Liquid Handling Decontamination & Order Form

METTLER TOLEDO Service

Please complete all sections below accurately ensuring that the selections made match the information on your quote/purchase order (see instructions on the next page). Failing to do so will cause delays and may cause the incorrect service to be carried out and invoiced. Please contact us if you have any queries on the contact details on the next page. To enable us to comply with Health & Safety Regulations, all pipettes used with hazardous materials must be decontaminated of all hazards and not present a risk to the service technician. Please complete this certificate declaring the items as hazard free below.

	Shipping Address	Billing Address	Contact Name	Total Number
VAT Number			Phone	of Pipettes
Company Name			Email	
Department			Customer PO #	
Address			Promotion code #	
Postcode			Package quote #	
City			MT customer #	Please check
Country			VAT Exemption	before dispatch

	UKAS/ISO 17025 Calibration		Tick if applicable		Paper calibration certificates will be issued unless you request an electronic version Tick for electronic certification	ute
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Det	Definitions of Service Levels:		Definition of Measurements:		
Α	As Found calibration	1x10	Ten readings at one volume		
в	Preventative Maintenance, As Returned calibration	2x2	Two readings at two volumes		
			Four readings at two volumes		
С	As Found calibration, Preventative Maintenance, As Returned calibration	3x4	Four readings at three volumes		
		3x5	Five readings at three volumes		
D	As Found calibration (but if pipette fails then Preventative Maintenance and As Returned calibration will be performed)		Ten readings at three volumes		

No. of Pipettes	Customer ID	Channels	Test Specifications	Measurements*	Service Level	Calibration Frequency	Repair Needed	Notes (to give more information to the technicians)

*Measurements: Other - please specify in the notes

Please tick ONE of	the following:
I authorise that any spare parts required for calibration level may be replaced and detailed in my invoice	
Please contact me with a quotation before proceeding with any service if spare parts amount to £30 or more per pipette	
Please contact me with a quotation for spare parts before proceeding with any service	

Declaration of Decontamination:			
We certify that these pipettes have been carefully cleaned and decontaminated from biological, chemical and radioactive contamination			
We can certify that these instruments are safe for human handling			
We certify that serial numbers and the number of pipettes in the above list are in accordance to the actual content of pipettes sent in packages			
Type of contaminant (if any):			
Printed Name	Signature	Date	

Please send your pipettes along with this fully completed form to: Pipette Service Centre, Mettler-Toledo Ltd, 64 Boston Road, Beaumont Leys, Leicester, LE4 1AW T 0116 234 6705

E pipetteservice.mtuk@mt.com

www.mt.com/uk-pipettes

Revision 2, 27.02.22

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Instructions

- 1. First fill in the information about your company and contact details. It is important that all the fields are filled in.
- 2. Select the check box if you require UKAS/ISO 17025 accredited calibration.
- 3. Enter the individual pipettes in the table:
 - a. Number of pipettes
 - b. Customer ID: enter the pipette ID (if required)
 - c. Channels: you can choose from the drop-down menu
 - d. Volume, specification, service level, measurement and frequency of the service: you can choose from the drop-down menu; check on the right for more details on calibration levels and service types
 - e. Specifications check page one for more information
- 4. Once the form is completed, print it and sign it. By signing the form you confirm that the pipettes were decontaminated before the dispatch see the declaration of the decontamination.
- 5. Place the form in the box with the pipettes. Remember to check if the number of the pipettes match the form.

More information on Calibration Levels:

- 2.2 Calibration & Service for general laboratory requirements Accuracy & Linearity check- 2 gravimetric weighings @ 2 volumes to assess and adjust accuracy & linearity to agreed specifications.
- 2.4 Calibration & Service Satisfies most GLP/GMP/QC Standard Operating Procedures (SOPs) Accuracy, Precision & Linearity check 4 gravimetric weighings @ 2 volumes to assess and adjust accuracy, precision & linearity to agreed specifications
- 3.10 Calibration & Service for more stringent QC SOPs or conformity to ISO 8655. Precision & Linearity check 10 gravimetric weighings @ 3 volumes to assess and adjust accuracy, precision & linearity to agreed specifications. The calibration certificate includes statements of measurement uncertainty per volume setting.
- NOTE 1: UKAS calibration is available for 2x4, 3x4, 3x5 and 3x10 calibrations. Selecting fewer than 10 readings @ 3 volumes is on the understanding that this does not fully conform to ISO8655.
- NOTE 2: Acceptance = Tolerance, giving a shared risk of <50%. Uncertainty of measurement is at approximately 95% confidence level.

More Information on Service Types:

- A: A calibration that takes place when the technician receives the pipettes from yourselves. These are not cleaned or serviced. This is an 'As Found' calibration.
- B: Preventative Maintenance occurs, changing the sealing system, cleaning and servicing the pipette. After this process, the pipette is calibrated as an 'As Returned' calibration.
- C: A calibration that takes place when the technician receives the pipettes from yourselves. This is an 'As Found' calibration. After this, Preventative Maintenance occurs, changing the sealing system, cleaning and servicing the pipette. After this process, the pipette is calibrated as an 'As Returned' calibration.
- D: A calibration that takes place when the technician receives the pipettes from yourselves. This is an 'As Found' calibration. If the pipette passes calibration no further action will take place; a certificate is produced. If the pipette fails calibration preventative maintenance occurs, changing the sealing system, cleaning and servicing the pipette. After this process, the pipette is calibrated as an 'As Returned' calibration.



ISO15189 Accreditation

We have been UKAS accredited to ISO:17025 since 1998 and can therefore offer a fully traceable service performed to the highest order of metrological traceability, as required by ISO:15189 accredited medical laboratories.

Anachem Pipette Service can help you to ensure that your pipettes are traceably calibrated in order to comply with the requirements of ISO:15189.

Please send your pipettes along with this fully completed form to:				
Address	Address Pipette Service Centre, Mettler-Toledo Ltd, 64 Boston Road, Beaumont Leys, Leicester, LE4 1AW			
Telephone	0116 234 6705			
Email	pipetteservice.mtuk@mt.com			
Website	www.mt.com/uk-pipettes			