

Declaration of Contamination of Vacuum Equipment and Components - Procedure HS1

Before returning your equipment, you must warn us if substances you used (and produced) in the equipment can be hazardous. This information is fundamental to the safety of our employees and all parties involved, and will determine the procedures employed to service your equipment. Complete the Declaration (HS2) and send it to us before you dispatch the equipment. It is important to note that this declaration is for internal use only, and has no relationship to local, national or international transportation safety or environmental requirements. As the person offering the equipment for shipment, it is your responsibility to ensure compliance with applicable laws.

Condition of the equipment	Description
Uncontaminated equipment	Equipment has not been used, or if it has only been used with substances that are not hazardous. It may have been tested, but not connected to any process or production equipment, and only exposed to Nitrogen, Helium or Air.
Contaminated equipment	Equipment has been used with any substances classified as hazardous under the UN Globally Harmonised System on the classification and labelling of chemicals (GHS), EU Regulation No 1272/2008 on classification, labelling and packaging (CLP) or US Occupational Safety and Health regulations (29CFR1910.1200, Hazard Communication).
Equipment has been used with radioactive substances, biological or infectious agents, mercury, polychlorinated biphenyls (PCB's), dioxins or sodium azide	You must decontaminate it before you return it to us. You must send independent proof of decontamination (for example a certificate of analysis) to us with the Declaration (HS2). Phone your contact person for advice.

Procedure	Detail Description
Obtain a Return Authorisation Number	Contact us to get this number.
Complete Declaration of Contamination of Vacuum Equipment and Components (HS2)	The repair and/or service of vacuum equipment can only be carried out when an accurate and complete declaration has been submitted. Non-completion will result in delay.
Is your equipment contaminated?	You must contact your transporter to ensure that you properly classify the hazard, mark, manifest and ship the equipment, in accordance with applicable laws governing the shipment of contaminated/hazardous materials. As the person offering the equipment for shipment, it is your responsibility to ensure compliance with applicable law. Equipment contaminated with some hazardous materials, such as semiconductor by-products, may not be suitable for airfreight - contact your transporter for advice.
Remove all traces of hazardous gases	Pass an inert gas through the equipment and any accessories that will be returned to us. Where possible, drain all fluids and lubricants from the equipment and its accessories.
Seal up all of the equipment's inlets and outlets (including those where accessories were attached)	For contaminated equipment use blanking flanges For uncontaminated product use heavy gauge tape
Seal equipment in a thick polythene/polyethylene bag or sheet.	
Is your equipment large?	Strap the equipment and its accessories to a safe pallet
Is your equipment small?	Pack it in a suitable strong box
Scan and email, or post, a copy of the original with signature of the Declaration (HS2) to us.	The Declaration must arrive before the equipment, and must be signed.
Give a copy of the Declaration (HS2) to the transporter.	You must tell your transporter if the equipment is contaminated.
Attach the original Declaration to the outside of the equipment package, in a clear weatherproof bag.	Seal the original Declaration in a suitable envelope
WRITE YOUR RETURN AUTHORISATION NUMBER CLEARLY ON THE OUTSIDE OF THE ENVELOPE OR ON THE OUTSIDE OF THE EQUIPMENT PACKAGE.	