Liquid Handling Decontamination & Order Form

METTLER TOLEDO Service

Please complete all sections below accurately ensuring that the selections made match the information on your quote/purchase order (see instructions on the next page). Failing to do so will cause delays and may cause the incorrect service to be carried out and invoiced. Please contact us if you have any queries on the contact details on the next page. To enable us to comply with Health & Safety Regulations, all pipettes used with hazardous materials must be decontaminated of all hazards and not present a risk to the service technician. Please complete this certificate declaring the items as hazard free below.

| | | Shipping Address | | Billing Address | | Conta | Contact Name | | | | | Number |
|--|--|----------------------|----------------------------|---|------------|------------------|---------------------|--------------------------|---------------------------------|---|-----------------|------------------------------|
| VAT Number | | | | | | Phone | | | | | of Pi | pettes |
| Company Name | | | | | | Email | | | | | | |
| Department | | | | | | Customer PO # | | | | | | |
| Addres | ss | | | | | Promo | Promotion code # | | | | | |
| Postcode | | | | | | Packa | Package quote # | | | | | |
| City | | | | | | | MT customer # | | | | Please check | |
| Country | | | | | | VAT Exemption | | | | | before dispatch | |
| UKAS/ | UKAS/ISO 17025 Calibration Tick if applicable Paper calibration certificates will be issued unless you request an electronic version Tick for electronic certificate | | | | | | | | | | | |
| Definitions of Service Levels: | | | | | | | | | Definition of Measurements: | | | |
| A As Found calibration | | | | | | | | 1x10 | 1x10 Ten readings at one volume | | | |
| В | P. Droventative Maintenance As Deturned as like | | As Paturnad calibrat | ation. | | | | | 2x2 | Two readings at two volumes | | |
| B Preventative Maintenance, As Returned calibra | | | 1011 | | | | | 2x4 | Four | Four readings at two volumes | | |
| C As Found calibration, Preventative Maintenanc | | | e, As Returned calibration | | | | | 3x4 | Four readings at three volumes | | | |
| | | | | | | | | 3x5 | Five readings at three volumes | | | |
| D As Found calibration (but if pipette fails then Prever | | | eventative Main | entative Maintenance and As Returned calibration will be performed) | | | | | Ten r | en readings at three volumes | | |
| | | | | | | | 0.11 | | | N | | |
| No. of Pipettes | | Customer ID | Channels | Test Specifications | | Measuremen | s* Service Level | Calibration Frequency | Need | Repair Needed Notes (to give to the t | | ore information nnicians) |
| | | | | | | | | | | | | |
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| *** | | H | | | | | | | | | | |
| "Medst | Jremenis: O | ther — please specif | y in the notes | | | | | | | | | |
| | Please tick ONE of the following | | | | | | | | e following: | | | |
| I auth | norise that | any spare parts | required for calibration | on level may be | replaced a | nd detailed in n | ny invoice | | | | | |
| Please contact me with a quotation before proceeding with any service if spare parts amount to €30 or more per pipette | | | | | | | | | | | | |
| Pleas | se contact | me with a quota | ition for spare parts b | fore proceeding with any service | | | | | | | | |
| | | | | | | | | | | | | |
| Declaration of Decontamination: | | | | | | | | | | | | |
| We c | We certify that these pipettes have been carefully cleaned and decontaminated from biological, chemical and radioactive contamination | | | | | | | | | | | |
| We c | We can certify that these instruments are safe for human handling | | | | | | | | | | | |
| We certify that serial numbers and the number of pipettes in the above list are in accordance to the actual content of pipettes sent in packages | | | | | | | | | | | | |
| | Type of contaminant (if any): | | | | | | | | | | | |
| Printed Name | | | Signature | | | | | Do | Date | | | |
| | | | | | _ | | | | | | | |

Please send your pipettes along with this fully completed form to:

