

INTRODUCTION

Before returning your equipment, you must warn Edwards if the substances used (and produced) in the equipment can be hazardous. This information is fundamental to the safety of our Service Centre employees and will determine the procedures employed to service your equipment.

Complete the Declaration (HS2) and send it to Edwards before you dispatch the equipment. It is important to note that this declaration is for Edwards's 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.

GUIDELINES

- Equipment is '**uncontaminated**' if it has not been used or if it has only been used with substances that are not hazardous. Your equipment is '**contaminated**' if it has been used with any substances classified as hazardous under EU Directive 67/548/EEC (as amended) or OSHA Occupational Safety (29 CFR 1910).
- If your 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 Edwards. You must send independent proof of decontamination (for example a certificate of analysis) to Edwards with the Declaration (HS2). Phone Edwards for advice.
- If your equipment is contaminated you must either:
 - Remove all traces of contamination (to the satisfaction of laws governing the transportation of dangerous/ hazardous substances),
 - Or properly classify the hazard, mark, manifest, and ship the equipment in accordance with applicable laws governing the shipment of hazardous materials.**Note:** Some contaminated equipment may not be suitable for airfreight.

PROCEDURE

1. Contact Edwards and obtain a Return Authorisation Number for your equipment.
2. Complete the Return of Edwards Equipment - Declaration (HS2).
3. If the equipment is 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. **Note:** Equipment contaminated with some hazardous materials, such as semiconductor by-products, may not be suitable for airfreight - contact your transporter for advice.
4. Remove all traces of hazardous gases: pass an inert gas through the equipment and any accessories that will be returned to Edwards. Where possible, drain all fluids and lubricants from the equipment and its accessories.
5. Seal up all of the equipment's inlets and outlets (including those where accessories were attached) with blanking flanges or, for uncontaminated product, with heavy gauge tape.
6. Seal equipment in a thick polythene/polyethylene bag or sheet.
7. If the equipment is large, strap the equipment and its accessories to a wooden pallet. If the equipment is too small to be strapped to a pallet, pack it in a suitable strong box.
8. E-mail via scan, fax or post a copy of the original with signature of the Declaration (HS2) to Edwards. The Declaration must arrive before the equipment.
9. Give a copy of the Declaration (HS2) to the transporter. You must tell your transporter if the equipment is contaminated.
10. Seal the original Declaration in a suitable envelope: attach the envelope securely to the outside of the equipment package in a clear weatherproof bag.

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

Return of Edwards Equipment-Declaration

Form HS2

Returns Authorisation Number:

You Must:

- Know about all of the substances which have been used and produced in the equipment before you complete this Declaration
- Read the Return of Edwards Equipment - Procedure (HS1) before you complete this Declaration
- Contact Edwards to obtain a Return Authorisation Number and to obtain advice if you have any questions
- Send this form to Edwards before you return your equipment as per the procedure in HS1

SECTION 1: EQUIPMENT

Manufacturer's Product Name:

Manufacturer's Part Number:

Manufacturer's Serial Number:

Has the equipment been used, tested or operated?

YES Go to section 2 NO Go to section 4

IF APPLICABLE:

Tool Reference Number:

Process:

Failure Date:

Serial Number of Replacement Equipment:

SECTION 2: SUBSTANCES IN CONTACT WITH THE EQUIPMENT

Are any substances used or produced in the equipment:

Radioactive, biological or infectious agents, mercury, polychlorinated biphenyls (PCB's), dioxins or sodium azide?

(if YES, see Note 1) YES NO

Hazardous to human health and safety YES NO

Note 1: Edwards will not accept delivery of any equipment that is contaminated with radioactive substances, biological/infectious agents, mercury, PCB's, dioxins or sodium azide unless you:

- Decontaminate the equipment
- Provide proof of decontamination

YOU MUST CONTACT EDWARDS FOR ADVICE BEFORE YOU RETURN SUCH EQUIPMENT

SECTION 3: LIST OF SUBSTANCES IN CONTACT WITH THE EQUIPMENT

Substance Name	Chemical Symbol	Precautions required (example, Use protective gloves, etc)	Action required after a spill, leak or exposure

SECTION 4: RETURN INFORMATION

Reason for return and symptoms of malfunction:

If you have a warranty claim:

- Who did you buy the equipment from:
- Give the supplier's invoice number:

SECTION 5: DECLARATION

Name:

Job Title:

Telephone No:

Organisation Name & Address:

Date of equipment delivery:

I have made reasonable enquiry and supplied accurate information in this Declaration. I have not withheld any information and have followed the Return of Edwards Equipment Procedure (HS1).

Note: Please print form, **sign** and return hardcopy

Signed: _____

Date: _____