



Please Read Complete Document Carefully

Purpose:

The following Equipment Release and Compliance Policy document, and the Equipment Release Form, is designed to protect the safety of our employees during maintenance, repair or refurbishment, of any equipment or components received by Plasma Process Group. The attached form must be completed, signed, dated and returned to Plasma Process Group prior to receiving any item(s) requiring maintenance, repair or refurbishment.

Any equipment or components to be received by Plasma Process Group, may include, but are not limited to, all thin film deposition or etching process equipment, vacuum systems, ion beam sources, grid sets, RF Neutralizers and related components that may or may not have been used in research laboratories, production facilities, clinical areas or other potentially hazardous locations. The intent of this policy is to obtain and retain written confirmation from your company that the equipment being sent to us, is free of hazardous materials, gases and chemicals, and most importantly, is necessary to maintain a safe work environment.

Compliance:

In order to insure that all equipment or components received by Plasma Process Group have not been exposed to hazardous materials, all items must be verified as "hazard free" by the End User or responsible party, prior to the shipment of the item(s), to our facility. Please indicate all possible materials, gases and chemical exposures that may be found on or in your equipment or components in the form below. You will be required to fill out one form per year for our records. Once this form has been submitted, we will not require a new form till the end of each calendar year for record keeping.

Please note that you are responsible for on-going notifications of any new changes to your list of material, gas or chemical contamination throughout the year. Should this occur, please request a new form by email or you may access the form in our documents section of our website at www.plasmaprocessgroup.com **Important Note:** Items received by Plasma Process Group that have not been accompanied with the required documentation may be returned at the owner's expense immediately. Please make sure that the Non Hazardous Equipment Release Form is submitted before shipping your item(s) to us.

If your equipment and or components have been exposed or contaminated by any known hazardous material, gas or chemical, we do not, and will not accept these items at our facility. **Please do not ship any equipment or components that have been exposed to hazardous materials, gases or chemicals.** Plasma Process Group does not have the proper facilities, safety equipment or required processes to implement decontamination and maintenance of equipment or components exposed to hazardous contamination.

Do you have any questions about this Policy or Hazardous Equipment Release form? Please contact us or please submit the completed form by email or fax to:

Dan Bouillez
970-663-6988 Ext. 15
Fax to: 970-669-2312
Email to: dbouillez@plasmaprocessgroup.com

 plasma process group	Non Hazardous Equipment Release Release Form
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Date: _____ Equipment manager name and title: _____

Company name: _____

Equipment requiring service: RFN grid assembly source other

If other description of equipment: _____

Please check the box to the left of each material, gas or chemical your equipment has been, or could be exposed to below. All items that are not listed in the chart below should be added to the list buy using any available blank squares. Using a formula or trade name is acceptable.

Gases	Compound	Compound	Element
<input type="radio"/> Argon	<input type="radio"/> Al ₂ O ₃	<input type="radio"/> AlN	<input type="radio"/> Cu
<input type="radio"/> Neon	<input type="radio"/> HfO ₂	<input type="radio"/> MoTe ₂	<input type="radio"/> Hf
<input type="radio"/> Helium	<input type="radio"/> In ₂ O ₃	<input type="radio"/> HfN	<input type="radio"/> In
<input type="radio"/> Krypton	<input type="radio"/> Ni ₂ O ₃	<input type="radio"/> InN	<input type="radio"/> Mo
<input type="radio"/> Nitrogen	<input type="radio"/> MoO ₂	<input type="radio"/> NbN	<input type="radio"/> Nb
<input type="radio"/> Oxygen	<input type="radio"/> NbO ₂	<input type="radio"/> TaN	<input type="radio"/> Ni
<input type="radio"/> Xenon	<input type="radio"/> SiO ₂	<input type="radio"/> TiN	<input type="radio"/> Si
<input type="radio"/> Other: _____	<input type="radio"/> Ta ₂ O ₅	<input type="radio"/> ZrN	<input type="radio"/> Sn
	<input type="radio"/> SnO	<input type="radio"/> Si ₃ N ₄	<input type="radio"/> Ta
	<input type="radio"/> W ₂ O ₃		<input type="radio"/> Ti
Liquids	<input type="radio"/> ZrO ₂	Element	<input type="radio"/> W
<input type="radio"/> Propylene Glycol	<input type="radio"/> TiO ₂	<input type="radio"/> Al	<input type="radio"/> Zr
<input type="radio"/> Water	<input type="radio"/> Other: _____	<input type="radio"/> Ag	<input type="radio"/> Other: _____

NOTE: Items that are not listed in this chart above should be added to the list in any blank square. A formula or trade name is acceptable.

By signing this document, I/We Agree;

I/We certify that the above listed equipment and/or components are free of all hazardous materials, gases, chemical agents, and radioactive materials. All items to be shipped to Plasma Process Group have been exposed or contaminated by only the items listed above. I/we have verified and confirmed that all items are safe to release to an unrestricted area and perform the work described above. I/we also agree to submit a new form prior to shipment of any equipment or components that have been exposed to a new material, gas or chemical not listed in this form.

Signature of Responsible Person _____