**Requestor Details**

\*NOTE-Please inform Trust Equipment prior to disposal, transfer or sale of any asset.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date Raised |  | Requestor Name |  | Tel |  | Dept Name |  |

**Equipment Disposal Details** Office use only

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Asset No. | Equipment Description | Disposal Reason | Loc Description | Room No |  | Original Purchase  Price | Funding Source | Capital No | Associated Work Order |
|  |  |  |  |  |  | £ |  |  |  |
|  |  |  |  |  |  | £ |  |  |  |
|  |  |  |  |  |  | £ |  |  |  |
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**Disposal Authorisation**

|  |  |  |  |  |  |  |  |  |  |
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| *The signature right is authorising the removal of equipment from the stated department AND that, where necessary, the equipment has been decontaminated and all patient identifiable data removed.* |  | Requestor name |  |  | Signature | *Authority may be given by email* |  | Date |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***>£5000*** *If original cost of the item was more than £5000 (inc VAT),Trust Equipment Managers signature is required* |  | Trust Equipment Manager name | John McGinty |  | Signature |  |  | Date |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***>£10000*** *If original cost of the item was more than £10000 (inc VAT),* Director of Finances signature is required |  | Director of Finance name | Karen Johnson |  | Signature |  |  | Date |  |

**YOU MAY DELETE THIS PAGE BEFORE PRINTING OR SUBMISSION: IT ONLY CONTAINS ADVICE ON COMPLETING THE FORM**

**Please consider the list below in relation to the equipment you are disposing of – by completing this form you are declaring that you have satisfied all requirements relating to the disposal of the equipment**

|  |  |
| --- | --- |
| Is it Medical Electrical Item - | If so, or if you are unsure, please contact Biomed Electronics Dept on ext. 4213 |
| Is it an electrical Item - | All electrical waste is subject to the Waste Electrical and Electronic Equipment recycling regulations. (WEEE). If the item is large (like a large refrigerator) there may be a charge for this to your department. Fridges are also subject to disposal charges to remove and safely dispose of the coolant gas |
| Is it made of Hazardous Material - | You should contact the Health & Safety department for advice. A specialist disposal route may be required |
| Does it contain an Infection or Contamination hazard - | Think about the risk to others who may come into contact with the equipment. If the equipment has been exposed to infectious material, it may be necessary to complete a Trust Decontamination Certificate and attach it to the equipment. If you are not sure how to decontaminate the device, you should contact the Infection Prevention and Control department for advice before you dispose of the device |
| Is it suitable for auction - | We may be able to use a medical equipment auction company to sell the equipment and recover some value for the Trust. If so, please include user manuals, service reports or any information that may promote the sale |
| Has any patient identifiable electronic data been stored on the device - | If any patient identifiable data has been stored on the equipment, then this will need to be erased or over written prior to the equipment leaving site. Contact the Trust Equipment team and they may be able to assist you with this. |