

Safety Practices Guide



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Operational Precautions and Limitations

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Note: Before operating the system, carefully read all of the sections of this guide.

This section contains general safety-related information and provides regulatory compliance information. It also describes potential hazards and associated warnings for the system and the precautions that should be taken to minimize the hazards.

In addition to this section, refer to Glossary of Symbols for information about the symbols and conventions used in the laboratory environment, on the system, and in this documentation. Refer to the *Site Planning Guide* for site requirements, including mains supply, source exhaust, ventilation, compressed air, nitrogen, and roughing pump requirements.

This guide applies to the 4000, 5000, and 5800 instruments.

General Safety Information

To prevent personal injury or system damage, read, understand, and obey all of the safety precautions and warnings in this document, the manufacturer chemical safety data sheet (SDS), and product label information. Labels are shown with internationally recognized symbols. Failure to heed these warnings could result in serious injury.

This safety information is intended to supplement federal, state, provincial, and local environmental health and safety (EHS) regulations. The information provided covers system-related safety information applicable to the operation of the system. It does not cover every safety procedure that should be practised. Ultimately, the user and the organization are responsible for compliance with federal, state, provincial, and local EHS regulations and for maintaining a safe laboratory environment.

Refer to the appropriate laboratory reference material and standard operating procedures.

Documentation Symbols and Conventions

The following symbols and conventions are used throughout the guide.



DANGER! Danger signifies an action which leads to severe injury or death.



WARNING! Warning signifies an action that could cause personal injury if precautions are not followed.

CAUTION: Caution signifies an operation that could cause damage to the system or corruption or loss of data if precautions are not followed.

Note: Note emphasizes significant information in a procedure or description.

Tip! Tip provides useful information that helps apply the techniques and procedures in the text for a specific need and provides shortcuts, but is not essential to the completion of a procedure.

Regulatory Compliance

This system complies with the regulations and standards listed in this section. Refer to the Declaration of Conformity included with the system and the individual system components for dated references. Applicable labels have been affixed to the system.

Australia and New Zealand

- Electromagnetic Compatibility (EMC): Radio Communications Act 1992 as implemented in these standards:
 - Electromagnetic Interference—AS/NZS CISPR 11/ EN 55011/ CISPR 11 (Class A). Refer to Electromagnetic Interference.
- Safety: AS/NZ 61010-1 and IEC 61010-2-061

Canada

- Electromagnetic Interference (EMI): CAN/CSA CISPR11. This ISM device complies with Canadian ICES-001. Refer to Electromagnetic Interference.
- Safety:
 - CAN/CSA C22.2 No. 61010-1
 - CAN/CSA C22.2 No 61010-2-061

Europe

- **Electromagnetic Compatibility (EMC):** Electromagnetic Compatibility directive 2014/30/EU as implemented in these standards:
 - EN 61326-1
 - EN 55011 (Class A)
 - Laser safety: EN 60825-1

Refer to Electromagnetic Compatibility.

- Safety: Low Voltage Directives 2014/35/EU as implemented in these standards:
 - EN 61010-1
 - EN 61010-2-061
- Waste Electrical and Electronic Equipment (WEEE): Waste Electrical and Electronic Equipment 2012/96/EEC, as implemented in EN 40519. Refer to Waste Electrical and Electronic Equipment.
- Packaging and Packaging Waste (PPW): Packaging and Packaging Waste Directive 94/62/EC

United States

- Radio Emissions Interference Regulations: 47 CFR 15, as implemented in FCC Part 15 (Class A)
- **Safety:** Occupational Safety and Health Regulations, 29 CFR 1910, as implemented in these standards:
 - UL 61010-1
 - IEC 61010-2-061
- Laser Safety: Laser Safety Regulations 21 CFR 1040.10, 1040.11

International

- Electromagnetic Compatibility (EMC):
 - IEC 61326-1
 - IEC CISPR 11 (Class A)
 - IEC 61000-3-2
 - IEC 61000-3-3

Refer to Electromagnetic Compatibility.

- Safety:
 - IEC 61010-1
 - IEC 61010-2-061
- Laser Safety
 - IEC 60825-1

Electrical Precautions



WARNING! Electrical Shock Hazard. Do not remove the covers. Removing the covers might cause injury or malfunctioning of the system. The covers need not be removed for routine maintenance, inspection, or adjustment. Contact a SCIEX Field Service Employee (FSE) for repairs that require the covers to be removed.

