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| **STARLAB (UK) Ltd** | **Page 1 of 1** |  **Issue Date: Jul-2018****Issued by: Andy Hall** |
| **Title: Decontamination Form** | **Issue No. 7** | **Procedure Number: F004** |

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**PIPETTE DECONTAMINATION DECLARATION**

|  |  |
| --- | --- |
| **Company:**       | **Contact:**       |
| **Address:**                                | **Department:**       |
|  | **Group Name:**       |
|  | **Tel:**       |
|  | **Mobile:**       |
|  | **Email:**       |
| (Purchase Order No. must be provided) **PURCHASE ORDER No.**       **Grant No.**       |
| **Quote No.**       **Vat Exempt?** Yes [ ]  **if YES, incl. Cert.**No [ ]  |
| **Service Level** *Tick ONE box only. A separate form must be used for each Service Level* QuickCal**[ ]**  1-STAR**[ ]**  2-STAR **[ ]** 3-STAR **[ ]**   1-STAR no ext. clean **[ ]** 2-STAR no ext. clean **[ ]** 3-STAR no ext. clean **[ ]**  |
| **Do you require a due date on your calibration sticker?** Yes [ ]  *If Yes, specify duration:*      months No [ ]  *NOTE: If no duration is specified we will put a duration of 6 months on the label* |
| **Make / Model of Pipettes to be Serviced** | **Qty** | **Make / Model of Pipettes to be Serviced** | **Qty** |
|       |      |       |      |
|       |      |       |      |
|       |      |       |      |
|       |      |       |      |
| **A Did the pipettes listed require decontamination?** Yes [ ]  No [ ]  *If No, go to B* |
|  **Nature of contaminant:**       |
| **Method of decontamination:**       |
|  ***NOTE: Pipettes must be completely dry when presented for servicing*** |
|  **Decontaminated by:**       | **Date:**       |
| **B Are any special precautions required when handling the pipettes?** *If yes, please specify*:        |
| **Spare Parts** *(please tick ONE only)*[ ]  *I authorise that any spare parts required to bring this/these pipette into calibration may be replaced and I understand that these will  be detailed on the invoice, OR* [ ]  *Contact me before proceeding with any service if spare parts (excl. cost of seals, o-rings, tip holders) amount to £25 or over for any pipette****Note*** *: A £15 pound investigation charge may be applied for pipettes found to be unrepairable or uneconomical to repair.* |
| ***I confirm that the information on this form is accurate and the pipettes detailed are safe to handle*** |
| **Name:**       | **Signed:** |
| **Position:**       | **Date:**  |

This form can be completed in Word and save on your computer for future reference. Once completed, please print and **sign** and hand in this form
with your pipettes for servicing. **NOTE that no pipettes can be serviced without a Purchase Order No. or a completed and signed Declaration.**