1. Contact Department of Supply Chain Service to update contract completion.

2. Complete Surplus Property/Transfer Form

3. Contact Biomedical Department to confirm if medical equipment holds PHI/PII (see Medical Equipment PHI/PII Risk Assessment Form)

4. Department will contact the department of Surplus to arrange pick-up of the medical equipment.

5. The Biomedical Department will follow the Medical Equipment PHI/PII Risk Assessment Form for sanitization of medical equipment. Once complete, the Qualified Technician will produce a certification of media sanitization, a signature on the Surplus Property/Transfer Form, and sticker the medical equipment with a “Decommissioned Equipment” sticker.

6. The Biomedical Department will update the master inventory to reflect the change.