**REPAIR REQUEST**

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Kenneth P. Dietrich School of Arts & Sciences

SHARED RESEARCH SUPPORT SERVICES

**Machine Shop**

**Department:** Physics and Astronomy Enter department here if Other

**Principal Investigator:** Click here to enter your PI’s last name.

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

Originator Name: Click here to enter your name.

Phone: Click here to enter your phone number.

Email: Click here to enter your Email.

**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?

**SHOP USE ONLY**

Date Entered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Materials:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Charge: \_\_\_\_\_\_\_\_

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| 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 *Decontamination Certification Form*) | Effective Date:  8-1-2014 | Page **1** |

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:

