

REPAIR REQUEST



Kenneth P. Dietrich School of Arts & Sciences
SHARED RESEARCH SUPPORT SERVICES
Machine Shop

Department: Physics and Astronomy Enter department here if Other (enter here)

Principal Investigator: Click here to enter your PI's last name. (enter here)

University Account: Click here to enter the account number we are to use (optional). (enter here)

Originator Name: Click here to enter your name.

Phone: Click here to enter your phone number

Email: Click here to enter your email address

Device Type, Make, and Model: What is the type, brand, and model of the problem device?

Description of Failure: What is going on with the device?(enter here)

SHOP USE ONLY

Date Entered: _____

Materials: _____

Date Completed: _____

Total Charge: _____

University of Pittsburgh Dietrich School of Arts & Sciences	Safety Guideline	Rev 8-1-2014
Subject: Guidelines for Decontamination of Equipment Submitted for Repair or Maintenance (includes <i>Decontamination Certification Form</i>)	Effective Date: 8-1-2014	Page 2

Appropriate decontamination must be completed on all equipment submitted to any Dietrich School Shop for maintenance or repair. At time of submission, a completed *Decontamination Certification Form* (at bottom of page) must accompany the equipment. Equipment that has come in contact with hazardous chemicals, biological materials, or radioactive materials must be properly decontaminated prior to submission for repair or maintenance.

Biological Materials

Please review University of Pittsburgh Safety Manual, EH&S Guideline Number: 03-011, "Guidelines for Moving Equipment Form Biological Laboratories" <http://www.ehs.pitt.edu/assets/docs/moving-lab.pdf>. The guideline provides instructions for decontamination of laboratory equipment used to handle or store biological materials.

Hazardous Chemicals

Clean up and removal of hazardous materials, e.g., contaminated hydraulic fluids, mercury, flammable solvents, PCB containing materials, etc., must be completed before submitting equipment to any Dietrich School Shop. Electronic copies of MSDS (Material Safety Data Sheets) for chemicals that are used in the equipment should also be provided when equipment is submitted for repairs or modifications.

Radioactive Materials

The University of Pittsburgh Radiation Safety Office (412-624-2728) must clear radiation producing equipment or radioactive materials.

Has the equipment ever been exposed to, contained, or been used with chemicals and/or hazardous materials?

Yes No

If "Yes", check appropriate boxes indicating type of chemicals and/or materials:

- Toxic Radioactive Corrosive
 Biological/Infectious Carcinogen Flammable/Combustible
 Oxidizer Other (List other contaminants)

Equipment submitted for repair or maintenance must be properly cleaned, decontaminated and/or made safe to handle before it is brought to Dietrich School Shop.

Consult with EH&S staff (412-26-9505), visit the EH&S website: <http://www.ehs.pitt.edu/>, or review laboratory SOPs if additional information/guidance is required to insure appropriate decontamination.

Print out this *Decontamination Certification Form*. Sign, date, and affix the form to the equipment.

ONE FORM IS REQUIRED FOR EACH PIECE OF EQUIPMENT.

I certify that the above listed equipment was decontaminated on the listed date prior to delivery to shop.
I certify that the equipment was not used following the decontamination procedure and posting of this certification form.

Signature:

X