- Follow required electrical safe work practices.
- Use cable management practices to control electrical cables. This will reduce the chance of a tripping hazard.

For information about system electrical specifications, refer to the Site Planning Guide.

Mains Supply

Connect the system to a compatible mains supply as instructed in this guide.



WARNING! Electrical Shock Hazard. Use only qualified personnel for the installation of all of the electrical supplies and fixtures, and make sure that all of the installations adhere to local regulations and safety standards.



WARNING! Electrical Shock Hazard. Make sure that the system can be disconnected from the mains supply outlet in an emergency. Do not block the mains supply outlet.



WARNING! Electrical Shock Hazard. Use only the mains supply cables supplied with the system. Do not use mains supply cables that are not properly rated for the operation of this system.

An external line transformer is not needed for the mass spectrometer, optional bench, or roughing pump.

Protective Earth Conductor

The mains supply must include a correctly installed protective earth conductor. The protective earth conductor must be installed or checked by a qualified electrician before the system is connected.



WARNING! Electrical Shock Hazard. Do not intentionally interrupt the protective earth conductor. Any interruption of the protective earth conductor creates an electrical shock hazard.



WARNING! Electrical Shock Hazard. Make sure that a protective earth conductor (grounding cable) is connected between the sample loop and an appropriate grounding point at the ion source. This supplementary grounding will reinforce the safety configuration specified by SCIEX.

Chemical Precautions







WARNING! Ionizing Radiation Hazard, Biohazard, or Toxic Chemical Hazard. Determine whether decontamination is required before cleaning or maintenance. The customer must decontaminate the system before cleaning or maintenance if radioactive materials, biological agents, or toxic chemicals have been used with the system.



WARNING! Environmental Hazard. Do not dispose of system components in municipal waste. Follow local regulations when disposing of components.



WARNING! Biohazard or Toxic Chemical Hazard. Connect the drain tubing to the mass spectrometer and the source exhaust drain bottle properly, to prevent leaks.

 Determine which chemicals have been used in the system prior to service and regular maintenance. Refer to the Safety Data Sheet for the health and safety precautions that must be followed for a chemical. Refer to the Certificate of Analysis for storage information. To find a SCIEX Safety Data Sheet or Certificate of Analysis, go to sciex.com/tech-regulatory. Always wear assigned personal protective equipment, including powder-free gloves, safety glasses, and a laboratory coat.

Note: Nitrile or neoprene gloves are recommended.

- Work in a well-ventilated area or fume hood.
- Avoid ignition sources when working with flammable materials, such as isopropanol, methanol, and other flammable solvents.
- Take care in the use and disposal of any chemicals. Potential risk of personal injury if proper procedures for handling and disposing of chemicals are not followed.
- Avoid skin contact with chemicals during cleaning and wash hands after use.
- Make sure that all exhaust hoses are connected properly and that all connections are functioning as designed.
- Collect all spent liquids and dispose of them as hazardous waste.
- Comply with all of the local regulations for the storage, handling, and disposal of biohazardous, toxic, or radioactive materials.
- (Recommended) Use secondary containment trays beneath the roughing pump, the solvent bottles, and the waste container to capture potential chemical spills.

System Safe Fluids

The following fluids can safely be used with the system.

CAUTION: Potential System Damage. Do not use any other fluid until confirmation is received from SCIEX that it does not present a hazard. This is not an exhaustive list.

Note: Use only new, freshly prepared LC-MS-grade or better solvents for the LC mobile phases.

Organic Solvents

- LC-MS-grade acetonitrile; up to 100%
- LC-MS-grade methanol; up to 100%
- LC-MS-grade isopropanol; up to 100%
- LC-MS-grade or higher water; up to 100%

Buffers

- Ammonium acetate; less than 1%
- Ammonium formate; less than 1%

Acids and Bases

- Formic acid: less than 1%
- Acetic acid; less than 1%
- Trifluoroacetic acid (TFA); less than 1%
- Heptafluorobutyric acid (HFBA); less than 1%
- Ammonia/ammonium hydroxide; less than 1%

Ventilation Precautions

The venting of fumes and disposal of waste must comply with all of the federal, state, provincial, and local health and safety regulations. It is the responsibility of the customer to make sure that the air quality is maintained in compliance with local health and safety regulations.

