

<b>STANDARD OPERATING PROCEDURE</b>	<b>DISPOSAL/TRANSFER OF OWNERSHIP FOR MEDICAL EQUIPMENT</b>
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<b>DIVISION/DIRECTORATE</b>	<b>ESTATES &amp; FACILITIES</b>
<b>LINKS TO WHICH POLICY?</b>	<b>TW10-051 Medical Equipment Policy</b>
<b>CONSULTED WITH</b>	<b>Minor changes only – previous consultation with all divisions and relevant persons (as per policy responsibility sections).</b>

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Version Control

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## 1 INTRODUCTION

The purpose of this procedure is to ensure that all equipment is disposed of with due regard to safety and to ensure managers consider appropriate legal implications.

## 2 FINANCIAL AND PRACTICAL CONSIDERATIONS

2.1 To ensure financial probity, all equipment sold or disposed of must be done so in accordance with the Trust's standing financial instructions.

2.2 Sale of equipment will be via a Trust nominated medical equipment disposal specialist, by completion of the form at appendix 2, unless there is clear evidence that this is not viable or that greater benefit to the trust will be obtained via a different disposal method, which for capital assets must be approved by the Director of Finance.

2.3 The appropriate persons within the Medical Electronics, Procurement and Capital Accountant Departments are required to complete the form at appendix 3 to confirm if an item is owned by the Trust and can be sold; or, if it's a lease item and cannot be sold. Once completed and signed, a copy should be scanned and emailed to the medical electronics generic email address. In instances where the status (owned or leased) of items cannot be determined, appendix 3 should be annotated to that effect. The final decision to 'sell / scrap' will be taken by the Finance Department.

## 3 REDEPLOYMENT OF EQUIPMENT

In the case of equipment that is still within its recommended lifespan and is in good working condition, Medical Electronics will determine whether the equipment can be utilised by another department within the Trust. Redeployment will be prioritised based upon clinical need.

## 4 TRANSFER OF OWNERSHIP

### 4.1 Internal Transfers

4.1.1 If an item is being transferred within the Trust, the current owner of the item must notify the Medical Electronics Department via a 'helpdesk request';

4.1.2 The Medical Electronics Department will amend the Medical Equipment database to reflect the change of Department ownership and location.

### 4.2 External Transfers

In the event of a sale or donation all new owners must sign a disclaimer, (see acceptance form Appendix 1 (Gifting of Goods) or Appendix 2 (Sale of Goods)) to limit any future legal liabilities of the Trust. It should be noted however that this disclaimer does not absolve the Trust of all legal liabilities and could still be left liable to prosecution etc. where negligence can be proven. In general, the more comprehensive the information supplied to the new owner the more the Trust's liability is reduced. Further legal advice may need to be sought where there is doubt (e.g., if equipment is sold as "fully reconditioned" further regulations apply).

## 5 INFORMATION TO BE SUPPLIED TO NEW OWNER

The existing owner must provide "all the information needed to verify whether the medical device can operate correctly and safely, plus details of the nature and frequency of the maintenance and calibration needed to ensure that the device operates properly and safely at all times" to the new owner.

## 6 DOCUMENTATION OF DECONTAMINATION

6.1 Prior to sale or transfer, all equipment must be cleaned and decontaminated by the existing owner, in accordance with the Trust Infection Control Policy, the appropriate documentation information is provided in the form of a 'Medical Equipment Repair Requisition'. See sample at appendix 4.

- 6.2 Each part of the 'Medical Equipment Repair Requisition' must be given to the relevant persons (as stated on each page of the decontamination book).

## **7 SERVICE AND MAINTAINCE ARRANGMENTS**

- 7.1 Before Internal transfer of ownership between departments, the existing and new owners should check that items are within service date.
- 7.2 Device usage and service history may be provided to new external owners upon request, and at the time of transfer.

