STERIS

Applied Sterilization Technologies

Ethylene Oxide: Processing Requirements and General Information

IT'S AS EASY AS 1, 2, 3

1. Include an individual label for each pallet
2. Ensure each pallet clearly indicates:
   - Item ID*
   - Lot number

   Please ensure each pallet has only one identification label affixed.
3. Include a packing slip clearly indicating:
   - Customer name and ship to address
   - All item IDs
   - Pallet quantities
   - Purchase order number
   - Cycle definition, ID and revision number

* The item ID is the Customer product code, as defined by the Customer.

Updated December 6, 2010

Current STERIS Customers

When sending product to be processed, please ensure the steps outlined below have been followed and the information requested is included.

The second page of this pamphlet contains a copy of our receiving report. This report outlines the four pieces of information necessary to process your product efficiently.

- ✓ Please include an individual label for each pallet to be processed. Each label should indicate corresponding item ID and lot number.
- ✓ Please ensure that if cases and/or pallets are being re-used, the previous label is removed or covered by the current label.
- ✓ Please include a corresponding packing slip. Packing slips should indicate Customer name and shipping address as well as all item IDs, lot numbers, pallet quantities and purchase order number.
- ✓ Please ensure that all information on the packing slip regarding item IDs or lot numbers is identical to what is indicated on the pallet labels.
- ✓ Please do not include ANY documentation inside pallet cases. As a policy, STERIS DOES NOT open any cases received for processing.

NOTE: Please DO NOT indicate on the packing slip any internal case quantities. If there are four pallets with four items on each pallet, the quantity is four, NOT 16.

NOTE: Any exceptions to these guidelines must be communicated to and agreed upon by STERIS QS/RC.

New STERIS Customers

In order for STERIS to process product for a new Customer, the following documents must be completed, signed and returned prior to processing.

- ✓ Terms and Conditions
- ✓ Assignment of Responsibility
- ✓ EO Processing Instructions
- ✓ Customer Address and Contact Information form
- ✓ EO Specification Authorization
- ✓ Credit Application
- ✓ If product is labeled "Sterile", a Non-Sterile Shipping Agreement form must be completed

NOTE: All completed documentation must be reviewed and approved by facility management. Without prior approval and input into our data management system, product cannot be received into our facilities. Once all of the required documents have been completed and returned to STERIS, the product can be processed.

NOTE: If a sample case for validation or any other test is shipped to STERIS for processing, please complete a Special Request form and include with shipment.

Please refer to the Current STERIS Customers *section for instructions on proper labeling and documentation. If these steps are followed your product will be processed without delay.*

SAMPLE RECEIVING REPORT

A CORPORATION

Product received from:

A CORPORATION
123 Main Street
Mentor, OH 44060

Frt Carrier: Federal Express
Trailer #: N/A
Bill of Lading: A123
Seal: None
PO Number: 110910

Bill of Lading # and an identifier such as a P.O. (if applicable)

ETA:
Unload / Count: AB / AB
Pallet Count: 25

Product counts verified by STERIS

Item lot # specific to each product pallet

Ethylene Oxide

Item ID	Pkg	Lot Number	Cust Qty	STERIS Qty	UOM	CD	WH Loc	Dmg Qty	Other Info
Medical Device	5	81234	125	125	CS				
		Totals:	125	125					

Item IDs specific to each each product and on each pallet

Pallet count specific to item lot #

Signature Manifest

Reviewed By:
Sue Smith (Associate)
Document Content Revision: 1

Signed On 11/4/2010 at 1:07 PM
UTC / GMT Offset (hh:mm): -4:00