

# Safety Service Form

A separate Safety Service Attachment needs to be completed for every single item. This Safety Service Form is legally binding and can ONLY be completed by an authorized and qualified staff member.

Welch vacuum pumps are often used in laboratory applications that could involve contact with dangerous chemicals. The overriding concern in operating, maintaining, or repairing equipment in the laboratory environment is always for safety – safety for all personnel who could potentially be exposed to chemical contamination. When sending a pump in for repair, keep in mind the safety of shipping and repair personnel.

1. As a first step toward reducing potential hazards, always clean and decontaminate pumps per the procedures on the Welch safety form prior to shipment.
2. Additionally, Welch (and the law) requires full disclosure of potential contaminants on the Safety Service Form to be provided prior to issuing a return authorization. The information on this form will dictate the handling needed in the repair process and is vital to the safety of our workers. We appreciate your cooperation on this.

## Repair Contact

Company (Required)	
Name (Required)	
Email (Required)	
Phone (Required)	
Fax	

## Shipping Address

Address (Required)	
City (Required)	
State (Required)	
Zip (Required)	

## Billing Address

Check Box if Billing Address is the same as Shipping Address

Address	
City	
State	
Zip	

## Product Information

Model Number (Required)	
Serial Number (Required)	
Gases and vapors that were pumped (Required)	
Brand of Oil in Pump	
Type of Process/Application (Required)	
Amount of Time Equipment was in use	

## Explanation of Problem (Required. Select all that apply)

<input type="checkbox"/> Seized	<input type="checkbox"/> Oil Leak	<input type="checkbox"/> Runs Hot
<input type="checkbox"/> Noisy	<input type="checkbox"/> Seal Leak	<input type="checkbox"/> Insufficient Vacuum
<input type="checkbox"/> Electrical	<input type="checkbox"/> Motor Problem	<input type="checkbox"/> Other?

## Warranty/Sales Status

<input type="checkbox"/> Warranty	<input type="checkbox"/> Demonstration	<input type="checkbox"/> Return for Credit
<input type="checkbox"/> Non-Warranty	<input type="checkbox"/> Repair	

## For Everyone's Safety. Required. Select Yes or No for All

Please answer the questions below completely and send Safety Data Sheets (SDS) for each material that drives a box checked "Yes". *If this is not done, no Return Authorization will be granted.*

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Poisonous Material	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Radioactive Material
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Carcinogen	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Corrosive Material
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Flammable Material	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Combustible Material
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Biological Hazard	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Oxidizer
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Mercury			

## Decontamination Procedure

**For Oil Sealed Pumps:** Flush Pump Three Times. Drain pump completely. Refill with fresh vacuum oil. Operate pump blanked off for at least 15 minutes. Repeat all steps two more times. Drain completely. Oil should come out clean, otherwise repeat until clean.

**For All Other Pumps:** In a fume hood, with inlet and outlet disconnected from your process, run pump for 30 minutes.

Was there any additional cleaning performed by customer?	
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## Terms and Conditions

- There is a 90 day warranty on all repair items.
- Price is subject to change upon inspection.
- Customer will be notified for approval prior to any changes besides the fixed rate.
- Warranty repair only upon inspection.
- Insufficiently packaged shipments can sustain transit damage.
- If shipping damage occurs, customer should file claim with shipping company.
- Inspection fee for all non-warranty items is \$150.00.
- Non-warranty items customer must pay all freight charges.
- Warranty items customer pays freight incoming and Welch pays freight outgoing.

## Legally Binding Declaration

- I/we hereby declare that the information supplied on this form is accurate and sufficient to judge any contamination level.
- I/we have read and agree to the Decontamination Procedure, and Terms and Conditions

Name of Authorized Person	
Signature of Authorized Person	
Title	
Date	