



Return of Equipment Procedure (Form HS1)

INTRODUCTION

Before returning your equipment, you must warn Dovianus if the substances used (and produced) in the equipment can be hazardous. This information is fundamental to the safety of our service employees and will determine the procedures employed to service your equipment.

It is important to note that the declaration (HS2) is for Dovianus's internal use only and has no relationship to local, national or international transportation environmental requirements. As the person offering the equipment for shipment it is your responsibility to ensure compliance with applicable laws.

GUIDELINES

- * Equipment is '**uncontaminated**' if it has not been used. If the equipment has been used, it is considered to be '**contaminated**'.
- * If your equipment has been used, you must decontaminate it before you return it to Dovianus. You must send independent proof of decontamination (for example a certificate of analysis) to Dovianus with the Declaration (Form HS2), as well as a Material Safety Data Sheet of the hazardous material.
- * If your equipment is contaminated you must remove as much traces as possible by purging it with a suitable cleaning agent. Upon receipt of the equipment, it will be sent out for third party cleaning, to ensure that even the smallest amount of residue in spaces, that cannot be reached by regular purging, is removed.

PROCEDURE

1. Contact Dovianus and obtain a Return Authorisation Number (RAN) for your equipment. Without a RAN, the shipment will be refused.
2. A RAN will be issued not before the following steps have been made:
3. Complete the Return of Dopak® Sampling Equipment - Declaration (HS2).
4. Remove all traces of hazardous materials: pass an inert gas or other suitable cleaning agent through the equipment and any accessories that will be returned to Dovianus.
5. Make a digital photograph of the sampler in the opened box.
6. Seal up all of the equipment's inlets and outlets (including those where accessories were attached) with blanking flanges or plugs.
7. Seal equipment in a thick polyethylene / polythene bag or sheet.
8. If the equipment is large, strap the equipment and its accessories to a wooden pallet. If the equipment is too small to be strapped to a pallet, pack it in a suitable strong box.
9. Send a copy of the Declaration (HS2) with signature along with a copy of the photograph's and a product MSDS to Dovianus.
10. With this information Dovianus will issue a RAN which must be written on the outside of the box.
11. Give a copy of the Declaration (HS2) to the transporter and let him know if the equipment is contaminated.
12. Seal the documents in a suitable envelope and attach this securely to the outside of the parcel in a clear weatherproof bag.