## **8 DISPOSING OF EQUIPMENT SAFELY, SECURELY AND APPROPRIATELY**

- 8.1 Equipment that may have the capacity to hold electronic information, such as Personal identifiable Data, must have memories fully erased or data storage / retrieval capacity destroyed prior to disposal, sale or external transfer in accordance with the Trusts I.T. and Information Governance Policies.
- 8.2 All decommissioned items must be decontaminated prior to disposal. The Medical Electronics Department will decommission and dispose of bedside equipment, (Primary cleaning or cleansing must be carried out by user department).
- 8.3 The Operational Estates department will decommission items of mechanical and electrical equipment such as patient hoists (Primary cleaning or cleansing must be carried out by user department). Contact the Estates Department for further advice.
- 8.4 X-Ray and radiotherapy equipment must be decommissioned in accordance with the Work with ionising radiation, Ionising Radiations Regulations 2017, Approved Code of Practice and guidance – IRR17 (X-Ray and radiotherapy equipment).
- 8.5 Many large or complex pieces of equipment may require specialist knowledge or skills not available within the Trust's establishment to decommission the equipment. Only the equipment manufacturer or specialist contractor may dispose of any such equipment.
- 8.6 If equipment needs to be disconnected from building or engineering services (e.g., water supply) advice must be sought from the Operational Estates Department.
- 8.7 Prior to external disposal of equipment, Medical Electronics, Operational Estates, local equipment owners or Specialist Contractors must decontaminate the equipment. Medical Electronics must then be contacted to complete the 'Equipment Scrapped Form' at appendix 3, so the item can then be removed from the equipment database. Confirmation of the safety and suitability of the equipment will not be provided to the new owner.

## **9 DISPOSAL OF SPECIAL WASTE**

- 9.1 Many items of equipment may use or contain agents that are chemically or biologically toxic, corrosive, irritant or carcinogenic. The Trust's Waste Management Policy and associated documents should be referred to and advice sought from the Trust's Waste Management Advisor where required.
- 9.2 Special waste might include, but will not be limited to:
- 9.2.1 Wastes containing metal (including mercury);
  - 9.2.2 Oil wastes (including Polychlorobiphenyls (PCBs));
  - 9.2.3 Wastes from coolants;
  - 9.2.4 Refrigeration equipment;
  - 9.2.5 Batteries containing lead, cadmium and mercury;
  - 9.2.6 Radioactive waste;
  - 9.2.7 Wastes from natal care, diagnosis, treatment or prevention of disease

9.3 The Operational Estates, Medical Electronics Department or equipment manufacturer will dispose of batteries that fall into the category of 'Special Waste'.

## 10 HUMAN RIGHTS ACT

Implications of the Human Rights Act have been considered in the formulation of this document and they have, where appropriate, been fully reflected in its wording.

## 11 ACCESSIBILITY STATEMENT

This document can be made available in a range of alternative formats e.g., large print, Braille and audio cd.

For more details, please contact the HR Department on 01942 77 3766 or email [equalityanddiversity@wvl.nhs.uk](mailto:equalityanddiversity@wvl.nhs.uk)

**APPENDIX 1**

**DISCLAIMER FOR USE WHEN GIFTING EQUIPMENT**

**GIFTS OF SECOND-HAND MEDICAL EQUIPMENT - BY WRIGHTINGTON WIGAN AND LEIGH  
NHS FOUNDATION TRUST**

*The WWL NHS Foundation Trust is the current owner of the goods indicated below and authorisation is given for their disposal. The checklist contained in the WWL's Medical Equipment Management Procedure for Disposal - Transfer of Ownership SOP has been followed.*

**Name:** ..... **Signature**.....  
**(Authorised Manager or his/her nominee)**

**Date:** .....

**This equipment listed below has been donated to your organisation. You have not entered into a contract of sale or supply with WWL NHS Foundation Trust.**

**Equipment Name** ..... **Equip/Asset ID No** .....

**Model** ..... **Serial No** .....

**Location** .....

**This equipment listed below has been donated to your organisation. You have not entered into a contract of sale or supply with WWL NHS Foundation Trust.**

The WWL NHS Foundation Trust has no legal liability for the goods. The WWL NHS Foundation Trust will, upon request, provide you with the identity of the party who supplied the goods to them, so that you may contact that party in the event that you need to make a claim against them under Part 1 of the Consumer Protection Act 1987).

The goods supplied are supplied without any representation or guarantee as to their quality or their fitness for the purpose for which you require them. You may wish, for your own information, to inspect them carefully before taking them away with you.

You are obtaining the goods on the understanding that no warranty and no technical support for the items will be provided once they have been handed over.