The source exhaust system and roughing pump must be vented to a dedicated laboratory fume hood or an external exhaust system.



WARNING! Fire Hazard. Make sure that the source exhaust system is connected and functioning, to prevent flammable vapor from accumulating in the ion source.







WARNING! Ionizing Radiation Hazard, Biohazard, or Toxic Chemical Hazard. Take care to vent exhaust gases to a dedicated laboratory fume hood or exhaust system and make sure that the ventilation tubing is secured with clamps. Make sure that the laboratory has appropriate air exchange for the work performed.







WARNING! Ionizing Radiation Hazard, Biohazard, or Toxic Chemical Hazard. Do not operate the mass spectrometer if the source exhaust drain and roughing pump exhaust hoses are not properly connected to the laboratory ventilation system. Perform a regular inspection of the exhaust tubing to make sure that there are no leaks. The use of mass spectrometers without proper system ventilation might constitute a health hazard and might result in serious injury.





WARNING! Ionizing Radiation Hazard, Biohazard, or Toxic Chemical Hazard. Do not use the ion source without knowledge of and training in the proper use, containment, and evacuation of toxic or injurious materials used with the ion source.





WARNING! Puncture Hazard, Ionizing Radiation Hazard, Biohazard, or Toxic Chemical Hazard. Discontinue use of the ion source if the ion source window is cracked or broken and then contact a SCIEX Field Service Employee (FSE). Any toxic or injurious materials introduced in the equipment will be present in the source exhaust output. Exhaust from equipment should be vented from the room. Dispose of sharps following established laboratory safety procedures.

Physical Precautions (4000 and 5000 Systems)



WARNING! Hot Surface Hazard. Some surfaces of the ion source and vacuum interface become hot during operation.



WARNING! Lifting Hazard. Use a mechanical lifting device to lift and move the mass spectrometer. If the mass spectrometer must be moved manually, then at least six people are required to move it safely. Follow established safe lifting procedures. We recommend the use of a professional moving service. Refer to the *Site Planning Guide* for the weights of system components.

Environmental Precautions

Use qualified personnel for the installation of electrical mains, heating, ventilation, and plumbing supplies and fixtures. Make sure that all of the installations comply with local bylaws and biohazard regulations. For information about the required environmental conditions for the system, refer to the *Site Planning Guide*.

Allow access space around the equipment when setting up the system.



DANGER! Explosion Hazard. Do not operate the system in an environment containing explosive gases. The system is not designed for operation in an explosive environment.



WARNING! Biohazard. For biohazardous material use, always comply with local regulations for hazard assessment, control, and handling. This system or any part is not intended to act as a biological containment.



WARNING! Environmental Hazard. Follow established procedures for disposal of biohazardous, toxic, radioactive, and electronic waste. The customer is responsible for disposal of hazardous substances, including chemicals, waste oils, and electrical components, in accordance with local laws and regulations.

CAUTION: Potential Mass Shift. Maintain a stable ambient temperature. If the temperature changes by more than 2 °C per hour, then the resolution and mass calibration might be affected.

Electromagnetic Environment

Electromagnetic Compatibility

Basic Electromagnetic Environment: Environment existing at locations characterized by being supplied directly at low voltage from the public mains network.

Performance Criteria A (Criteria A): Equipment shall operate as intended with no degradation of performance and no loss of function during or after test.

Performance Criteria B (Criteria B): Equipment may experience loss of function (one or more) during test but shall operate as intended with some degradation of performance and functions self-recoverable after test.

Performance Criteria C (Criteria C): Equipment may experience loss of function (one or more) during test but shall operate as intended with some degradation of performance and functions recoverable by operator after test.

The equipment is intended for use in a basic electromagnetic environment.

The expected performance loss under the electromagnetic immunity conditions is less than 60% change in total ion count (TIC).

Make sure that a compatible electromagnetic environment for the equipment can be maintained so that the device will perform as intended. If the power supply line is subject to high electrical noise, then install a surge protector.

