

## AutoBlot 3000H Return and Packaging Instructions

Checklist and Instructions for all AutoBlot 3000H

This document details Return and Packaging Instructions for the AutoBlot 3000H. It includes instructions for return material authorization , decontamination, packaging, and shipping.

Included in this document are the following items:

- AutoBlot 3000H Return Item Checklist
- Decontamination Procedures and Certificate
- Packaging Procedures and Photos
- Return Shipping Checklist
- Shipping Address

### AutoBlot 3000H Return Item Checklist

Note: Each product return should include the following items:

Item	Quantity	Check Returned
AutoBlot 3000H	1	<input type="checkbox"/>
Power Supply and Power Cord	1 ea	<input type="checkbox"/>
Heater rings (1 small, 1 large)	2	<input type="checkbox"/>
Bottle Stand	1	<input type="checkbox"/>
AutoBlot 3000H Shipping Box	1	<input type="checkbox"/>
Foam End Caps (part of main shipping box)	2	<input type="checkbox"/>
Accessory Box	1	<input type="checkbox"/>

**NOTE: DO NOT RETURN ANY BOTTLES OR BOTTLE LIDS - THEY WILL BE THROWN OUT IF RETURNED.**

## Decontaminating the AutoBlot 3000H

Follow the decontamination procedures below, and fill out documented evidence of decontamination prior to packaging the instrument. Note: Use the attached MedTec Certificate of Decontamination (Document Number: 5100-F01). **This certificate must be included with your instrument (package it inside the box) in order for us to do any work.** If documented decontamination evidence is not included, MedTec will decontaminate the instrument once it arrives. **NOTE:** If MedTec decontaminates the instrument for you, this will incur an additional cost of \$250.00 USD labor for this service. If you do not wish to incur this charge, make sure you have decontaminated the instrument before shipping it back to MedTec.

## AutoBlot Decontamination Procedures

**NOTE: Decontaminating the AutoBlot should be done with a 2% bleach solution.**

- Purge the tubing of the AutoBlot with a 2% bleach solution (2 ml of generic brand bleach to 98 ml DI water). The generic bleach should not be more than 5% hypochlorite and should not contain any additives such as scents or dyes.
- Remove all visible organic material from the outside of the machine.
- Wipe down the entire enclosure of the instrument, including the platform area, with the bleach solution. Be careful not to get the solution inside the instrument.
- Let the instrument sit for approximately two minutes, then wipe off with clean paper towels.

Wipe down the entire unit with a paper towel dampened with water in order to remove any excess bleach.

## AutoBlot 3000H Packaging Procedures

### Parts Required for Shipping

One (1) AutoBlot 3000H Shipping Box  
Two (2) foam end caps  
One (1) accessory box  
One (1) AutoBlot 3000H shipping bag  
One (1) 3" x 2" x 1/2" foam block  
One (1) 4" x 3" x 1/2" foam block  
Two (2) 18" Velcro straps  
Write-On lab tape  
Small plastic bag for tubing

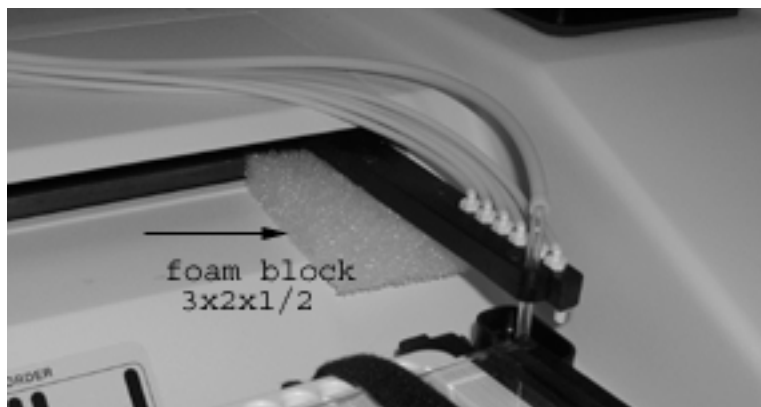
If you do not have the custom AutoBlot 3000H shipping box and foam end caps, STOP. Order these from MedTec Customer Service. DO NOT USE OTHER PACKAGING or it is likely the instrument will incur damage during shipping.

