



## **GUIDELINES FOR SENDING EQUIPMENT EXPOSED TO POTENTIALLY HAZARDOUS SUBSTANCES OR CHEMICALS**

**As part of our continual efforts to offer our customers the best possible service Sims Recycling Solutions is committed to the processing of medical and other equipment in a safe and environmentally friendly manner. In order to help us achieve our goals, please follow the procedure as outlined below.**

**The following procedure MUST be followed when sending medical or other equipment that may have been exposed to potentially infectious substances or hazardous chemicals:**

- 1. Decontaminate the equipment and fill out and sign the attached DECONTAMINATION CERTIFICATE. Please verify that ALL decontamination procedures have been carried out correctly.**
- 2. Pack the product / equipment in adequate packaging.**
- 3. Attach the completed DECONTAMINATION CERTIFICATE firmly on the OUTSIDE of the packaging or equipment along with any other documentation required for shipment.**

### **PLEASE NOTE:**

**FAILURE TO FOLLOW THE ABOVE PROCEDURE MAY RESULT IN DELAYS IN THE PROCESSING OF YOUR EQUIPMENT.**

**Equipment sent to Sims Recycling Solutions without a completed DECONTAMINATION CERTIFICATE will be stored until the decontamination can be verified.**

**Sims Recycling Solutions reserves the right to dispose of the equipment, at the customers expense, if the correct documentation cannot be obtained WITHIN ONE MONTH.**

**If you require any guidance on completing the DECONTAMINATION CERTIFICATE, please contact our EH&S Staff.**



# DECONTAMINATION CERTIFICATE

Equipment Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A) Has this equipment been exposed internally or externally to any of the following?  
(Please answer each question by placing a X under YES or NO and give details in section B below)

	YES	NO		YES	NO
1. Blood, body fluids, pathological specimens	<input type="checkbox"/>	<input type="checkbox"/>	4. Chemicals or substances hazardous to health.	<input type="checkbox"/>	<input type="checkbox"/>
2. Any other biohazard.	<input type="checkbox"/>	<input type="checkbox"/>	5. Radioactive substances	<input type="checkbox"/>	<input type="checkbox"/>
			(Provide details below including names of isotopes quantities and checks made for residual activity)		
3. Biodegradable material that could become a hazard.	<input type="checkbox"/>	<input type="checkbox"/>	6. Other hazards.	<input type="checkbox"/>	<input type="checkbox"/>

B) Give details of hazardous materials that the equipment has been exposed to, as indicated above, including details of names and quantities of agents and any relevant safety data sheets:

ALL EQUIPMENT EXPOSED TO INFECTIOUS OR HAZARDOUS MATERIALS OR CHEMICALS MUST BE DECONTAMINATED PRIOR TO SHIPPING

C) Your method of decontamination (use continuation sheet if necessary):

\_\_\_\_\_  
\_\_\_\_\_

D) Are there likely to be areas of residual contamination by materials specified in section A or B above? (e.g. difficult areas to access during decontamination):

\_\_\_\_\_  
\_\_\_\_\_

I declare that the information given above is true and complete to the best of my knowledge and belief.

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company / Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_