The WWL NHS Foundation Trust accepts no liability whatsoever for any loss, damage, costs or expenses of any nature whatsoever incurred or suffered by the receiver in respect of the equipment.

The equipment has been donated so it can be used by your organisation and must not be sold without the WWL NHS Foundation Trust's consent.

Please sign below to indicate that you have read and understood the above terms *and by so doing take full responsibility for usage and the end of life disposal.*

Signed by Recipient of goods

\_\_\_\_\_ Date \_\_\_\_\_

**DISCLAIMER FOR USE WHEN SELLING EQUIPMENT**

**SALE OF SECOND-HAND MEDICAL EQUIPMENT - BY WRIGHTINGTON WIGAN AND LEIGH  
NHS FOUNDATION TRUST**

*The Wrightington Wigan and Leigh NHS Foundation Trust (WWL) is the current owner of the goods indicated below and authorisation is given for their disposal. The checklist contained in the WWL's Medical Equipment Management Procedure for Disposal - Transfer of Ownership SOP has been followed.*

**Name:**..... **Signature:**.....  
**(Authorised Manager or his/her nominee)**

**Date:**.....

**This equipment listed below has been supplied to you as second-hand.**

**Equipment Name** ..... **Equip/Asset ID No** .....

**Model** ..... **Serial No** .....

**Location** .....

The equipment / goods will work at the time of supply. Other than that the WWL NHS Foundation Trust excludes all warranties or guarantees to the maximum extent permitted by law. You are advised to inspect the goods carefully before accepting them.

You are obtaining the goods on the understanding no technical support for the items will be provided.

WWL NHS Foundation Trust accepts no liability whatsoever for any loss, damage, costs or expenses of any nature whatsoever incurred or suffered by the receiver in respect of the equipment.

Please sign below to indicate that you have read and understood the above terms *and by so doing take full responsibility for usage and the end of life disposal.*

Signed by Recipient of goods

\_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX 3**

**MEDICAL ELECTRONICS DEPARTMENT - EQUIPMENT SCRAPPED FORM**

**Equipment Name** ..... **Equip/Asset ID No** .....

**Model** ..... **Serial No** .....

**Location** .....

This item has been Retired for the following reasons:

- Clinically or technically obsolete
- Beyond economic repair
- Damaged beyond repair
- Unreliable
- Spare parts no longer available
- Consumables no longer available
- No longer required
- At users' request
- Replaced by new equipment
- Missing for **over 2 years** from Date last seen

Trust Owned                       Leased                       Records Not Available

**Disposal:**                      Via - Medical Electronics Department

**Signed:** ..... **Print:** ..... **Date:** ..... **Med Elec Dept**

**Signed:** ..... **Print:** ..... **Date:** ..... **Asset Owner**

**Signed:** ..... **Print:** ..... **Date:** ..... **Procurement**

**Signed:** ..... **Print:** ..... **Date:** ..... **Capital**  
**Accountant** .....

Copies:                      Owner / Medical Equipment Manager / Procurement Team / Capital Accountant

**APPENDIX 4**



**WRIGHTINGTON, WIGAN AND LEIGH NHS FOUNDATION TRUST**

**MEDICAL EQUIPMENT REPAIR REQUISITION**

Requisition No. **43700** Call Ref. No. ....  
 Equipment No. ....  
 Equipment Description .....  
 Hospital/Site ..... Ward/Dept .....  
 Location of equipment for repair (e.g. Sluice) .....  
 Fault.....

**Potential Infection Hazard**

Has the equipment been in contact with the following infection?

Please tick as appropriate.

Blood/Body Fluid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Faeces/Urine	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sputum	Yes <input type="checkbox"/>	No <input type="checkbox"/>
M.S.A	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Initial Preparation**

Has the contact been washed with detergent and water?  
 Yes  No

If any other infection control precautions are needed liaise with Infection Control Department.

Date ..... Print Name .....

**Medical Electronics Department Use Only**

Prior to Repair	Equipment Decontaminated	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Equipment Repaired	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Post Repair	Equipment Decontaminated	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Comments .....

Date ..... Print Name .....

If this form is not completed or the equipment not cleaned it will **NOT** be repaired or serviced, it will be returned to the point of origin.