Corning HTL S.A.
Daniszewska 4 Str.
03-230 Warsaw, Poland
tel. +48 22 492 19 00 ext. 34
email: HTL.SERVICE@corning.com

HTL LAB SOLUTIONS

CORNING

Service Request Form

CASE REFERENCE:

IDENTIFICATION	
COMPANY Name and Address	
CONTACT DETAILS	
NAME / FUNCTION	
PHONE / EMAIL	

EQUIPMENT IDENTIFICATION			
EQUIPMENT NAME / CATALOGUE No	SERIAL No / LOT no	SER-VICE*	STA-TUS **
		-	☐
		-	☐
		-	☐
		-	☐
		-	☐
		-	☐

* Provide a code of the requested service:
N – repair **G** – warranty repair **K** – calibration **A** – return for analysis **D** – DEMO instrument return
** Please check if UNUSED (out of box failure), then go to **CUSTOMER SIGNATURE** and proceed accordingly

PROBLEM or SERVICE REQUEST DESCRIPTION

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CASE REFERENCE:

Decontamination Form

For the safety of our employees, we ask you to complete this document thoroughly, sign and attach it to the returned instrument (**2 copies, one inside the box and one outside the box**). By accepting authorization of this document, the user assumes all liability risks which would result from use of contaminated units. We will be unable to process your service request if the instrument is provided without the declaration completed and signed.

MATERIALS/REAGENTS USED IN CONTACT WITH THE EQUIPMENT	
DESCRIPTION	
SOLUBLE IN	☐ Water ☐ Ethanol ☐ Isopropyl Alcohol ☐ Other solubility, _______________
BIOLOGICAL ORIGIN	☐ Human origin, humanized or contains/expresses human DNA/RNA (*) ☐ Biological origin, non-human (*) ☐ Neither (*) if selected please describe in detail: _______________ And select one: ☐ BSL1 ☐ BSL2 ☐ BSL3/4** ☐ Health Damaging Liquid Solutions
RADIOACTIVE	☐ YES ** ☐ NO

(**) Instruments not accepted for service

DECONTAMINATION (please choose all the methods used to decontaminate)

a. ☐ Autoclave or ☐ steamed a ______ °C (maximum 121°C) during _______ minutes

b. ☐ Washed, ☐ flushed or ☐ wiped with ☐ 10% bleach solution, ☐ ethanol or ☐ IPA ≥70%; **go to d.**

c. ☐ Washed or ☐ wiped with soap or detergent and water

d. ☐ Rinsed with water abundantly

e. ☐ Other(please describe): _______________

Comments:

CUSTOMER SIGNATURE		
To the best of my knowledge, the product returned was decontaminated as described in the form		
NAME:	SIGNATURE:	DATE: