

Part A

It is of vital importance to complete all fields. Our shipping department uses this information for return shipping purposes. If the information is unclear or absent, then shipping may be delayed.

PO numbers are preferred, but if a PO number is not available, please use the ship date. The PO or ship date is included on the invoice and is useful for matching a sterilization process request with an invoice.

Lot numbers are not required, unless your devices have been validated by Andersen Scientific, Inc. If you have had a validation performed and the devices being sent are for commercial release, please be sure to include any lot numbers. You can send a supplemental packing list documenting this information. If this is the case then please write "see attached" in the lot number box.

Part B

Please check the appropriate boxes documenting the disposition of your devices. Devices that are not labeled as sterile and are not for human use can be sterilized without a validation. This is typical of research / R&D labs sterilizing laboratory equipment and supplies, bioengineered materials, evaluating process compatibility with a particular device (the interaction of the sterilant and sterilization temperature on the materials) or devices to be used in animal studies.

Single-use devices cannot be re-sterilized by Andersen Scientific. Please look for any markings on the device that indicate this. The universal symbol for a single-use device is a circled number 2 with a diagonal line through it.

Please ensure that your devices have been properly cleaned and packaged. We accept devices sealed in paper/plastic and Tyvek pouches and hospital grade wrap. We cannot sterilize devices sealed in zip-lock bags.

Part C

Check the appropriate sterilization cycle checkbox. There are three choices for sterilization.

- 1) Our standard process specification is a ≥ 16 hour cycle with a sterilizer set-point of 50°C—this is the most commonly used cycle.
- 2) We offer an alternative lower temperature cycle of 30°C (maximum of 33°C), which is often requested by bioengineering firms having developed materials that are damaged at higher temperatures.
- 3) If you choose to define a custom cycle, check the custom cycle check box and proceed to Part E.

Please visit our website for a printout of the process specifications for sterilization choices 1 or 2.

Part D

Check the appropriate checkbox that describes your devices.

- a) Devices that have not been validated can be sterilized, but they cannot be labeled with the word sterile on the packaging.
- b) If your devices have been validated, check the box as appropriate. Only devices validated by Andersen are accepted, since validations performed on different sterilization systems are not transferable.
- c) If the devices are labeled sterile and Andersen has not performed a validation, you can check the single-lot release (batch release) check box. Single-lot release cycles are typically used when the device is in the developmental stages and available numbers are few. Before a single-lot release is performed, you must contact Andersen Scientific, Inc. for a formal

quote. Once the quote is generated, a separate contract and protocol must be in place prior to any single-lot release (batch release) sterilization run.

Part E – Custom cycle

We offer custom cycles, please call our knowledgeable staff for more information (919) 388-5844.

Part F

If your devices arrive at our facility on Friday, we can offer sterilization over the weekend, but this will mean that the devices will remain at the exposure temperature from Friday 4:00pm until Monday 8:00am (approximately). If you are confident that this will not damage your devices, then check this box. Leave the box UN-CHECKED if you DO NOT want to leave the devices in the sterilizer. Failure to do so will mean that the devices will not be sterilized until Monday evening—work load permitting.

Part G - Return Shipping

Please check the appropriate box that specifies how you want the devices returned. You can provide your own account information or we can use our account and include any shipping charges in the sterilization invoice.

Insurance: by default, shipping carriers place a maximum value of \$100 on any package. If you are concerned about the insurance value, please define the value of the contents. Additional insurance cost \$0.35 per \$100 of value (approximately).

Part H – Device description

Include a brief description of the device and the quantity. If you prefer, you can add your own packing list—just write "see attached" in the description column. It is very important that we know how many devices you are sending.

Part I – Andersen Packaging

If you have already packaged your devices, then check as appropriate and continue onto Parts J and K. If you do not have packaging capabilities and you would like Andersen to package your devices, then check the appropriate check box. Please note that we cannot accept used devices (human-use) for re-packaging—this must be completed at your facility. Please contact us at 919-388-5844 for packaging pricing.

If Andersen is packaging and sealing newly manufactured devices labeled as sterile, check the Andersen will package my validated devices. Please note that a separate agreement must be in place before we perform any sealing operation. This sealing process must be validated.

Part J – Special Instructions

This section is reserved for special instructions such as: "please sterilize twice" or "please test devices for ETO residuals" or "please package / label".

Part K – Sterilization Authorization

Without a signature and a date, we will not be able to sterilize your devices. If you are sending an electronic copy of the process request form via email, then please ensure that a signed hard-copy is included in with the devices. If you forget to include a signed copy, we will accept electronic signed copies or faxes. Please email your process request forms to victoria@ansci.us or fax to (919) 388-5827.

Sending an electronic version ahead of your devices helps us maintain a fast turnaround time.

PLEASE ENSURE THAT PARTS (A) THROUGH (K) ARE COMPLETE AND THAT A SIGNATURE IS PRESENT – FAILURE TO DO SO MAY LEAD TO PROCESSING DELAYS