REPAIR REQUEST

Kenneth P. Dietrich School of Arts & Sciences
SHARED RESEARCH SUPPORT SERVICES
Machine Shop

Department: Physics and Astronomy  Enter department here if Other  (enter here)
Principal Investigator: Click here to enter your PI's last name.  (enter here)
University Account: Click here to enter the account number we are to use (optional).  (enter here)

Originator Name:  Click here to enter your name.
Phone:  Click here to enter your phone number
Email:  Click here to enter your email address

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? (enter here)

SHOP USE ONLY

Date Entered: ________________

Materials: ________________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

Date Completed: ________________

Total Charge: __________
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**

**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/](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:

X