

**Certificate of Decontamination**

To ensure safety of Tecan service personnel, our customers / service engineers are kindly asked to complete this sheet and have it signed by the responsible person before shipping an article/ device by any means to TECAN companies.




This is auto-fillable PDF, please complete the first page, then print, sign and attach all copies as stated in the header (i.e., two copies outside, and one copy inside the package).

CUSTOMER / SERVICE ENGINEER:

Company/ Institution :	Customer Ref Number : (if applicable)
Tecan Notification or Tecan RMA Number :	Service Engineer:
Instrument Type / Item Affected: <input type="checkbox"/> Liquid Handler Part (i.e., LiHa, diluters, etc.)	<input type="checkbox"/> Reader <input type="checkbox"/> Washer <input type="checkbox"/> QCpac / MultiCheck <input type="checkbox"/> Consumable <input type="checkbox"/> Other : _____
Instrument Serial Number:	Part's Serial Number : (if applicable)
Tecan Material Name:	Tecan Material / Article number:
Reason for return: <input type="checkbox"/> Repair (ZRIP # : _____) <input type="checkbox"/> Goods return (Nr. 4800 _____)	<input type="checkbox"/> Warranty Repair <input type="checkbox"/> Requested for Investigation <input type="checkbox"/> Other: _____
Detailed Issue Description:	

CUSTOMER:

A responsible person/manager or Safety Officer is required to fill in the below section if any hazards are associated to the item. Please see Appendix for General Decontamination Information.

<input type="checkbox"/> This item/device has not been exposed to any hazard.	
The material was within Laboratory Biosafety Level: <input type="checkbox"/> 1, <input type="checkbox"/> 2, or <input type="checkbox"/> 3.	
This item has been exposed to one of the following safety or biohazard(s) Fill-out the section(s) 1 – 3, as applicable:	
<input type="checkbox"/> 	1. Any bio-organism(s) that were in contact with the item:
<input type="checkbox"/> 	2. Any chemical / hazardous substance that were in contact with item, incl. Name(s) and Ref number(s):
<input type="checkbox"/> 	3. Any radiation type(s) that were in contact with the item:
This item has been successfully decontaminated by the following process(es): (Mandatory field)	

Please, do not hesitate to give further relevant information on separate sheet(s).

Hereby, I confirm that this article/ device is free of biohazard, chemical and radiation hazards. It is my responsibility, if untrue or misleading information has been provided. Please enter the origin or delivery address in case the material is to be returned.

Company:		Street:	
Phone:	City:	Country:	Postal Code:
Responsible Person:		Date:	Signature:

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Appendix: General Decontamination Information

The appendix sheet is for general reference only.

- Responsible Person / Manager, Safety Officer or Biosafety Officer is required, whenever a hazard is associated to the article/ device. Please ensure that the parts are decontaminated in accordance with your local or regional Biosafety and Hazard protocols that may apply.
 - Before decontamination your item:
 - It is advisable to consult the Tecan instrument's Reference and/or Operational Manual, when applicable, as reference for which decontamination product(s) may be suitable when cleaning your Tecan Product.
 - 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 nature of the hazards associated.
 - Be sure to prepare the necessary decontamination/ disinfectant solution per the SDS and/or instructions provided in its manufacturer label/ package insert.
 - Some examples of possible decontamination substances, depending on the contaminant source, might include Decon Laboratories products, Microcide SQ, Steris Spor Klenz, 70% ethanol, or others.
1. Procedure: for washers and liquid handlers
 - 1.1. Wear gown, gloves, and safety glasses
 - 1.1.1. Rinse disinfectant solution through all washer units for a minimum of five (5) complete cycles
 - 1.1.2. Remove all tubing lines that could have encountered patient samples and discard.
 - 1.1.3. Wipe down all instrument exterior surfaces with disinfectant solution.
 2. Procedure: for Readers, QCpacs, MultiCheck plates, and parts without liquid handling capability
 - 2.1. Wear gown, gloves, and safety glasses
 - 2.1.1. Wipe down the reader and tray support with disinfectant solution.
 - 2.1.2. Do not submerge QCpacs or MultiCheck plate in solution or pour solution into the reader.