



Los Angeles County Department of Health Services

Policy & Procedure Title:		Surplus Equipment and Supplies	
Category:	800-899 Equipment, Services, Supplies	Policy No.:	845
Originally Issued:	5/8/1978	Update (U)/Revised (R):	10/01/2014 (R)
DHS Division/Unit of Origin:		Supply Chain Operations	
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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 establish guidelines for the disposition of surplus equipment and supplies.

DEFINITION(S):

Surplus equipment is defined as no longer needed for use. The items could be scrap, surplus, broken, obsolete or abandoned that can either be sold, transferred (if other County Departments would like the items), or retired.

POLICY:

The Department shall establish a surplus equipment and supplies coordinator. The surplus coordinator shall:

1. Maintain lists of surplus equipment and supplies available from each unit/location.
2. Advise requesting units of surplus which may be of use to them.

Due to lack of space in most facilities, the surplus equipment and supplies should not be saved/stored for more than one month. Therefore, it is the Department’s policy to maintain the list of surplus equipment and supplies for a period of no longer than one month. It is therefore the responsibility of the requesting units to seek, on a regular basis, equipment and supplies needed for their operations.

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:

When equipment is determined to be surplus, each budget unit must follow procedures established by the County Fiscal Manual 6.10.0.

PROCEDURE:

The disposal of surplus property must be authorized in writing via the “Authorization to Dispose of Surplus Property” (635 Form) by the department head/designee of the requesting unit/location, this form will be submitted to the surplus coordinator within Supply Chain Operations.

REFERENCE(S)/AUTHORITY:

DHS Policy 843 Disposal of County Property
Los Angeles County Fiscal Manual 6.10.0
ISD/PCS L.A. County Surplus Property Disposal Handbook
Los Angeles County Code, Chapter 2