**To:**

**Sherwood Scientific Ltd**

**1 The Paddocks**

**Cherry Hinton Road**

**Cambridge**

**CB1 8DH**

Make and Description of equipment:

**………………………………………………..**

**………………………………………………..**

**Customer Order No: …………………………… Part No: ……………………………………………**

Serial No: …………………………………………. Other distinguishing marks: ……………….

 ………………………………………………………..

1. Has the equipment been exposed (internally or externally) to any of the following?

 Please answer all questions by circling (Yes/No) as applicable and by providing details in Section B Below.

 [Circle YES if the equipment HAS been exposed to the contaminant. Circle NO if equipment HAS NOT been exposed]

##  Yes

##  No

**1. Blood, body fluids, pathological specimens….. Provide details below**

##  Yes

##  No

**2. Other Biohazard……………………………………….. Provide details below**

**3. Biogradable material that become a hazard … Provide details below**

##  No

##  Yes

**4. Chemicals or substances hazardous to health. Provide details below**

##  No

##  Yes

**5. Radioactive substances …………………………….. Provide details below**

##  No

##  Yes

**6. Other Hazards …………………………………………. Provide details below**

##  No

##  Yes

1. Please provide details of any hazard present as indicated above. Include details of names and quantities of agents as appropriate

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

1. Please describe your method of decontamination

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

1. Are there likely to be areas of residual contamination (please specify)

………………………………………………………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………………………………..

**I declare that the above information is true and complete to the best of my knowledge and belief.**

Authorised Signature ……………………………………. Date ……………………………………………………..

Name (printed) …………………………………………… Position …………………………………………………

Customer’s Name ……………………………………….. Department …………………………………………….

Address …………………………………………………… Tel: ………………………………………………………

……………………………………………………………… Fax: ……………………………………………………...

County …………………………Post Code……………... Email: …………………………………………………...

**EXPLANATORY NOTES**

1. We are seeking co-operation from all our customers to make sure that our staff are not exposed to health risks arising from exposure to residues of hazardous or potentially hazardous materials. We require an authorised Declaration of Contamination Status for all equipment which we service, maintain, or repair on site or which is returned to our premises or after a period of loan or demonstration.

Under Section 3 of the Health & Safety at Work Act “It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected are not thereby exposed to risks to their health or safety.”

Guidelines issued by the DoH can be found in HSG(93)26, “Decontamination of Equipment Prior to Inspection, Service, or Repair.”

1. We reserve the right to delay the commencement of any work until such a Declaration of Contamination Status has been completed by the customer.
2. Where equipment is being returned to our premises we ask you first to contact the Customer Returns Officer – see note 6 below. You will be issued with a “***Problem Number***” which will be your reference for all future correspondence. You will be required to attach a signed Declaration of Contamination Status ON THE OUTSIDE of the packaging in an easily accessible place. Please also clearly display the Problem Number ON THE OUTSIDE of the packaging.
3. IN ALL CASES WE REQUIRE COMPLETION BY THE CUSTOMER OF A SIGNED DECLARATION OF CONTAMINATION STATUS
4. All enquiries about this form and its use should be directed to:

Service Manager, Sherwood Scientific Ltd., Cherry Hinton Road, Cambridge, CB1 8DH

Tel: +44 1223 243444 Fax: +44 1223 243300 E-mail: info@sherwood-scientific.com

1. All enquiries for Returns Authorisation should be directed to:

Admin, Sherwood Scientific Ltd., Cherry Hinton Road, Cambridge, CB1 8DH

Tel: +44 1223 243444 Fax: +44 1223 243300 E-mail: info@sherwood-scientific.com