the in/out button briefly to move the plate carrier out.
- 2) Disconnect the instrument from the main power supply.
- 3) Remove the USB cable from the connector.
- 4) Clean all outside surfaces of the instrument and the plate carrier carefully with cotton wool, which has been soaked in disinfectant.
- 5) Open all lids, doors and slide doors and move out the plate carrier. Place the instrument in a large plastic bag along with the cotton wool that has been soaked in disinfectant. Ensure that the wool does not touch the instrument.
- 6) Close and seal the bag.
- 7) Keep the instrument in the plastic bag for at least 24 hours.
- 8) After exposure time has lapsed, remove the instrument from the plastic bag and clean all outside surfaces of the instrument with cotton wool that has been soaked in alcohol solution.
- 9) Repeat the procedure for disinfection on any accessories, which will be returned with the instrument.
- 10) Fill the form on the next page and attach a signed exemplar to the shipment.

Contact information

Company Name	<input type="text"/>	Contact Name	<input type="text"/>
Contact Phone	<input type="text"/>	Contact Mail	<input type="text"/>
Street	<input type="text"/>	Postal Code	<input type="text"/>
City	<input type="text"/>	Country	<input type="text"/>
Reference Number (e.g. Order- / Ticket- / Repair-No.):		<input type="text"/>	

Component(s) of delivery

<input type="checkbox"/> PHERAstar series	<input type="checkbox"/> CLARIOstar series	<input type="checkbox"/> VANTASTAR	<input type="checkbox"/> SPECTROstar ^{Nano}
<input type="checkbox"/> NEPHELOstar ^{Plus}	<input type="checkbox"/> Omega series	<input type="checkbox"/> EV Plate	<input type="checkbox"/> LVis Plate
<input type="checkbox"/> Micr. Slide Adapter	<input type="checkbox"/> Stacker	<input type="checkbox"/> Atmospheric Control Unit (ACU)	
Serial Number: <input type="text"/>	<input type="checkbox"/> Other: <input type="text"/>		

Reason(s) for delivery

<input type="checkbox"/> Repair	<input type="checkbox"/> Warranty	<input type="checkbox"/> Investigation	<input type="checkbox"/> Goods return	<input type="checkbox"/> Other
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Detailed issue description:

Hazardous level

<input type="checkbox"/> This item or device has not been exposed to any hazard
<input type="checkbox"/> Bio-organism(s)- Laboratory Biosafety Level: Level 1 (BL1) <input type="checkbox"/> Level 2 (BL2) <input type="checkbox"/> Level 3 (BL3) <input type="checkbox"/>
<input type="checkbox"/> Chemical substance(s)
<input type="checkbox"/> Radioactive substance(s)

All parts of the instrument, which could potentially get into contact with patient sera, positive samples or any other biohazard material, must be handled as if they were hazardous and must be disinfected. The component(s) has/have been successfully decontaminated by the following process:

Mandatory field! All further information or separate documents about the substance(s) are welcomed to attach.

Hereby, I confirm that the component(s) of delivery is/are free of biohazard, chemical and radiation hazards. It is my responsibility, if untrue or misleading information has been provided.

Date

Place

Signature