Safety regulations for service work on Leica products

Information on the "DECONTAMINATION CERTIFICATE" form

Dear Sir or Madam,

As a result of legal requirements and as part of expanded guidelines and standards, as a manufacturer, we are obligated to comply with safety regulations for protecting our employees and operating facilities.

When implementing protective measures, we rely on your cooperation. Many laboratories work with biological, infectious, radioactive or toxic substances. This leads to residues from these substances being present on Leica products, for which maintenance or repair work must be carried out by our Service department.

To protect our employees, we request that, before our Leica personnel visit your laboratory, you carry out thorough cleaning and, if required, decontamination and disinfection. This applies in particular to Leica products for which maintenance or repair work is planned. The same applies for products that are sent to our plant or one of our service offices – thorough cleaning, and, if required, decontamination and disinfection is necessary here too.

If the Leica product has not come into contact with any hazardous substances, we request that you provide written confirmation of this.

On the following page, you will find the "Decontamination Certificate" form that is required for this. Please complete this form, sign it and enclose it with your repair order.
When sending it in, please enclose the confirmation with the shipping documents and attach it to the outside of the packaging so that it can be clearly seen.

When having service work carried out on-site, please hand the completed and signed form to our service technician.

If you have any questions, please contact Leica customer service directly or the Leica representative in your country.

Yours faithfully,

Leica Microsystems GmbH

Leica Biosystems Nussloch GmbH
Heidelberger Str. 17-19
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MICROSYSTEMS

Decontamination certificate

Important information. Please read carefully.

Dear Customer,

Every product that is returned to Leica Biosystems or that requires on-site maintenance must be properly cleaned and decontaminated. Since it is not possible to decontaminate a product against diseases caused by prions, such as **CJD**, **BSE** or **CWD**, products that have come into contact with samples that contain prions must **NOT** be returned to Leica Biosystems for repair. Prion-contaminated products shall only be repaired on-site after the service technician has been made aware of the risks, informed about the guidelines and procedures that apply for the affected equipment, and provided with suitable personal protective equipment. Returned packages will only be opened and maintenance measures will only be initiated once the company or service technician has received confirmation of decontamination.

When returning a product, please enclose a copy of this confirmation or pass this on to the service technician. The responsibility for products that are sent back without this confirmation or with an incomplete confirmation lies with the sender. Returned goods that are considered to be a potential source of danger by the company will be sent back to the sender without prepayment.

Note: Microtome knives must be packaged in their original box.

If you have any questions, please contact your nearest Leica branch.

Nameplate information:

Model (see nameplate) | **SN (see nameplate)** | **REF (see nameplate)**

The inside and outside of this product was exposed to the following hazardous substances:

Yes	No		Specification/H and P statements
☐	☐	Blood, bodily fluids, pathological samples	
☐	☐	Other hazardous biological substances	
☐	☐	Chemicals/harmful substances	
☐	☐	Radioactivity	Irradiance value:
☐	☐	Other	

If you have answered "**Yes**" to at least one of these questions, we request that you specify your cleaning and/or decontamination methods, as well as any cleaning/decontamination agents that are used, including the treatment time:

If you are planning to send the product in, it must be prepared for safe handling and transport. If available, please use the original packaging.

Specify the safety level of the laboratory in which the product was used:

☐ Not applicable ☐ S1 ☐ S2 ☐ S3 ☐ S4

With my signature, I hereby confirm that the information specified above is complete and correct, and that Leica employees can therefore safely handle the relevant product.

Date | **Signature** | **Institution**

Name | **Department**

Position | **Address**

E-mail address | **Telephone** | **Fax**

For internal Leica use: If available, please specify the job and **RAN/RGA** numbers:

Job sheet no.: _____ SU **R**eturn **G**oods **A**uthorization: _____ BU **R**eturn **A**uthorization **N**umber: _____

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