

Pick-up-date: \_\_\_\_\_

<<Location>>

**Caution!** Your medical devices cannot be processed without the completed hand-over note. Please place it inside the shipping box.

**Sender:**

Customer no.: \_\_\_\_\_

Order No.: \_\_\_\_\_

Street/House no.: \_\_\_\_\_

Additional address info: \_\_\_\_\_

Postal code/City/Country: \_\_\_\_\_

Department: \_\_\_\_\_

**Contact person:** \_\_\_\_\_

Phone: \_\_\_\_\_

**Please provide:**

- |                                |                 |                                |                 |
|--------------------------------|-----------------|--------------------------------|-----------------|
| <input type="checkbox"/> ..... | Collection bags | <input type="checkbox"/> ..... | Transport tubes |
| <input type="checkbox"/> ..... | Seals           | <input type="checkbox"/> ..... | Adhesive labels |
| <input type="checkbox"/> ..... | Hand-over notes | <input type="checkbox"/> ..... | .....           |

We hereby confirm that the instructions printed overleaf have been followed with regard to the medical devices contained in the box.

**It is not possible to register your medical devices without the signed transfer note!**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sender's Signature

The following guide explains the necessary steps in hospital to ensure proper preparation and safe transport.

## Important Information

Please note the following points:

- › Please carry out the preparation in hospital immediately after the medical devices have been used, in order to avoid dry residues which are difficult to remove.
- › Carry out the preparation of medical devices properly and ensure they do not become damaged.
- › Please include the belonging label/data from the original manufacturer with the prepared medical device.



## CAUTION

Danger of infection by used medical devices!

- › Handle and store medical devices according to relevant protective regulations. › Use protective gloves and goggles.

## Preparation and Testing

Collect and prepare only complete and mechanically undamaged medical devices (free of scratches, cracks, kinks or other damages).

## Cleaning

- › Avoid damage (bending of shafts, kinking, be especially careful in case the item has a blade).
- › Wipe the surface of the medical device immediately after use with a damp, lint-free cloth and only use aqua or tap water.
- › Wipe the item from proximal to distal.
- › Clean movable elements in both end positions.
- › Do not use disinfectants or NaCl and do not carry out thermal disinfection!
- › In case of catheters with lumen: Rinse the lumen thoroughly with clean water. Avoid any liquid penetrating the handpiece.

## Drying

Dry the cleaned medical device carefully with a lint-free cloth from proximal to distal. Also dry the lumen of catheters or of any other medical devices (e.g. with a Luer cannula).

## Packaging

- › Bring the prepared medical device in its initial position (relaxed state), in case of catheter form a loose loop.
- › Place the device with the label/data from the original manufacturer (Ref. no., batch no., expiry date) in a supplied plastic bag or cardboard (for transseptal needles, sheaths or ultrasound catheters).
- › Please use one bag per product.
- › Close the zipper or the cardboard and place the prepared medical device in the Vanguard transport box.
- › In case of the ultrasonic shears place the item together with the Torque Wrench into the supplied plastic bag (without the Torque Wrench remanufacturing is not possible).

General: Please place catheters, especially with a lasso head, always on top, and the electrical connection cables, always at the bottom of the Vanguard transport box. If you have two boxes delivered, please use one only for sensitive medical devices like catheters and the other for resilient medical devices like electrical connection cables.

## Storage and Collection

Please keep the transport box closed at all times and open it only to insert the prepared medical devices.

- › If the box is sufficiently filled, place the pre-printed signed transfer slip in the Vanguard box.
- › Press the enclosed seals on the right and left in the openings provided.
- › Unless a regular pick-up time has been agreed: Please notify Vanguard customer service for collection if nece