

Return of Equipment - Declaration

INTRODUCTION

Before you return equipment you must warn your supplier if the substances you used (and produced) in the equipment can be dangerous. You must do this to comply with health and safety at work laws.

You must complete the Declaration (HS2) on the next page and send it to your supplier before you dispatch the equipment. If you do not, your supplier will assume that the equipment is dangerous and he will refuse to accept it. If Declaration is not completed correctly, there may be a delay in processing your equipment.

GUIDELINES

Take note of the following guidelines:

- Your equipment is **"uncontaminated"** if it has not been used or if it has only been used with substances that are not dangerous. Your equipment is **"contaminated"** if it has been used with any dangerous substances.
- If your equipment has been used with radioactive substances, you must decontaminate it before you return it to your supplier. You must send independent proof of decontamination (for example a certificate of analysis) to your supplier with the Declaration (HS2). Phone your supplier for advise +46 40 534070.
- We recommend that contaminated equipment is transported in vehicles where the driver does not share the same air space as the equipment.

PROCEDURE

Use the following procedure:

1. Contact your supplier and obtain a Return authorisation Number for your equipment.
2. Turn to next page and complete the Declaration (HS²).
3. Remove all traces of dangerous gases: Pass an inert gas through the equipment and any accessories which will be returned to your supplier. Drain all fluids and lubricants from the equipment and it's accessories.
4. Disconnect all accessories from the equipment. Safely dispose of the filter elements from any oil mist filters.
5. Seal up all of the equipment's inlets and outlets (including those where accessories were attached). You may seal the inlets and outlets with blanking flanges or heavy gauge PVC tape.
6. Seal contaminated equipment in a thick polythene bag. If you do not have a polythene bag larg enough to contain the equipment, you can use a thick polythene sheet.
7. If the equipment is large, strap the equipment and its accessories to a wooden pallet. Preferably the pallet should be no larger than 510mmx915mm (20^{''} x 35^{''}); contacty your supplier if you cannot meet this requirement.
8. If the equipment is too small to be strapped to a pallet, pack it in a suitable strong box.
9. If the equipment is contaminated, label the pallet (or box) in accordance with laws covering the transport of dangerous substances.
10. Fax or post a copy of the Declaration (HS2) to your supplier. The Declaration must arrive before the equipment.
11. Give a copy of the Declaration to the carrier. You must tell the carrier if the equipment is contaminated.
12. Seal the original Declaration in a suitable envelope: Attach the envelope securely to the outside of the equipment package.

WRITE YOUR RETURN AUTHORISATION NUMBER CLEARLY ON THE OUTSIDE OF THE ENVELOPE OR ON THE OUTSIDE OF THE EQUIPMENT PACKAGE.

Equipment will be sent to Advanced Vacuum at the following address:

Advanced Vacuum AB
Järngatan 12
234 35 LOMMA
SWEDEN

Tel: +46 40 534070
Fax: +46 40 411318
@: information@advanced-vacuum.se

