

Disposal, Return and Waste Management Process Checklist

	RESPONSIBLE	ACTIVITY	COMPLETE
Manage returns	VISN Logistics	Establish clear return guidelines for logistics personnel across VISN	
	VAMC Logistics	Coordinate logistics of shipping items back to supplier	
	VAMC Equipment Program Manager	Coordinate with VAMC Logistics when equipment must be returned to supplier	
Manage disposal and waste	PEO	Translate policies from NCPS, CEOSH & biomedical community on equipment disposal into guidance for SC stakeholders	
	PEO	Where relevant, aggregate national bundles of disposed equipment for resale or recuperation of value through sale of component parts	
	VISN Logistics	Ensure adherence across VISN to national-level disposal & waste management policy guidance	
	VAMC Clinical Service Chiefs	Prepare "turn-in" request when requesting that equipment be disposed	
	VAMC Biomedical Engineers	Vet "turn-in" requests submitted by Clinical Service Chiefs to determine whether equipment should be disposed of	

	RESPONSIBLE	ACTIVITY	COMPLETE
Manage disposal and waste	VAMC Biomedical Engineers	Prepare "death certificate" when equipment item is officially taken offline	
	VAMC Equipment Program Manager	Coordinate between clinical services, VAMC Biomedical Engineers, and VAMC Logistics when equipment is to be disposed of	
	VAMC Logistics	Coordinate logistics of recycling or disposing of retired equipment	
	VAMC Equipment Program Manager	Record disposition in accordance with national policies	
	VAMC Equipment Program Manager	Prepare reports of survey when equipment has been lost, damaged, or destroyed	
	VAMC Engineering/FMS	Execute facility modifications to re-purpose portions of facility after equipment items have been disposed, where relevant	
Manage recalls	VAMC Biomedical Engineers	Remediate medical device recalls and safety alerts	