



BAX® System

## RETURN AUTHORIZATION AND DECONTAMINATION FORM

**Hygiena Receiving**

2 Boulden Circle, Suite 6

New Castle, DE 19720

Toll free: 1 800 863 6842

Email: diagnostics.support@hygiena.com

**Attach this form to the  
outer shipping container  
before returning equipment  
to Qualicon Diagnostics LLC**

**This document must be completed in full and signed before product is returned to Qualicon Diagnostics LLC.  
All equipment must be thoroughly decontaminated to comply with shipping regulations**

**Customer Questionnaire**

Instrument / model / type:

Instrument / module serial number:

Reason for return:

Case number:

Has this product been exposed to any infectious agents assigned to biosafety levels 2, 3 or 4? ☐ Yes ☐ No

If yes, please indicate agent and biosafety hazard class:

Has this product been exposed to toxic or carcinogenic substances? ☐ Yes ☐ No

If yes, please indicate types and quantities used:

*By accepting authorization to return this product, I assume all responsibility and liability for biological and chemical decontamination and cleaning. I understand that Qualicon Diagnostics LLC has no obligation to process this equipment unless adequate information is provided to ensure the safety of all personnel handling the exposed product.*

Customer Name (print):

Title:

Company / Institution:

Phone number:

Signature and Date:

Fax number:

**Decontaminator Questionnaire**

Has this product been thoroughly decontaminated according to the protocol described in this return authorization form?

☐ Yes ☐ No

Qualicon Diagnostics LLC will not accept product that has not been decontaminated according to the provided procedures.

Were any additional decontamination procedures used to clean or disinfect this product?

☐ Yes ☐ No

If yes, please describe. Attach additional documentation if necessary.

Decontaminator Name

Title:

Company / Institution:

Phone number:

Signature and Date:

Fax number:

# BAX® System Instrument Decontamination Protocol

This document establishes the procedure for the cleaning and decontamination of the BAX System instrument and standard equipment.

This procedure applies to all BAX® System equipment being returned to the Qualicon Diagnostics LLC Distribution Center for repair and/or replacement and to modules currently received at Qualicon Diagnostics LLC.

It is the responsibility of the customer to perform this procedure before returning equipment to Qualicon Diagnostics LLC.

## Required Equipment

- Gloves – Neoprene or equivalent
- Eye Protection - Safety glasses, goggles, or face shield
- Lab Coat
- 70% Isopropyl alcohol
- 1:10 solution of 5.25% bleach - Clorox or equivalent
- Deionized water

## Safety Precautions

Always power off and unplug all equipment before beginning the decontamination procedure. Ensure that all equipment has cooled to room temperature.

Avoid direct contact of the exposed electronic circuit boards or electrical connections with wet disinfecting wipes, water or isopropyl alcohol. Permanent damage may occur.

Never submerge a module into water, alcohol or other disinfecting solutions. Permanent damage to the module may occur.

## Decontamination Procedure

BAX System cycler, computer, heating blocks, any other returning lab equipment.

1. Use a towel with applied bleach solution to thoroughly wipe the following sections of the equipment
2. Let the equipment sit with the solution visibly wet on the surfaces for at least 5 minutes.
3. Wipe all surfaces with 70% isopropyl alcohol to remove any bleach residue.
4. Discard all used materials according to your labs SOP.