### Packaging Procedure

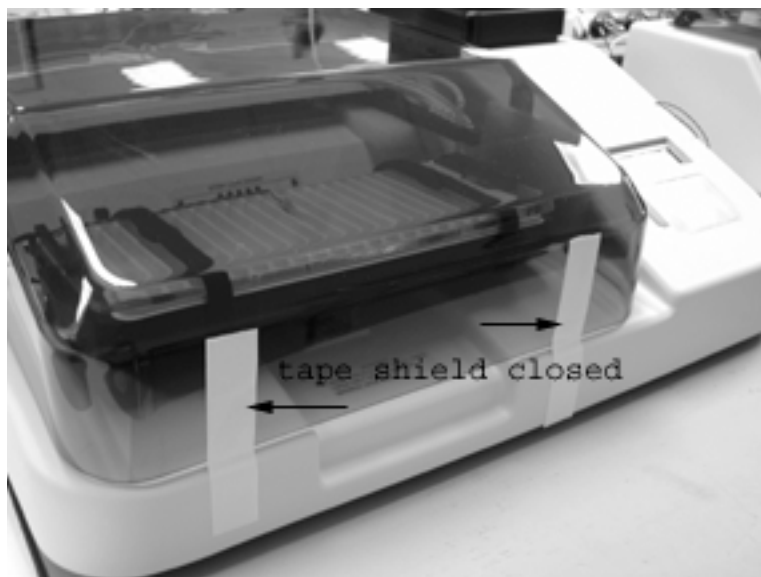
- Place a 20-strip tray onto the heated platform. It is important to include a tray when shipping in order to prevent the heater from getting damaged. Close the tray lid.
- Wrap two (2) Velcro straps around the tray platform and lid to secure the tray lid.



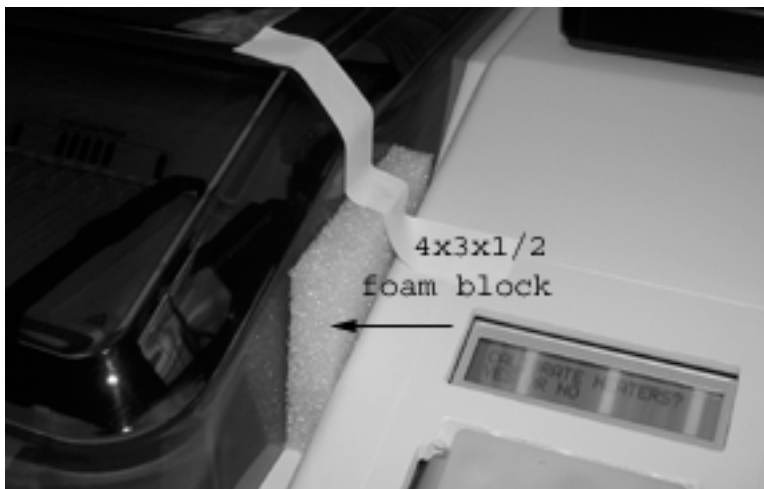
- Place the 3 x 2 x 1/2 foam block under the aspirate/dispense arm.



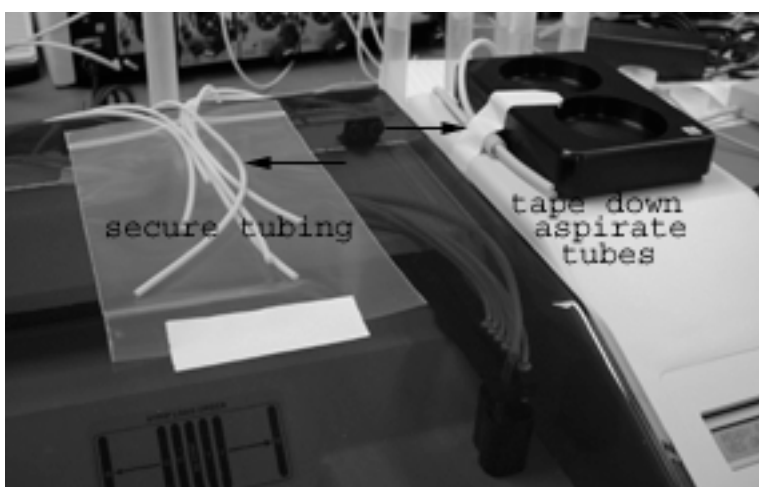
- Close the aspirate shield, then tape the shield down to the instrument with write-on lab tape. This is **critical** in order to keep the shield from breaking during shipping. (**NOTE: DO NOT** use clear shipping tape, masking tape, duct tape or any other tape that leaves a gluey residue on the shield)



