



Decontamination Declaration Form

Introduction

To comply with Health and Safety at Work laws, you are required to declare if any substances used on or that have been in contact with the equipment you return to Prior Scientific may be hazardous. You must complete the **Decontamination Declaration Form** on the following page and e-mail it to Prior Scientific Ltd. In addition, an RMA number must be issued before the equipment is received. **If any equipment is received without an RMA number OR a Decontamination Form**, Prior Scientific will assume it is hazardous and refuse to accept delivery of it. If the declaration is incomplete or incorrectly filled in, there may be a delay in the repair of the equipment whilst the correct information is obtained. Prior Scientific accepts no liability for any costs incurred by such delay.

Guidelines

- If the equipment has not been used, it may be declared uncontaminated. Enter **NO** in Section I and omit sections 2, 3 & 4.
- If the equipment has been exposed to any radioactive substance, it must be decontaminated. You must provide proof of decontamination in addition to the safety declaration, before returning the equipment to Prior Scientific Ltd.
- For clarification or further advice, phone Prior Scientific on +44(0) 1223 881711.
- If you fill this form in electronically, print a paper copy and sign it. Return the paper copy to Prior Scientific with the equipment. In addition also send a signed copy via e-mail to uksales@prior.com

Procedure

- **Without an RMA form and number we cannot process your return**
- Enter your RMA number at the top of the form, on the following page, and complete the rest of the form as instructed. This RMA number is obtained by contacting Prior via <http://www.prior-scientific.co.uk//Customer-Support/RMA-Request.aspx>
- Scan and e-mail a signed copy of the decontamination form to uksales@prior.com
- Disconnect all accessories from the equipment.
- Clean all exposed surfaces with suitable agents and perform other decontamination actions as appropriate. **List these in Section 4 overleaf.** Once cleaned, seal the equipment in a thick polythene bag or sheet, wrapping each item separately.
- Pack the equipment in a suitably strong box or crate and adequate packaging to prevent damage.
- Seal the safety declaration (& decontamination certificate if necessary) in a suitable envelope and securely attach it to the outside of the equipment package.
- Complete and securely attach the **Safety Declaration Quick Check** (below) to the outside of the package(s) so that it is clearly visible using more than one copy if necessary.

SAFETY DECLARATION QUICK CHECK

RMA Number:

Safety Declaration form on the **OUTSIDE** of box

Unit contaminated

Unit unused

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

This form must be completed by a Competent Person. You must know about **all** of the substances that have been in contact with the equipment before you complete this declaration. Contact Prior Scientific on +44 (0)1223 881711 or e-mail uksales@prior.com to obtain advice if you have any questions.

Section 1: EQUIPMENT

Part Number	Serial Number	Description

Has the equipment been used, tested or operated? **YES** - Go to section 2 **NO** - Go to section 4

Section 2: SUBSTANCES IN CONTACT WITH THE EQUIPMENT

Are **any** substances used or produced in the equipment:

Radioactive	Yes	No
Biologically Active	Yes	No
Dangerous to human health & safety?	Yes	No

Please contact Prior Scientific Ltd before returning any equipment that has been in contact with a radioactive substance. Prior Scientific will not accept delivery of any equipment that has been used with Radioactive substances unless you decontaminate the equipment and provide proof of decontamination (i.e. Clearance Certificate).

Section 3: LIST OF SUBSTANCES IN CONTACT WITH THE EQUIPMENT

Substance name	Chemical symbol	Precautions required (example: use gloves)	In combination with which substances may dangerous mixtures develop?

Enter a tick against the appropriate hazard category for all substances listed above.



Bio Hazard



Radioactive



Poisonous



Explosive



Corrosive



Harmful



Flammable



Safe to handle

Section 4: Details of Decontamination Process

List here all substances used and method of decontamination:

Section 5: LEGALLY BINDING DECLARATION

Name:

Job Title:

Organisation Name & Address:

Telephone Number:

I have made reasonable enquiry and supplied accurate information in this declaration. The returned items are safe to be worked on and present no risk to health. I have not withheld any information and have followed the **Procedure** detailed above.

Signed:

Date: