



Los Angeles County Department of Health Services

Policy & Procedure Title:		Loan of Equipment to Other Agencies	
Category:	800-899 Equipment, Services, Supplies	Policy No.:	844
Originally Issued:	8/16/1977	Update (U)/Revised (R):	11/30/2014 (R)
DHS Division/Unit of Origin:		Supply Chain Operations	
Policy Contact – Employee Name, Title and DHS Division:			
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Distribution: DHS-wide <input checked="" type="checkbox"/>		If not DHS-wide, other distribution:	

PURPOSE:

The purpose of this policy is to stipulate when equipment may be loaned to other agencies.

POLICY:

Generally, Department equipment shall not be loaned to other agencies, except where:

1. Equipment is requested by another County department or special district to meet an emergency.
2. Equipment where 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. The budget unit administrator shall ensure that such loans are documented with time limitations, equipment care/security instructions, name and contact information of receiving agency/department and name and contact information of DHS authorized releasing agent.

PROCEDURE:

Each facility shall develop procedures regarding implementation of the above policy.

The mission of the Los Angeles County Department of Health Services is to ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.

Revision/Review Dates:
 Department Head/Designee Approval:

REFERENCE(S)/AUTHORITY:

Los Angeles County Fiscal Manual, 6.8.0, 6.11.0