have an equipment related problem, for example malfunctioning

equipment is not registered with Instrument Services

My equipment is registered with Instrument Services

Registration obligation

Report your

problem to

Instrument Services

Call 043 38 83456/

043 38 **81295**. or visit UNS 50, Room G0.225

Form D

Instrument Services will contact you

Together with Instrument Services safety and maintenance will be organised (Form C will be filled in). This completes the registration

Instrument Services succeeds The engineer to solve the will contact you problem and the and make an results are appointment to documented solve the problem

Support of Instrument an external Services will organisation is assign required to solve the problem to an the problem engineer with specific focus area

No biohazard. Make sure environmental or safety risk is your present equipment in my is clean equipment

No Before biohazard. disposal, corrective but an or preventive environmental maintenance can take\_\_ or safety risk is place, your present equipment must in my equipment be clean

Biohazard is present in my equipment

Му equipment is used in a ML-I, ML-II, DM-I or DM-II laboratory

Make sure

your

equipment is

Your equipment manager releases the equipment

Fill in Form 6: releasing equipment

Make sure Read and Му your execute equipment is equipment is Procedure 7: clean not used in a Cleaning GMO ML-I, ML-II, DM-I workspaces or DM-II laboratory

Instrument Services will reach The out to an external external organisation to organisation will perform maintenance solve the problem. or to solve the The results are problem documented by Instrument Services

> Instrument Services will contact you and make an appointment to perform maintenance, or to solve the problem

# DONE!

The process is completed! Thank you for reaching out to Instrument Services!