



**Los Angeles County Department of Health Services**

<b>Policy &amp; Procedure Title:</b>		Equipment Replacement	
<b>Category:</b>	800-899 Equipment, Services, Supplies	<b>Policy No.:</b>	870
<b>Originally Issued:</b>	11/24/1975	<b>Update (U)/Revised (R):</b>	10/01/2014 (R)
<b>DHS Division/Unit of Origin:</b>	DHS Facilities Management		
<b>Policy Contact – Employee Name, Title and DHS Division:</b>			
Marta Garcia Sheffield, Chief, DHS Facilities Management			
<b>Contact Phone Number(s):</b>	(213) 240-8129		
<b>Distribution: DHS-wide</b>	<input checked="" type="checkbox"/>	<b>If not DHS-wide, other distribution:</b>	

**PURPOSE:**

The purpose of this policy is to delineate responsibility for the replacement of equipment.

**POLICY:**

Each budgetary unit in the Department is responsible during the course of its budget preparation to identify pieces of equipment which are worn, obsolete and in need of replacement. The Department shall through the budget process attempt to obtain funds to replace such equipment. When Fixed Assets-Equipment is classified as a replacement (R) item, the budget unit shall be expected to turn the item into Internal Services Department for trade-in. When electronic equipment is to be replaced through the Fixed Assets-Equipment budget, such equipment is classified as an electronic replacement (ER) item. The approval and specifications for the replacement shall be reviewed by Information Technology.

All medical equipment must have Cerner compatibility as validated by DHS Information Technology. The Cerner Certification program of medical equipment is required to ensure a seamless connection between medical equipment and the Electronic Health Record (EHR) ORCHID system.

Obsolete equipment may be disposed of as:

1. Salvage-equipment beyond economical repair,
2. Surplus items-equipment functioning but no longer required in the Department, or
3. Equipment to be cannibalized.

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*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:

The Department shall not dispose of salvage equipment or supplies excess to a facility's need, until such excess is declared surplus to the entire Department's need.

The Department shall establish a mechanism to serve as a clearinghouse for all Department units. The clearinghouse shall:

1. Maintain list of surplus equipment or supplies surplus to an individual facility's need.
2. Advise requesting units of surplus which may be of use to them

Because of a lack of space in most facilities, it shall be the Department's policy to maintain the distribution list for a period no longer than one month. It is therefore the responsibility of the requesting units to seek out on a regular basis equipment and supplies needed for their operations.

When equipment is surplus to the Department's needs, procedures established by the Surplus Division, Internal Services Department must be followed by each budget unit of the Department.

**REFERENCE(S)/AUTHORITY:**

For definition of equipment classified as Fixed Assets and Services and Supplies, see Procurement of Equipment and Supplies, Policy No. 820