Electromagnetic Interference

Class A Equipment: Equipment which is suitable for use in all establishments other than domestic and those directly connected to a low voltage power supply network which supplies buildings used for domestic purposes. [Derived from CISPR 11:2009, 5.3] Class A equipment shall meet Class A limits.

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC (Federal Communications Commission) Compliance Rules.

These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the operator's manual, can cause harmful interference to radio communications.

Operation of this equipment in a residential area is likely to cause harmful interference in which case you will be required to correct the interference, at your own expense. Changes or modifications not expressly approved by the manufacturer could void your authority to operate the equipment.

Decommissioning and Disposal



WARNING! Environmental Hazard. Follow established procedures for disposal of biohazardous, toxic, radioactive, and electronic waste. The customer is responsible for disposal of hazardous substances, including chemicals, waste oils, and electrical components, in accordance with local laws and regulations.

Before decommissioning, decontaminate the entire system following local regulations.

When removing the system from service, separate and recycle different materials according to national and local environmental regulations.

Note: SCIEX will not accept any system returns without a completed Decontamination Form. Contact an FSE to obtain a copy of the form.

Do not dispose of system components or subassemblies, including computer parts, as unsorted municipal waste.

Waste Electrical and Electronic Equipment

Follow local municipal waste ordinances for proper disposal provisions to reduce the environmental impact of waste, electrical, and electronic equipment (WEEE). To safely dispose of this equipment, contact a local Customer Service office for complimentary equipment pick-up and recycling.

Laser Precautions

This section is applicable for systems that have a laser, such as a MALDI source. The embedded laser device produces invisible ultraviolet radiation. To prevent injury to the eyes, do not look directly into the anticipated path of the laser beam or at any specular reflections of the laser beam.

Laser Maintenance

Maintenance and servicing of the laser shall be done by trained personnel only. Any person who services laser equipment must be aware of the potential hazards associated with the equipment. When servicing any laser device, follow these guidelines carefully.

- Post warning signs at entrances and at prominent locations near the laser work area if service to the embedded laser is in progress.
- Limit access to the instrument to trained personnel.
- When servicing the laser, wear safety goggles appropriate for use at the emitted wavelength.



WARNING! When performing any service task on the laser beam path, always wear protective eyewear appropriate for a radiation wavelength of 349 nm. Never look directly into the laser beam and remove jewelry and other items that can reflect the beam into your eyes. Post a laser warning sign at the entrance to the laboratory if the front or side panels are removed for service. Lasers can burn the retina and leave permanent blind spots.

Qualified Personnel

Only qualified SCIEX personnel shall install, inspect, and service the equipment. After installing the system, the Field Service Employee (FSE) uses the *Customer Familiarization Checklist* to orient the customer on system operation, cleaning, and basic maintenance.

Only personnel qualified by the manufacturer shall maintain the equipment. A laboratory designate can be familiarized with the Qualified Maintenance Person (QMP) procedures during the installation. A QMP is a person who is suitably aware of the electrical and chemical risks associated with servicing laboratory equipment.

Laboratory Conditions

Operating Conditions

The system is designed to operate safely under these conditions:

- Indoors
- Altitude: Up to 2,000 m (6,560 feet) above sea level
- Ambient temperature: 5 °C (41 °F) to 40 °C (104 °F)
- Relative humidity: 20% to 80%, non-condensing
- Mains supply voltage fluctuations: ±10% of the nominal voltage
- Transient overvoltages: Up to the levels of Overvoltage Category II
- Temporary overvoltages on the mains supply
- Pollution degree: Pollution Degree 2

Performance Specifications

The system is designed to meet specifications under these conditions:

- An ambient temperature of 15 °C to 30 °C (59 °F to 86 °F)
 Over time, the temperature must remain within a range of 4 °C (7.2 °F), with the rate of the change in temperature not exceeding 2 °C (3.6 °F) per hour. Ambient temperature fluctuations exceeding the limits might result in mass shifts in spectra.
- Relative humidity from 20% to 80%, non-condensing

Equipment Use and Modification



WARNING! Personal Injury Hazard. Contact the SCIEX representative if product installation, adjustment, or relocation is required.



WARNING! Electrical Shock Hazard. Do not remove the covers. Removing the covers might cause injury or malfunctioning of the system. The covers need not be removed for routine maintenance, inspection, or adjustment. Contact a SCIEX Field Service Employee (FSE) for repairs that require the covers to be removed.



