

ADMINISTRATIVE POLICY AND PROCEDURE

Subject: EQUIPMENT BEYOND ECONOMICAL REPAIR

Policy No.: A311

Supersedes: January 29, 2016

Review Date: April 6, 2023

Origin Date: November 1, 1994

Revision Date: April 6, 2023

PURPOSE:

To establish a mechanism for evaluating equipment so items deemed beyond economical repair (50% of replacement value) will be disposed of through appropriate channels in accordance with Los Angeles County guidelines and procedures.

POLICY:

County property must be disposed of through established channels, and inventory records must reflect all changes relating to the disposal and relocation of fixed asset equipment.

PROCEDURE:

The Biomedical Department (for patient care equipment), Facilities Management Department (for Non-patient care equipment) or Department Custodian will:

1. Prepare an Authority to Dispose of Surplus Property form for equipment deemed to be beyond economical repair and forward a copy to the originating department and Supply Chain Operations to arrange pick up surplus equipment.

The Supply Chain Operation Department will:

1. Secure and log the equipment for disposal,
2. Dispose of all surplus equipment as per County policy,
3. SCO will update inventory systems (HEMS & E-CAPS).

The originating department can proceed with the established medical center policy and procedures for requesting a replacement. The requesting department will complete an EASR form for Capital Equipment and GHX for S&S.

REFERENCES:

County Fiscal Manual 6.6.0

ISD/Purchasing and Central Services No. 314

DHS Policy Nos. 843, 846

RLANRC Equipment Inventory and Control Manual

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Approved By: