

POVA Decontamination Certificate and Calibration Request

complete all sections highlighted in green

Officer authorised to incur expense: First name:		Last name:	
Position title:	Organisation:		
Department:			ABN:
Phone number:	Room number:	Order number:	
Street address:	POVA return instructions:		
Email address:			
Special instructions (E.g. repairs, test volumes, test tolerances, date required, etc.):	Return freight cost		<input type="checkbox"/> Customer supplied consignment note <input type="checkbox"/> FBE to invoice customer <input type="checkbox"/> Other:

- I certify that the POVA listed below are safe to be handled and dismantled.
- I request that they be calibrated (and serviced if required).
- I have provided two tips per POVA channel. (multi-channels need 2 tips per channel).
- I have provided battery chargers for all electronic POVA.
- I authorise FBE Pty Ltd to invoice my organisation for this work.

Signature:
 (officer authorised to incur expense, as named above)

Date: / /

Manufacturer	Serial Number	Reference Number	Hazard/s associated with work performed. Mark all applicable					Cleaning / Decon. Performed <small>List methods used (eg A,B,C,D,E overleaf)</small>	Tip Information		<i>FBE Use Only</i> Last Calibration Date (LCD) Last Calibration Number (LCN) Test Type (TT) Parts used (Pts) Certificate Number (CN)		
			Radioactive	Bio-Hazardous	Other Hazards	PCR Products	Non Hazardous		Tip Brand and Tip Size (volume)	Filter Tip?			
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Brand:	<input type="checkbox"/>	LCD:	LCN:	TT:
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Size:	<input type="checkbox"/>	Pts:		CN:
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Brand:	<input type="checkbox"/>	LCD:	LCN:	TT:
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Size:	<input type="checkbox"/>	Pts:		CN:
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Brand:	<input type="checkbox"/>	LCD:	LCN:	TT:
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Size:	<input type="checkbox"/>	Pts:		CN:
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Brand:	<input type="checkbox"/>	LCD:	LCN:	TT:
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Size:	<input type="checkbox"/>	Pts:		CN:
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Brand:	<input type="checkbox"/>	LCD:	LCN:	TT:
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Size:	<input type="checkbox"/>	Pts:		CN:
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Brand:	<input type="checkbox"/>	LCD:	LCN:	TT:
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Size:	<input type="checkbox"/>	Pts:		CN:

FBE Use Only: Review of work requests & Notes				Package size & weight: x x cm kg	
Date received / /	Certificates scanned, filed and sent to FF	POVA despatched	Certificates emailed	Invoice #:	Job #
Received by:				Con. Note #:	

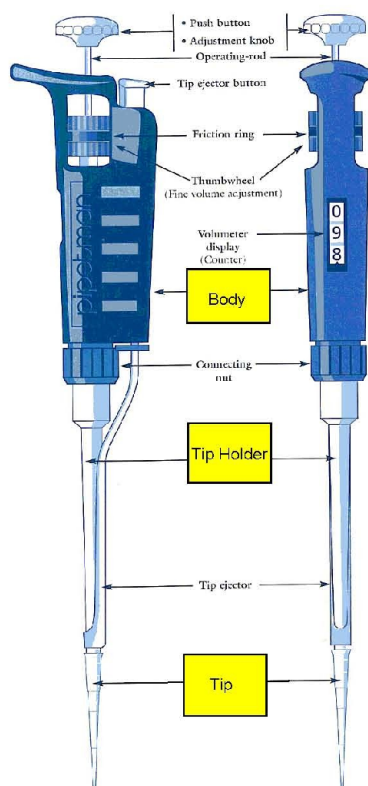
Date accepted / /	Date: / /	Date: / /	Date: / /	Comments:
Accepted by	Signed:	Signed:	Signed:	

POVA Cleaning/Decontamination Guidelines

1. If contamination is present inside the tip holder then it must be removed and effectively decontaminated.
2. POVA may be submitted assembled, or disassembled in a sealed plastic bag.

<i>Work performed / associated hazard</i>	<i>Cleaning/Decontamination Process</i> <i>More than one Cleaning/Decontamination process may be required if multiple types of work have been performed.</i>
A. Radioactive substances	Using an appropriate radiation monitor, check the POVA for traces of radiation. If no radiation is present, follow procedure E, below. If radiation is present: <ul style="list-style-type: none"> • Clean with appropriate decontamination agent. • If radioactivity is still present the POVA cannot be submitted for calibration.
B. Biohazardous substances	Clean with appropriate decontamination agent.
C. Other hazardous substances	Refer to the relevant Material Safety Data Sheets (MSDS) for information specific to decontamination of this hazardous substance(s). <ul style="list-style-type: none"> • Clean with appropriate decontamination agent.
D. PCR (Polymerase Chain Reaction) products	Wipe externally with a tissue soaked in ethanol/water (70/30 by weight), air dry and use a recognised PCR sterilisation technique, such as: <ul style="list-style-type: none"> • Ethylene Oxide sterilisation • A proprietary cleaning agent (e.g. "DNA Away", "DNAzap",...) • Appropriate UV sterilisation
E. Non hazardous	Wipe externally with a tissue soaked in ethanol/water (70/30 by weight) then air dry.

Do not immerse the POVA **body** in liquid.



Body



Typical POVA (Pipette and Burette) for illustrative purposes

Note: POVA = Piston Operated Volumetric Apparatus. Piston pipettes and piston burettes are examples of POVA.

Conditions of Supply:

FBE Pty Ltd (FBE) is a proprietary company in Australia, limited by shares, with ABN 14 126 009 023.

The customer agrees that FBE's liability is limited to the cost of goods and/or services provided by FBE.

The customer agrees that FBE will not be responsible for any consequential loss by the customer, however caused.

FBE uses its best endeavour to deliver goods and services promptly. FBE is not responsible for delays in the delivery of goods and services. Any indication of anticipated delivery time, provided by FBE, must be regarded as a guide only.

FBE is entitled to, and will rely on, any equipment specifications, technical manuals and other information provided by the Customer.

Payment will be due 30 days from date of invoice.

The Customer will be liable to pay all expenses incurred by FBE in the recovery of any payment, including legal costs on a full indemnity basis.

FBE reserves the right to impose a credit limit on the account of any customer.

It is the responsibility of the customer to inspect goods and/or services when delivered and immediately notify FBE of any shortages, errors or damage.

FBE will not accept the return of parts for credit, where those parts have been used in servicing equipment by FBE.

Where FBE incurs freight cost, in supplying goods to a customer, a delivery fee will be charged to the customer.

FBE is under no obligation to accept cancellation or amendment to an order or part of an order where FBE can or has properly supplied the correct goods and/or services. All prices are subject to 10% GST.

Risk passes from FBE to the customer, when the goods and/or services are delivered by FBE to the customer, or to a carrier (whether employed by FBE or by the customer) once they are no longer under the control of FBE.