WARNING! Personal Injury Hazard. Use SCIEX-recommended parts only. Use of parts not recommended by SCIEX or use of parts for any purpose other than their intended purpose can put the user at risk of harm or negatively impact system performance.

For 4000 and 5000 systems:



WARNING! Lifting Hazard. Use a mechanical lifting device to lift and move the mass spectrometer. If the mass spectrometer must be moved manually, then at least six people are required to move it safely. Follow established safe lifting procedures. We recommend the use of a professional moving service. Refer to the *Site Planning Guide* for the weights of system components.



WARNING! Crushing Hazard. Wear protective footwear when moving heavy objects.

Use the system indoors in a laboratory that complies with the environmental conditions recommended in the *Site Planning Guide* for the mass spectrometer.

Operational Precautions and Limitations

If the system is used in an environment or in a manner not prescribed by the manufacturer, then the protection provided by the equipment might be impaired.

Unauthorized modification or operation of the system might cause personal injury and equipment damage, and might void the warranty. Erroneous data might be generated if the system is operated either above or below the recommended environmental conditions or with unauthorized modifications. Contact an FSE for information on servicing the system.

Glossary of Symbols



Note: Not all of the symbols in the following table are applicable to every instrument.

Symbol	Description
	Australian Regulatory Compliance Mark. Indicates that the product complies with Australian Communications Media Authority (ACMA) EMC Requirements.
\sim	Alternating current
Α	Amperes (current)
	Asphyxiation Hazard
EC REP	Authorized representative in the European community
A	Biohazard
CE	CE Marking of Conformity
© US	cCSAus mark. Indicates electrical safety certification for Canada and USA.
REF	Catalogue number
A	Caution
<u> </u>	Note: In SCIEX documentation, this symbol identifies a personal injury hazard.

Symbol	Symbol Description	
	China RoHS Caution Label. The electronic information product contains certain toxic or hazardous substances. The center number is the Environmentally Friendly Use Period (EFUP) date, and indicates the number of calendar years the product can be in operation. Upon the expiration of the EFUP, the product must be immediately recycled. The circling arrows indicate the product is recyclable. The date code on the label or product indicates the date of manufacture.	
©	China RoHS logo. The device does not contain toxic and hazardous substances or elements above the maximum concentration values and it is an environmentally-friendly product that can be recycled and reused.	
[]i	Consult instructions for use.	
	Crushing Hazard	
C Ryy American US	cTUVus mark for TUV Rheinland of North America.	
	Data Matrix symbol that can be scanned by a barcode reader to obtain a unique device identifier (UDI).	
<u> </u>	Environmental Hazard	
쀽	Ethernet connection	
	Explosion Hazard	
	Eye Injury Hazard	

Symbol	Description
	Fire Hazard
A	Flammable Chemical Hazard
Ţ	Fragile
-	Fuse
Hz	Hertz
A	International safety symbol "Caution, risk of electric shock" (ISO 3864), also known as High Voltage symbol If the main cover must be removed, then contact a SCIEX representative to prevent electric shock.
	Hot Surface Hazard
IVD	In Vitro Diagnostic Device
A	Ionizing Radiation Hazard
#	Keep dry. Do not expose to rain. Relative humidity must not exceed 99%.
<u> </u>	Keep upright.
A	Lacerate/Sever Hazard

Glossary of Symbols

Symbol	Description
A	Laser Radiation Hazard
	Lifting Hazard
	Magnetic Hazard
	Manufacturer
A	Moving Parts Hazard
A	Pinching Hazard
	Pressurized Gas Hazard
	Protective Earth (ground)
	Puncture Hazard
₽	Reactive Chemical Hazard
SN	Serial number
	Toxic Chemical Hazard

Symbol	Description
103 kPa	Transport and store the system within 66 kPa to 103 kPa.
75 kPa	Transport and store the system within 75 kPa to 101 kPa.
min% 500 max%	Transport and store the system within the specified minimum (min) and maximum (max) levels of relative humidity, non-condensing.
-30	Transport and store the system within –30 °C to +45 °C.
-30°C -+60°C	Transport and store the system within –30 °C to +60 °C.
◆ € •	USB 2.0 connection
ss∕♣	USB 3.0 connection
	Ultraviolet Radiation Hazard
VA	Volt Ampere (power)
V	Volts (voltage)
	WEEE. Do not dispose of equipment as unsorted municipal waste. Environmental Hazard
W	Watts
M	yyyy-mm-dd Date of manufacture

Glossary of Warnings

Note: If any of the labels used to identify a component become detached, contact an Field Service Employee (FSE).

