

LAC+USC MEDICAL CENTER POLICY

Subject: EQUIPMENT: LOAN TO OTHER AGENCIES		Original Issue Date: 8/16/78	Policy # 623
		Supersedes: 10/22/19	Effective Date: 11/21/22
Departments Consulted: Facilities Management Materials Management Environment of Care Subcommittee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Medical Officer	
		(Signature on File) Chief Executive Officer	

PURPOSE

To clarify guidelines for LAC+USC Medical Center staff when other agencies request the loan of equipment.

POLICY

LAC+USC Medical Center equipment shall not be loaned to other agencies, except where:

- Equipment is requested by another County facility, department, or special district to meet an emergency.
- A non-County physician, private hospital administrator, or similar official calls to request the use of medical equipment in a medically serious situation; and where such equipment is not readily available elsewhere.
- When equipment is loaned to any DHS facility or any other County Department, the administrator of the lending department documents such loans with time limitations and notifies Supply Chain Operations and Property Control.

RESPONSIBILITY

Senior Executive Council
Administrators
Materials Management
Department Managers

PROCEDURE DOCUMENTATION

Internal Services Department Procurement Manual
Fixed Asset Inventory Policy and Procedures Manual

REFERENCE

DHS Policy No. 844, "Loan of Equipment to Other Agencies"

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REVISION DATES

September 1, 1994; February 11, 1999; April 9, 2002; January 27, 2004; September 5, 2008; July 10, 2012; January 12, 2016; October 22, 2019; November 21, 2022