

Declaration of Decontamination

Repair Form

Please complete this form and attach to the product prior to shipping. Complete a separate form for each product returned to **Kennedy Scales, LLC a METTLER TOLEDO brand**. **Failure to fully complete this form will result in repair delays, and equipment may be returned un-repaired at your expense.**

Part 1: Repair Information

 Return Authorization Number: _____

Customer Information
Company Name
Contact Name
Shipping Address
City, State, Zip
Phone
Fax
Email

Name and Address for Certificate (if different)
Company Name
Address
Room, Building
City, State, Zip

Product Information for Equipment Being Returned for Repair	
Model Number	Serial Number
Description of problem or error:	
List of accessories being returned:	

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METTLER TOLEDO



Kennedy Scales, LLC.

WEIGHING SYSTEMS SPECIALISTS

11485 Xeon St NW, Coon Rapids, MN 55448 763-784-1022 www.kennedyscales.com

Part 2: Shipping Information

Return Shipping Instructions

Kennedy Scales, LLC a METTLER TOLEDO brand will ship your equipment via UPS & add the charge to your invoice.

☐ Ground ☐ 2nd Day ☐ Next Day (recommended for Microbalances)

If you prefer another method, please provide the carrier name and method, and your account number.

Carrier

Method

Account Number

Part 3: Declaration of Decontamination

In order to ensure the adequate protection of our technicians, Kennedy Scales, LLC a METTLER TOLEDO brand requires our customers to declare the types of substances that have been in contact with the product(s) you are returning for service/repair. **As part of the service agreement, you are responsible for the decontamination of your product prior to shipping.**

Has this equipment been used with dangerous, poisonous or radioactive materials?

☐ No ☐ Yes

If **Yes**, please specify type and attach additional pages if necessary:

Can this equipment be handled and disassembled without risk?

☐ No ☐ Yes

If **No**, please provide safe handling procedures and any personal safety equipment instructions which will be required

If you need assistance with decontamination instructions please consult the product manufacturer or Kennedy Scales, LLC a METTLER TOLEDO brand technical service at 763-784-1022 or 1-800-METTLER.

Part 3: Authorizing Signature

I, _____, certify that I am the equipment owner/I am authorized to act on behalf of the equipment owner, and have decontaminated the referenced unit and tested it for radiation level hazard and potential hazard(s) from bio-hazardous materials and/or chemicals.

Signature _____

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