Label	Translation (if applicable)
FOR RESEARCH USE ONLY. NOT FOR USE IN DIAGNOSTIC PROCEDURES.	FOR RESEARCH USE ONLY. NOT FOR USE IN DIAGNOSTIC PROCEDURES.
IMPACT INDICATOR	IMPACT INDICATOR
SENSITIVE PRODUCT WARNING	SENSITIVE PRODUCT WARNING
	Note: If the indicator is tripped, then this container has been dropped or otherwise mishandled. Make a note on the Bill of Lading and then check for damage. Any claims for shock damage require a notation.
IMPORTANT!	IMPORTANT!
RECORD ANY VISIBLE CRATE DAMAGE INCLUDING TRIPPED "IMPACT INDICATOR" OR "TILT INDICATOR" ON THE WAYBILL BEFORE ACCEPTING SHIPMENT AND NOTIFY YOUR LOCAL AB SCIEX CUSTOMER SUPPORT ENGINEER IMMEDIATELY.	RECORD ANY VISIBLE CRATE DAMAGE INCLUDING TRIPPED "IMPACT INDICATOR" OR "TILT INDICATOR" ON THE WAYBILL BEFORE ACCEPTING SHIPMENT AND NOTIFY YOUR LOCAL AB SCIEX CUSTOMER SUPPORT ENGINEER IMMEDIATELY.
DO NOT UNCRATE. CONTACT YOUR LOCAL CUSTOMER SUPPORT ENGINEER FOR UNCRATING AND INSTALLATION.	DO NOT UNCRATE. CONTACT YOUR LOCAL CUSTOMER SUPPORT ENGINEER FOR UNCRATING AND INSTALLATION.
TIP & TELL	Tilt Indicator
	Note: Indicates whether the container was tipped or mishandled. Write on the Bill of Lading and inspect for damage. Any claims for tipping require a notation.

Label	Translation (if applicable)
TiltWatch PLUS	Tilt Indicator
ShockWatch	Note: Indicates whether the container was tipped or mishandled. Write on the Bill of Lading and inspect for damage. Any claims for tipping require a notation.
WARNING: DO NOT OPERATE WITHOUT FIRST ENSURING BOTTLE CAP IS SECURED.	WARNING: DO NOT OPERATE WITHOUT FIRST ENSURING BOTTLE CAP IS SECURED.
	Note: This warning is attached to the source exhaust waste bottle.
WARNING: NO USER SERVICEABLE PARTS INSIDE. REFER SERVICING TO QUALIFIED PERSONNEL.	WARNING: NO USER SERVICEABLE PARTS INSIDE. REFER SERVICING TO QUALIFIED PERSONNEL.
	Note: Consult instructions for use.

Contact Us

Customer Training

- In North America: NA.CustomerTraining@sciex.com
- In Europe: Europe.CustomerTraining@sciex.com
- Outside the EU and North America, visit sciex.com/education for contact information.

Online Learning Center

SCIEX University[™]

SCIEX Support

SCIEX and its representatives maintain a staff of fully-trained service and technical specialists located throughout the world. They can answer questions about the system or any technical issues that might arise. For more information, visit the SCIEX website at sciex.com or contact us in one of the following ways:

- sciex.com/contact-us
- sciex.com/request-support

CyberSecurity

For the latest guidance on cybersecurity for SCIEX products, visit sciex.com/productsecurity.

Documentation

This version of the document supercedes all previous versions of this document.

To view this document electronically, Adobe Acrobat Reader is required. To download the latest version, go to https://get.adobe.com/reader.

To find software product documentation, refer to the release notes or software installation guide that comes with the software.

To find hardware product documentation, refer to the *Customer Reference* DVD that comes with the system or component.

The latest versions of the documentation are available on the SCIEX website, at sciex.com/customer-documents.

Note: To request a free, printed version of this document, contact sciex.com/contact-us.