

# Decontamination Certificate

The fully completed decontamination declaration is a prerequisite for the acceptance and further processing of your service. If your shipment is not accompanied with this declaration, processing will be delayed until receipt of your decontamination certificate.

## Sender

Company			
Department			
Address			
Post code	City	State	Country
Name	Phone	Email	

Privacy information according to Privacy Act 1988 <https://www.servicesaustralia.gov.au/your-right-to-privacy?context=1>

## Sent goods

Item	Instrument / Assembly / Product	Serial number	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

## Laboratory bio safety level

Please specify the bio safety level of the laboratory where the device was used:  
[https://en.wikipedia.org/wiki/Biosafety\\_level](https://en.wikipedia.org/wiki/Biosafety_level)

☐1 ☐2 ☐3 ☐4

### I hereby confirm that:

- ☐ The device(s) or product(s) mentioned above has/have not been in contact with hazardous substances or human pathogens.
- ☐ The device(s) or product(s) mentioned above has/have been in contact with hazardous substances.
- ☐ The device(s) or product(s) mentioned above has/have been in contact with human pathogens, e.g. SARS-CoV-2.

Description of the nature of contamination and measures for decontamination:

☐ We hereby declare that the objects to be serviced have been carefully cleaned and decontaminated with proven and effective disinfectants prior to shipment. All objects (instruments and all other objects sent to service) are free of harmful chemicals, infectious or radioactive substances, as well as health-threatening proteins, DNA or bacteriological contamination. All listed devices are safe to handle and ship.

Signature of authorized person

Company / Department

Date



## Pipette Service Order Form

For the purpose of Occupational Health and Safety requirements it is required that all liquid handling (LQH) devices being sent to Eppendorf South Pacific, be accompanied by a Certificate of Decontamination completed and signed by a suitably authorised representative.

Please complete BOTH the Pipette Service Order Form and the Certificate of Decontamination. You may wish to submit these electronically to let the lab know to expect your shipment. If you do please ensure you include both forms with your pipettes when sending.

eCalibration Reports are now available. Please indicate your report preference and if selecting the eReport please ensure you provide an email address for delivery.

Discount Code / Quote #:

Payment Options:

Report Preference:

Purchase Order Number  
if applicable:

A/C Payable Contact:

A/C Payable Email:

A/C Billing Address:

To pay by credit card, an invoice will be issued with instructions on how to make a payment over the phone.

**Statement of Conformity Required\*:** Yes (please indicate which specification is required below) ☐ No ☐

\* Yes = Calibration report will contain test measurement plus evaluation based on chosen specification (OK/Not OK or Pass/Fail).

No = Pipette will not be adjusted and calibration report will contain test measurement only.

**Specification Required\*:** ISO 8655-6 ☐ Manufacturer ☐ Customised ☐

If specification is not indicated, manufacturer specification will be chosen by default.

**Please tick the box to indicate which Calibration Service is required\***

\*If you have multiple pipettes that require different levels of service, please provide separate form for each service.

Eppendorf Multipette is calibrated by using a 5mL tip, unless otherwise specified. Pipette is calibrated by using Eppendorf/Manufacturer tips, unless otherwise provided by customer.

Select Calibration Service	As Found Calibration Measurements	As Left Calibration Measurements	Outside Decontamination	*Preventative Maintenance	ISO 17025 Accreditation
<input type="checkbox"/> 3x4 incl. PM*		4 per test volume	Included	Included	
<input type="checkbox"/> ISO 8655 incl. PM*		10 per test volume	Included	Included	
<input type="checkbox"/> ISO 8655 Verified	4 per test volume	10 per test volume	Included	Included	
<input type="checkbox"/> ISO 17025 without PM*^	10 per test volume				Included
<input type="checkbox"/> ISO 17025 Advanced	4 per test volume	10 per test volume	Included	Included	Included
<input type="checkbox"/> ISO 17025 Professional	10 per test volume	10 per test volume	Included	Included	Included

\* Includes inside cleaning, checking, lubrication, pipette adjustment and replacement of small parts where necessary.

^ ISO 17025 without PM service product only available for new pipette calibration.

**Please indicate/highlight your repair request**

Case Number if applicable

Please be advised assessment fee \$30 (ex. GST) is chargeable for pipette that is not repairable and a service certificate will be provided in this case.

I would like to give consent for repairs up to the value of \$100 (ex. GST) and the extra cost can be added onto current PO.

**Please indicate if the listed equipment has been used with any of the following:**

COVID-19 Testing	
Bio-hazardous material	
Radioactive specimens	
Hazardous chemicals or solvents	
Other hazardous substances	

### SUBMIT

Click here to forward a copy of your Pipette Service Order Form and Decontamination Certificate directly to the Eppendorf Calibration team. This will allow them to prepare for the arrival of your pipettes.

**Please also include a copy of each document with the Pipettes sent.**

**eppendorf**

## **PIPETTE SERVICE REQUEST**

To:

Eppendorf South Pacific  
Calibration Laboratory  
Level 1, 97 Waterloo Road  
Macquarie Park  
NSW 2113 Australia

From:

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