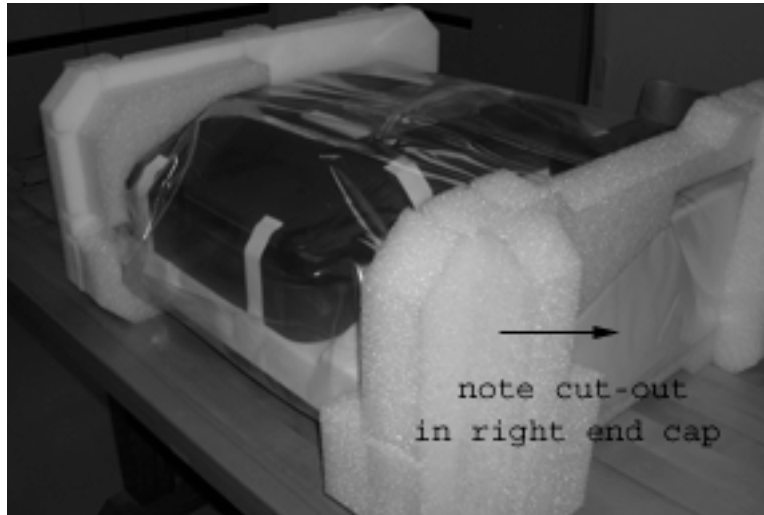
- Place the 4 x 3 x 1/2 foam block on the right side of the aspirate shield, so it is positioned between the shield and the instrument housing. Tape the foam in place with write-on lab tape.



- Insert the bottle tubing into the small plastic bag and tape the bag to the top of the shield using write-on lab tape (see picture below).
- Remove the aspirate and waste bottle tubing from the waste bottle. Lay the tubes next to the heater block and secure with write-on lab tape. (NOTE: DO NOT RETURN ANY BOTTLES OR BOTTLE LIDS - THEY WILL BE THROWN OUT IF RETURNED.)



- Place the instrument in the plastic bag provided. Insert the foam end caps onto the ends of the instrument. NOTE: The end cap with the cut-out is placed on the right side of the instrument.



- Carefully place the packaged instrument in the shipping box. Pack the items indicated on the Return Items Checklist (see page 1) in the accessory box. Ship only the items listed on the Checklist. **Do not return bottles, holders, extra trays or Guide to Operations with the unit.** Place the accessory box in the shipping box (to the left of the instrument). Make sure the foam end caps and accessory box are in place so the unit is secure during shipping. The instrument will likely incur damage if shipped without the foam end caps and accessory box.



- Close the top and seal the box.
- Attach shipping labels.
- Clearly mark the Return Material Authorization (RMA) Number on the outside of the shipping box.

### Return Shipping Checklist

Checklist Item	Check Complete
Obtain RMA number from MedTec	<input type="checkbox"/>
Decontaminate Instrument	<input type="checkbox"/>
Package Instrument according to Packaging Procedure	<input type="checkbox"/>
Review AutoBlot 3000H Return Checklist to make sure correct items are included with the instrument	<input type="checkbox"/>
Place the Decontamination Certificate and any return shipping instructions inside the box	<input type="checkbox"/>
Note the RMA number on the outside of the box	<input type="checkbox"/>
Verify the shipping address	<input type="checkbox"/>

### Return Shipping Address

Ship the instrument to the following address:

**MedTec, Inc.**  
**Attn: Receiving Dept.**  
**RMA# xxxxxxxx**  
**600 Meadowland Drive**  
**Hillsborough, NC 27278**  
**USA**  
**Phone: 919-241-1400**







# Certificate of Decontamination

## Customer Information

Name: \_\_\_\_\_  
 Facility: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Date Faxed: \_\_\_\_\_

## Instrument Information

Type: \_\_\_\_\_ Serial Number: \_\_\_\_\_

## Decontamination Information

Decontamination Performed?:  YES  NO  N/A (Not Applicable)

If NO or N/A, state reason why decontamination WAS NOT performed.

What chemical, infectious, toxic, or radioactive substances have been in contact with this item?

## Authorization

By accepting authorization to return this product, the user assumes all responsibility and liability for biological, chemical, and radiological decontamination and cleaning. MedTec, Inc., reserves the right to refuse delivery of products that do not appear to have been properly decontaminated. If the product was used with radioactive material, the signature of the Radiation Safety Office is required.

By signing below, the user declares that the instrument listed has never been exposed to any hazardous biological material or that is has been decontaminated to remove or deactivate any biological material, chemical, infectious, toxic, or radioactive substance that could be dangerous to Service Personnel.

Signed: \_\_\_\_\_  
 Signature Date  
 \_\_\_\_\_  
 Name Title