




Equipment Decontamination Procedure

Revision History

Version	Date	Author	Description
9	July 17, 2006	J. Oberndorfer	Add revision history
10	July 6, 2007	J. Oberndorfer	Annual review. Alter opening sentence
11	October 8,, 2007	J. Oberndorfer	Revise document format

Review date one year from date last approved

			
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Decontamination of instrumentation and associated sub-assemblies

This procedure is to be used for materials and instrumentation destined for return to PerkinElmer LAS for repair, maintenance, warranty or trade-in or recycling purposes.

Potentially contaminated equipment can not be approved for return from the field until it is certified as "clean". A complete decontamination must be performed on all equipment suspected of being contaminated. The PerkinElmer customer/user certification form should be used to certify the equipment as "clean", or that the required decontamination process has been completed. The certification form should be signed off and attached to the outside of the box in a "shipping docs" bag. In the event questions arise regarding the applicability of the decontamination and certification process for returned parts and accessories, clarification by your PerkinElmer field representative will be provided.


Decontamination Criteria

A determination must be made regarding the materials currently and previously used or stored in the instrument/equipment being returned. A visible examination must also be made to reveal any check for evidence of spills (such as damage to the inner surfaces of the instrument).

Those wishing to return instrumentation and associated materials are advised that all returned goods must be certified as clean and free from contamination.

The following minimum criteria are provided as guidance for the proper decontamination of instrumentation.


1. The instrument or item to be returned must be cleaned of all visible residue and encrusted material.
2. Where there is the potential for hazardous non-visible chemical contamination, it may be necessary to verify that no contamination is present. If contamination is suspected, the customer must initiate a material appropriate decontamination process.

			
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3. For items used in conjunction or in contact with radioactive materials, insure that no radioactivity may be detected with survey equipment or incidental swipe tests.
4. Where infectious/bio-hazardous materials were used or suspected, disinfect all surfaces with material specific effective disinfectants.
5. When hazards have been successfully removed by decontamination, remove all hazard warning labels or signs.
6. The customer must complete a PerkinElmer LAS Decontamination Certification form designating the equipment as clean.
7. Regarding possibly contaminated equipment, the customer/user must verify the proper decontamination process was completed. The completed certification document must be sent to your PerkinElmer representative, with copies of the certification document accompanying all returned goods and hardware.

Under no circumstances will any returned instrumentation or associated laboratory equipment be approved or accepted for return without completion of the decontamination and/or certification process.

					
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