

# Declaration of Contamination

## Tips for declaring correctly



## Why such a declaration?

Our customers operate in a variety of sectors and with the related applications. Furthermore, there are a large number of applications and internal uses, which are not known to us and the handling of different materials and substances can result in hazards for our employees.

### A. Description of Leybold product

You will make it easier for us to repair or service the device if you enter all the information required. In particular in the case of justified claims under warranty, we can then settle the matter quickly. The details are also necessary for our own process organisation: for procuring spare parts and storing relevant components.

### B. Condition of the equipment

To execute the repair as cost effectively as possible it is important to know what the pump has been used for. If for example the pump has not been in operation, there is no need for cleaning.

### C. Description of processed substances

1. Which substances has the pump been in contact with?
2. Are these substances safe?
3. Is there any additional risk if the pump is exposed to heat?

By letting us know for which purposes the device has been used, you allow us to select protective measures in our service centers. We hereby try to prevent any health risk to our staff or to reduce it to a minimum.

### D. Legally binding declaration

You complete the declaration by adding your legally binding signature. You thus assure us that you are acting in good faith and will not expose our staff to any unnecessary risk.

### Hazards due to chemicals

For any further handling it is important to indicate known hazards, in order to avert injury to repair staff when they open and repair the pump. This is of particular importance if you are going to send us a contaminated pump. Airlines for instance refuse to transport devices containing inflammable gases or toxic substances.

### Important information for transport

For the pump to be transported safely it must be free of residues, properly sealed and well packed. Reusable packaging materials are available for this purpose.

#### Please make sure to

- Empty all operating fluids
- Remove any filter cartridges
- Hermetically seal all openings
- Pack appropriately
- Ship in suitable transport container
- Attach the declaration of contamination to the outside of the shipping container

### Other useful information

Please note that your employees have to use personal appropriate equipment when packing or handling your pumps. A carry-over or dispersion of hazardous substances or oils is dangerous and costly to remove.

If your staff should injure themselves when handling your pump, or should note any potential risk, please let us know. We too are interested to avoid accidents and to develop means of improvement.

**Thank you for your understanding.**

## Declaration of Contamination of Compressors, Vacuum Pumps and Components

The repair and / or servicing of compressors, vacuum pumps and components will be carried out only if a correctly completed declaration has been submitted. Non-completion will result in delay. The manufacturer can refuse to accept any equipment without a declaration.

**A separate declaration has to be completed for each single component.**

This declaration may be completed and signed only by authorized and qualified staff.

Customer/Dep./Institute : _____ Address : _____ _____ Person to contact: _____ Phone : _____ Fax: _____ End user: _____	Reason for return: <input checked="" type="checkbox"/> applicable please mark <b>Repair:</b> <input type="checkbox"/> chargeable <input type="checkbox"/> warranty <b>Exchange:</b> <input type="checkbox"/> chargeable <input type="checkbox"/> warranty <input type="checkbox"/> Exchange already arranged / received <b>Return only:</b> <input type="checkbox"/> rent <input type="checkbox"/> loan <input type="checkbox"/> for credit <b>Calibration:</b> <input type="checkbox"/> DKD <input type="checkbox"/> Factory-calibr. <input type="checkbox"/> Quality test certificate DIN 55350-18-4.2.1
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<b>A. Description of the Leybold product:</b> Material description : _____ Catalog number: _____ Serial number: _____ Type of oil (ForeVacuum-Pumps) : _____	<b>Failure description:</b> _____ <b>Additional parts:</b> _____ <b>Application-Tool:</b> _____ <b>Application- Process:</b> _____
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<b>B. Condition of the equipment</b>	<b>No<sup>1)</sup></b>	<b>Yes</b>	<b>No</b>	<b>Contamination :</b>	<b>No<sup>1)</sup></b>	<b>Yes</b>
1. Has the equipment been used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	toxic	<input type="checkbox"/>	<input type="checkbox"/>
2. Drained (Product/service fluid)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	corrosive	<input type="checkbox"/>	<input type="checkbox"/>
3. All openings sealed airtight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	flammable	<input type="checkbox"/>	<input type="checkbox"/>
4. Purged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	explosive <sup>2)</sup>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, which cleaning agent				radioactive <sup>2)</sup>	<input type="checkbox"/>	<input type="checkbox"/>
and which method of cleaning				microbiological <sup>2)</sup>	<input type="checkbox"/>	<input type="checkbox"/>
<sup>1)</sup> If answered with "No", go to D. ←				other harmful substances	<input type="checkbox"/>	<input type="checkbox"/>

<b>C. Description of processed substances (Please fill in absolutely)</b>																												
<b>1. What substances have come into contact with the equipment ?</b> Trade name and / or chemical term of service fluids and substances processed, properties of the substances According to safety data sheet (e.g. toxic, inflammable, corrosive, radioactive)																												
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:5%; text-align:center">X</td> <td style="width:30%;">Tradename:</td> <td style="width:65%;">Chemical name:</td> </tr> <tr><td></td><td>a)</td><td></td></tr> <tr><td></td><td>b)</td><td></td></tr> <tr><td></td><td>c)</td><td></td></tr> <tr><td></td><td>d)</td><td></td></tr> </table>	X	Tradename:	Chemical name:		a)			b)			c)			d)		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;"></td> <td style="width:10%; text-align:center"><b>No</b></td> <td style="width:10%; text-align:center"><b>Yes</b></td> </tr> <tr> <td><b>2. Are these substances harmful ?</b></td> <td style="text-align:center"><input type="checkbox"/></td> <td style="text-align:center"><input type="checkbox"/></td> </tr> <tr> <td><b>3. Dangerous decomposition products when heated ?</b></td> <td style="text-align:center"><input type="checkbox"/></td> <td style="text-align:center"><input type="checkbox"/></td> </tr> <tr> <td colspan="3">If yes, which ? _____</td> </tr> </table>		<b>No</b>	<b>Yes</b>	<b>2. Are these substances harmful ?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3. Dangerous decomposition products when heated ?</b>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, which ? _____		
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<sup>2)</sup> Components contaminated by microbiological, explosive or radioactive products/substances will not be accepted without written evidence of decontamination.

### D. Legally binding declaration

I / we hereby declare that the information supplied on this form is accurate and sufficient to judge any contamination level.

Name of authorized person (block letters) : \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ signature of authorized person

firm stamp