



Instructions for sending in equipment for repair

INTRODUCTION

Before sending in your equipment, you must notify A-VAC Industries, Inc. if the substances used (and produced) in the equipment can be hazardous. This information is fundamental to the safety of our employees and will determine the procedures employed to service your equipment.

Complete the Declaration form and send it to A-VAC Industries, Inc. before sending in the equipment. It is important to note that this declaration is for A-VAC Industries, Inc.'s internal use only and has no relationship to local, national, or international transportation safety or environmental requirements. As the person sending in the equipment, 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 send it to A-VAC Industries, Inc. You must send independent proof of decontamination (for example, a certificate of analysis) to A-VAC Industries, Inc. with the Declaration form. Call us at 800-747-2821 for assistance if necessary.
- 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. Complete the Declaration form and send a copy of it to A-VAC Industries, Inc. by either email: repairs@avac.com, fax: 714-938-0899, or mail. The Declaration form must be received prior to the equipment.
3. If the equipment is contaminated, you must contact your shipper 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 byproducts, 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 A-VAC Industries, Inc.. 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.
9. Give a copy of the Declaration form 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.

REPAIR DEPT A-VAC INDUSTRIES

pumpexperts@avac.com

1845 S. LEWIS ST. , ANAHEIM, CA 92805

800-747-2821 www.avac.com

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A-VAC INDUSTRIES

Equipment for Repair Declaration Instructions

You must:

- Know about all of the substances which have been used and produced in the equipment before you complete this Declaration.
- Read the instructions for sending in equipment for repair before sending the equipment in to A-VAC.
- Contact A-VAC to obtain advice if you have any questions
- Send this form in to A-VAC before sending in your equipment as per the procedure in instructions.

SECTION 1: EQUIPMENT and TYPE OF VACUUM PUMP FLUID USED

MANUFACTURER'S NAME:

S/N:

MODEL NUMBER:

TYPE OF VACUUM PUMP FLUID USED IN PUMP:

SECTION 2: SUBSTANCES IN CONTACT WITH THE EQUIPMENT

Are any substance 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: A-VAC 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 A-VAC INDUSTRIES FOR INFORMATION BEFORE SENDING IN SUCH EQUIPMENT

SECTION 3: LIST OF SUBSTANCES IN CONTACT WITH THE EQUIPMENT

THIS SECTION MUST BE COMPLETED:

| SUBSTANCE NAME | CHEMICAL SYMBOL | PRECAUTIONS REQUIRED (EXAMPLE, USE PROTECTIVE GLOVES, ETC.) | ACTION REQUIRED AFTER A SPILL, LEAK OR EXPOSURE |
|----------------|-----------------|--|--|
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SECTION 4: RETURN INFORMATION

REASON FOR REPAIR AND SYMPTOMS OF MALFUNCTION:

IF YOU HAVE A WARRANTY CLAIM, DATE OF PURCHASE OR REPAIR:

SECTION 5: DECLARATION

NAME:

ORGANIZATION NAME:

Job Title:

ADDRESS:

PHONE:

EMAIL ADDRESS:

ESTIMATED DATE OF EQUIPMENT DELIVERY:

I have made reasonable inquiry and supplied accurate information in the Declaration. I have not withheld any information and have followed A-VAC Industries, Inc. Instructions for sending in equipment.

SECTION 3 MUST BE COMPLETED IN ORDER TO EXAMINE THE EQUIPMENT

SIGNED:

Typed Name is Ok.

DATE: