

## **PART A – CLIENT INFORMATION**

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 maybe 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 only required if the sterilization process has been validated. 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—DEVICE DISPOSITION**

If your devices have been validated by Andersen Scientific then check the box as appropriate. Devices intended for a small batch release qualify as validated devices.

Devices that are non-validated can be sterilized, but they cannot be labeled with the word sterile on the packaging.

**Note:** Small batch releases processes for devices labeled sterile require a signed quote, contract and protocol. Please contact us for more information.

## **PART C – STERILIZATION CYCLE**

For non-validated sterilization process, please check “Process according to my parameters attached” and include a signed copy of SPP004. This will be provided by Andersen Scientific when the services agreement is signed. **Please include a signed copy of SPP004 with every process run.** If you want to make any changes to the process, check the “I request a change to the listed process parameters” and add any changes in the additional comments section at the bottom of the page.

## **PART D – SINGLE-USE DEVICES**

We cannot re-sterilize single use devices UNLESS they are not for human use (i.e. animal use).

**Note:** The universal symbol for a single-use device is a circled number 2 with a diagonal line through it.

**Note:** 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 E – DEVICE PACKAGING**

If you have already packaged your devices, then check as appropriate.

If Andersen Scientific is packaging and sealing newly manufactured devices for sterilization, check “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.

**Note:** If you do not have packaging capabilities, we can package your devices for you. 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.

## **PART F – WEEKEND CYCLE**

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 – SPECIAL INSTRUCTIONS**

This section is reserved for special instructions such as: “please sterilize twice” or “please include a temperature/RH datalogger” or “please test devices for ETO residuals”.

## **PART H – DEVICE DESCRIPTION**

Include a brief description of the device(s), any identifying numbers, and the quantity. If you prefer, you can add your own packing list—just write “see attached” in the description column. Please include the total quantity of devices in the lower right box. It is very important that we know how many devices you are sending.

## **PART I – RETURN SHIPPING**

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

Please note that we only use FedEx couriers.

*Insurance:* by default, FedEx 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 J – 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 [ben@ansci.us](mailto:ben@ansci.us), or [daryl@ansci.us](mailto:daryl@ansci.us), or fax to (919) 388-5827.

**PLEASE ENSURE THAT PARTS (A) THROUGH (J) ARE COMPLETE AND THAT A SIGNATURE IS PRESENT AND SPP004 IS ATTACHED (if non validated) – FAILURE TO DO SO MAY LEAD TO PROCESSING DELAYS**

**Please ship all devices for sterilization to:**

ATTN: EO PROCESSING  
ANDERSEN SCIENTIFIC, INC.  
200 TRANS AIR DRIVE, SUITE 100  
MORRISVILLE, NC 27560