

Return of Vacuum Equipment – Procedure

INTRODUCTION

Before returning your equipment, you must warn Absolute Vacuum if substances you 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 Absolute Vacuum before you dispatch the equipment. It is important to note that this declaration is for Absolute Vacuum 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 Absolute Vacuum. You must send independent proof of decontamination (for example a certificate of analysis) to Absolute Vacuum with the Declaration (HS2). Phone Absolute Vacuum for advice on +44 (0)1273 891450.
- 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 Absolute Vacuum and obtain a Return Authorisation Number for your equipment.
2. Complete the Return of the 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 Absolute Vacuum. 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 Absolute Vacuum. 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.