Pipette Service Centre, Mettler-Toledo Ltd, Sky Business Centre, 9a Plato Business Park, Damastown, Mulhuddart, Dublin 15

T 00353 1 885 1605
E pipetteservice.mtuk@mt.com

www.mt.com/uk-pipettes

Instructions:

- 1. First fill in the information about your company and contact details. It is important that all the fields are filled in
- 2. Select the check box if you require UKAS/ISO 17025 accredited calibration.
- 3. Enter the individual pipettes in the table:
 - a. Number of pipettes
 - b. Customer ID: enter the pipette ID (if required)
 - c. Channels: you can choose from the drop-down menu
 - d. Volume, specification, service level, measurement and frequency of the service: you can choose from the drop-down menu; check on the right for more details on calibration levels and service types
 - e. Specifications check page one for more information
- 4. Once the form is completed, print it and sign it. By signing the form you confirm that the pipettes were decontaminated before the dispatch see the declaration of the decontamination.
- 5. Place the form in the box with the pipettes. Remember to check if the number of the pipettes match the form.

More information on Calibration Levels:

- 2.2 Calibration & Service for general laboratory requirements Accuracy & Linearity check- 2 gravimetric weighings @ 2 volumes to assess and adjust accuracy & linearity to agreed specifications.
- 2.4 Calibration & Service Satisfies most GLP/GMP/QC Standard Operating Procedures (SOPs) Accuracy, Precision & Linearity check 4 gravimetric weighings @ 2 volumes to assess and adjust accuracy, precision & linearity to agreed specifications
- 3.10 Calibration & Service for more stringent QC SOPs or conformity to ISO 8655. Precision & Linearity check 10 gravimetric weighings @ 3 volumes to assess and adjust accuracy, precision & linearity to agreed specifications. The calibration certificate includes statements of measurement uncertainty per volume setting.
- NOTE 1: UKAS calibration is available for 2x4, 3x4, 3x5 and 3x10 calibrations. Selecting fewer than 10 readings @ 3 volumes is on the understanding that this does not fully conform to ISO8655.
- NOTE 2: Acceptance = Tolerance, giving a shared risk of <50%. Uncertainty of measurement is at approximately 95% confidence level.

More Information on Service Types:

- A: A calibration that takes place when the technician receives the pipettes from yourselves. These are not cleaned or serviced. This is an 'As Found' calibration.
- B: Preventative Maintenance occurs, changing the sealing system, cleaning and servicing the pipette. After this process, the pipette is calibrated as an 'As Returned' calibration.
- C: A calibration that takes place when the technician receives the pipettes from yourselves. This is an 'As Found' calibration. After this, Preventative Maintenance occurs, changing the sealing system, cleaning and servicing the pipette. After this process, the pipette is calibrated as an 'As Returned' calibration.
- D: A calibration that takes place when the technician receives the pipettes from yourselves. This is an 'As Found' calibration. If the pipette passes calibration no further action will take place; a certificate is produced. If the pipette fails calibration preventative maintenance occurs, changing the sealing system, cleaning and servicing the pipette. After this process, the pipette is calibrated as an 'As Returned' calibration.



ISO15189 Accreditation

We have been UKAS accredited to ISO:17025 since 1998 and can therefore offer a fully traceable service performed to the highest order of metrological traceability, as required by ISO:15189 accredited medical laboratories.

Anachem Pipette Service can help you to ensure that your pipettes are traceably calibrated in order to comply with the requirements of ISO:15189.

| Please send your | Please send your pipettes along with this fully completed form to: | | | | | |
|------------------|--|--|--|--|--|--|
| Address | Pipette Service Centre, Mettler-Toledo Ltd, Sky Business Centre, 9a Plato Business Park, Damastown, Mulhuddart, Dublin 15 | | | | | |
| Telephone | 00353 1 885 1605 | | | | | |
| Email | pipetteservice.mtuk@mt.com | | | | | |
| Website | www.mt.com/uk-pipettes | | | | | |