DISPOSAL OF SURPLUS/REDUNDANT EQUIPMENT PROCEDURE

PROCEDURE SUMMARY

These Procedural guidelines support RM13, The Waste Management Policy. They set out the procedure to promote the re-use of equipment and, where this is not appropriate, the procedure to ensure disposal of redundant equipment complies with legislation, is safe and where possible generates income.

The Trust monitors the implementation of and compliance with this procedure in the following ways:
Datix reporting of any incidents. Regular monitoring and reporting to relevant committees.

SCOPE

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The Director responsible for monitoring and reviewing this policy is the Executive Chief Finance Officer
1.0  INTRODUCTION

2.0  GUIDANCE NOTES

3.0  OPTIONS FOR DISPOSAL

APPENDICES

APPENDIX 1 - REQUEST FOR DISPOSAL FORM (RFDF)
ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

PROCEDURAL GUIDELINES FOR THE DISPOSAL OF SURPLUS / REDUNDANT EQUIPMENT

1.0 INTRODUCTION

1.1 These Procedural guidelines support RM13, The Waste Management Policy. They set out the procedure to promote the re-use of equipment and, where this is not appropriate, the procedure to ensure disposal of redundant equipment complies with legislation, is safe and where possible generates income.

2.0 GUIDANCE NOTES

2.1 All redundant and surplus equipment must be disposed of in consultation with the Finance and Estates and Facilities departments. Separate procedures apply to this equipment depending on whether they were purchased using either Capital or Revenue funding (see appendix 1 flowchart).

2.2 A Request for Disposal Form (form RFDF, see appendix 1), must be completed for every item to be disposed of. This should be sent to the Deputy Director of Finance.

NB It is very important that an RFDF form is completed as it will be used to update the Asset Register.

2.3 Once the RFDF form has been approved and returned to the requestor, the item can then be disposed of, or re-located.

2.4 The Estates and Facilities Department must then be contacted and given a copy of the authorised RFDF form so that the disposal/re-location process can be completed.

2.5 Please note that any costs associated with the disposal of an item are the responsibility of the department requesting the disposal. Where an item is to be transferred to another area, the two departments will negotiate with each other as to how any associated costs will be funded.

2.6 In the event that the item is not disposed of, it is the responsibility of the person who originally completed the RFDF form to inform the Finance Department.
3.0 OPTIONS FOR DISPOSAL

3.1 Once the appropriate authorisation has been obtained and an RFDF form completed there are three main options for disposal:

3.1.1 Equipment that can be re-used within the Trust

3.1.1.1 Any Ward/department etc. requiring equipment (with the exception of IT equipment) can contact the Estates and Facilities Department, who will advise them as to whether they hold any stock of potentially suitable equipment.

3.1.1.2 The ward/department receiving the equipment will bear the costs of the removal and transportation of the items, unless otherwise stated.

3.1.2 Equipment offered for Re-use outside the Trust

3.1.2.1 Details of surplus equipment for re-use outside the Trust will be circulated by the Estates and Facilities Department, as and when it becomes available, in order that bids can be made.

3.1.2.2 Upon the agreed closing date, a list of bids for each item will be drawn up and the highest selected by the Estates and Facilities lead.

N.B. Only one offer will be permitted per individual.

3.1.2.3 In the event of two bids for the same amount being received the Estates and Facilities lead will undertake negotiations with the parties concerned.

3.1.2.4 The successful bidder will be notified. The arrangements and costs of removal and transportation will be the responsibility of the purchaser.

3.1.3 Disposal of Condemned Equipment

3.1.3.1 Condemned equipment is broken or out of date equipment that can no longer be economically repaired or upgraded.

3.1.3.2 It is the responsibility of the ward/department who has responsibility/owns such equipment to contact the relevant service, i.e. MEMs for medical equipment, Estates and Facilities for non-medical equipment in order for the equipment to be assessed prior to disposal.

3.1.3.3 The Estates and Facilities Department will arrange for the safe disposal of the condemned equipment. The cost of disposal will be the responsibility of the ward/department disposing of the equipment.
3.1.3.4 If appropriate, a scrap value for the equipment will be obtained by the Estates and Facilities Department and passed to the Finance Department.

3.2 Wards/departments must be aware that the Estates and Facilities Department has limited storage facilities, and as such may not be able to store unwanted/redundant equipment. Any ward/department that has any such equipment must therefore be aware that it is their own responsibility to either hold the equipment or arrange for local on-site storage, prior to disposal.

3.3 The Estates and Facilities Department will update their data records accordingly when items are disposed of.

3.4 All IT equipment must be disposed of through the Trust’s IT Department to ensure compliance with the General Data Protection Regulation (2016).

3.5 The Estates and Facilities Department will ensure that all equipment that has been passed to them for disposal will be disposed on in accordance with current legislation, i.e. Hazardous Waste Regulations (2005).

END