[www.andersencaledonia.com](http://www.andersencaledonia.com) +44 (0) 1698 844 476 customersupport@andersencaledonia.co.uk

***This form must be completed and returned prior to sending any product to Andersen Caledonia for EtO processing***

**Section 1: Customer/Order Details – (Customer to complete)**

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Address:**(Return address) |  |
| **Telephone Number:** |  | **Contact Email:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Purchase Order No.:***Items will not be processed until a Purchase Order has been provided* |  | **Product Description** |  |
| **Estimated Date of Arrival at Andersen Caledonia:** |  | **Is your product Validated at Andersen Caledonia: If no Cert of Processing will be provided** | **Yes** [ ]  **No** [ ]  |

**Section 2: Cleanroom Packing Requirements - (Customer to complete) (**for specific packaging requirements please contact us for a quotation according to your requirements)

|  |  |  |
| --- | --- | --- |
| **Single Packing** [ ]  **Double Packing** [ ]  **No Additional Packing Required** [ ]  | **Qty:** |  |

**Section 3: ETO Sterilisation Requirements – (Customer to complete)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Standard Processing** [ ] (Products are normally processed within a 10 / 15-working day period) | **Priority Processing** [ ] (Products in cycle 10102/20102 will be scheduled as a priority & normally processed within an average **5-7** working day period an additional charge of **50%** of the overall purchase order value will be applied & product returned under quarantine) | **Express Release** [ ] Products released under Quarantine on completion of scheduled standard EtO Process Additional **£35** **+ VAT per item / pallet** will be applicable. | **Dedicated Processing** [ ] Products will be scheduled as per **PRIORITY PROCESSING** and processed within a dedicated chamber.The hire of the full chamber will be required. |

|  |
| --- |
| **Sterilisation Cycle Type** |
| **10102/20102 Standard Cycle (Chamber 1 or 2) If specific chamber please specify in Specific Requirements**[ ]  | **20901 Low Vacuum Cycle (Chamber 2)**[ ]  | **10201 Lumen Cycle (Chamber 1)**[ ] (7-14 days depending on product onsite, unless specified for a dedicated chamber ) |
| **Cycle Quantity:** | **Single Cycle** [ ]  **Double Cycle** [ ]  |
| **Required Heated Aeration Period after Sterilisation Cycle** |  | **Ambient aeration required**(If applicable / required) (State n° of days)  |  |
| **Specific Requirements** |  |
| **Ref / Lot Number for inclusion on Certificate of Conformance / Processing** (This is limited to a maximum of 10 characters, any additional requirement will incur a documentation fee of **£25 + VAT per certificate per additional 50 characters)** |  |

|  |  |
| --- | --- |
| **Under Quarantine** **Are you willing to accept the product back under Quarantine?**We may from time-to-time request that we ship the processed product prior to the Certificate of Conformity being issued | **Yes** [ ]  **No** [ ]  |

**Section 4: Pallet/Box Information – (Customer to complete)**

|  |  |  |
| --- | --- | --- |
| **Quantity of Items:** | **Qty of Pallets** | **Qty of Boxes** |
| **Pallet Dimensions:**(Excluding Pallet)**(L x D x H) mm**Max Height 1.8m (71 inches) | **Length** | **Depth** | **Height** |
| **Box Dimensions:****(L x D x H) mm***(If Applicable)* | **Length** | **Depth** | **Height** |
| **Weight of Pallet**Max Weight 350kg |  **Kg** | **Weight of Box** Max Weight 20kg |  **Kg** |

**Section 5: Laboratory Analysis Requirements – (Customer to complete)** (if goods received will contain any products for analysis (A laboratory request sheet will also be required)

|  |  |
| --- | --- |
| **Laboratory Testing Required:** | **Yes** [ ]  **No** [ ] **Please indicate what box samples should be removed, these should be clearly identified.** |
| **Bioburden** [ ] *(To be taken out before EtO Sterilisation Process) Separate Box to be used* | **Qty** | **Lot No.** | **Endotoxins/LAL** [ ] *(To be taken out after EtO Sterilisation Process)* | **Qty** | **Lot No.** |

|  |  |
| --- | --- |
| **Sample Storage Conditions**  | **Frozen** (min. **-**20°C) [ ]  **Refrigerated** (2 - 8°C) [ ]  **Room Temperature** (15-25°C) [ ]  |
| **Sterility Testing** [ ] *(To be taken out after EtO Sterilisation Process)****VALIDATIONS*** | **Qty** | **Lot No.** | **Residual Testing** [ ] *(To be taken out after EtO Sterilisation Process)* ***VALIDATIONS*** | **Qty** | **Lot No.** |

**Section 6: Customer Signature – Customer to complete**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date** | **Signature** |
|  |  |  |  |

***By signing this section your signature confirms that all batteries have been removed from your devices and that all the information on this form is fully correct. Andersen Caledonia will not be held responsible for any loss or damage caused due to incorrect information being provided.***

**Section 7: To be completed by Andersen Caledonia Staff Only**

|  |  |  |  |
| --- | --- | --- | --- |
| **ICGN** |  | **Qty Received** |  |
| **SP Number** |  | **Bioburden Removed** | **Yes** [ ]  **No** [ ]  **N/A** [ ]  |
| **Goods Staff Initial & Date** |  | **Damage on arrival?****(N/A if not applicable)** |  |
| **Batch Number** |  | **11045 Checked** Please refer to 11045 for Validated Customer Requirements | **Yes** [ ]  **No** [ ]  |
| **EO Ster Staff Sign** |  | **Date** |  |