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**Summary**

The Biomedical Technology Removal, Transfer and Disposal policy guideline provides practical information to assist SA Biomedical Engineering (SA BME) and SA Health Business Units/Health Services to efficiently and cost effectively dispose of surplus biomedical technology in accordance with departmental and across-government policy.

**Keywords**

Biomedical technology removal, transfer and disposal, SA BME, Biomedical, Technology, Equipment, Asset, Removal, Re-use, Transfer, Disposal, Policy Guideline.

**Policy history**

Is this a new policy? Y

Does this policy amend or update an existing policy? N

Does this policy replace an existing policy? N

If so, which policies?

**Applies to**

All SA Health Portfolio

**Staff impact**

All Staff, Management, Admin, Students; Volunteers

**EPAS Compatible**

NA

**Registered with Divisional Policy Contact Officer**

Yes

**Policy doc. Reference No.**

G0175

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Biomedical Technology Removal, Transfer and Disposal Policy Guideline
### Document control information

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<tr>
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<td>Operations Manager, SABME, Infrastructure</td>
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1. Objective

This guideline provides practical information to assist SA Biomedical Engineering (SA BME) and SA Health to efficiently and cost effectively disposes of surplus biomedical technology in accordance with SA Health and across-government policy.

This policy guideline is to be read / administered in conjunction with SA Health:

- Salvage and Disposal Policy Directive
- Salvage and Disposal Policy Guideline

2. Scope

This guideline is intended to be used across all SA Health sites which have biomedical technologies that are surplus or for disposal and to be implemented in collaboration with SA BME personnel.

The Guidelines apply to the disposal of biomedical technology owned or leased by SA Health.

3. Principles

SA Health will take reasonably practicable steps to develop and implement a systematic and consistent approach regarding the removal, re-use and disposal of surplus biomedical technology and method of disposal. The process is to maximise the use of the device within health and achieve value for money through salvage, recycling or disposal.

In addition to price, the disposal process chosen must include consideration of the government’s social, economic and environmental policy objectives. The disposal method chosen must promote fair and effective competition and must be conducted in an ethical manner.

Goods are managed and disposed of in accordance with effective internal controls and procedures, thus ensuring high standards of probity, accountability and transparency. Evidence of the process is to be recorded in the biomedical asset management system (BAMS).

SA Health staff undertaking the sale of surplus goods must not engaging in conduct that is misleading, deceptive and in particular should not make representations to prospective purchasers concerning standard, quality or value of goods. Public authorities are not to provide a warranty as to the condition of the surplus goods disposed of.

4. Detail
4.1 SA BME Governance

The SA BME Governance Committee provides oversight on the process and criteria required for removal, transfer and disposal of biomedical technology.

An outline of the approved process described in the Biomedical Technology Removal-Transfer-Disposal Flow Chart includes:

- Asset Removal/Transfer/Disposal Form (SA BME and owner)
- Update BAMS (SA BME)
- Transfer approval of Biomedical Technology to another medical department (SA BME and new owner)

4.2 Biomedical Technology Removal-Transfer-Disposal Form

SA BME or the device owner Medical Department can initiate the process of removing biomedical technology from use by completing this form.

**Biomedical Technology Removal-Transfer-Disposal Form**

SA BME has modified the removal/disposal form to ensure the necessary details for biomedical technology are identified. The form includes:

4.2.1 Indication of Removal, Transfer or Disposal of Biomedical Technology from Owner Medical Department

Current Owner of the biomedical technology is a field within SA BME BAMS which provides a description of the SA Health Medical Department and responsibility index (RI).

4.2.2 SA BME Contact

SA BME technician name and technical department with contact details

4.2.3 Asset Detail

Use form for small numbers of devices or attach a hard copy of a spreadsheet with the same detail. Also provide File Name and save to N:Drive in the following location Removal Transfer Disposal of Biomedical Technology

The following detail is required:

- Asset Description
- SA BME Asset No.
- Serial No.
- Location: Current location from which the device is surplus
- Age of Asset (Age is from the date of biomedical device installation)
- Date of removal

4.2.4 Fixed Asset Depreciated Value
As per SA Health Salvage and Disposal plan template

Note: There may be a difference with the SA Health, Financial Accounting, Fixed Asset register as their calculation is based on a fixed lifetime:

- 5 years for medical and surgical equipment
- 10 years for medical imaging equipment

Note: This value is only used for assessing value when retiring a biomedical device and is not to be used for determining replacement programs within SA Health.

Where the residual value is close to or over $10K the residual value must be confirmed by the Fixed Asset Register (may need independent assessment if required by the Fixed Asset Team) and the appropriate delegation is required by the approver. A disposal plan is to be completed as per SA Health Salvage and Disposal requirements.

4.2.5 Condition & Age

Condition is determined by SA BME technical department and owner

1 – Excellent  
2 – Good  
3 – Fair  
4 – Poor  
5 – Not Functional

4.2.6 Reason for Removal – Transfer – Disposal

Determined by SA BME staff member and or owner MD

B – Beyond Economical Repair  
O – Obsolete  
L – Lost/Stolen  
S – Surplus to requirements  
R – Replace  
SN – Standards not met

Eg. If SN (WHS) is selected a Disposal Plan is required.

SA Health Salvage and Disposal plan template

4.2.7 Method of Removal – Transfer – Disposal

Consideration should be given to the principles of salvage and disposal:

- Obtaining value for money in the expenditure of public money;
- Providing for ethical and fair treatment of participants; and
- Ensuring accountability, probity and transparency in procurement operations.

The SA BME technical department will determine the initial method of disposal/re-use. This may change depending on the re-use pathway:

R – Recycled  
T – Trade-In  
SP – Spare Parts  
D – Dumped  
IT – Internal Transfer  
Do – Donated  
ES – External Sale  
NA – Not Applicable

<table>
<thead>
<tr>
<th>Method</th>
<th>SA BME Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is it a trade – in?</td>
<td>Coordinate vendor pickup</td>
</tr>
<tr>
<td>Is it of value to the original SA BME technical department?</td>
<td>“Hold for spare parts” or “Temporarily out of service” (e.g. holding for re-use by re-locating ward). Store, label and review annually</td>
</tr>
<tr>
<td>Is it able to be re-used?</td>
<td>The biomedical technology may be re-used (in order of preference) by:</td>
</tr>
<tr>
<td>Internal transfer to another SA Health site, external sale, or donation</td>
<td>No re-use or value</td>
</tr>
</tbody>
</table>

4.2.8 SA Health Approval of Removal – Transfer – Disposal

If the asset is part of a replacement program attach documented evidence to the asset being replaced in BAMS before retiring.

If the asset is not part of a replacement program and is:
- **A Fixed Asset** complete the Biomedical Technology Removal-Transfer-Disposal Form and attach to the asset in BAMS before retiring.
- **Not a Fixed Asset** SA BME has the authority to retire the asset without supporting evidence if:
  - Beyond its “Life Expectancy” date
  - Beyond economical repair
  - Unsafe for purpose
  - Missing/Lost for >2yrs

The owner Medical Department Manager approves the disposal and the disposal process.

If the Residual Value is $10,000 or greater in the Fixed Asset Register on the date of the transaction, this approval must be in accordance with GADS Procurement delegations for Salvage and Disposal and an SA Health disposal plan is competed.

4.3 Update all Removal – Transfer – Disposal records in BAMS

SA BME enter information in BAMS confirming the removal has been completed, and removal/disposal form approved

- Upload completed “Biomedical Technology Removal – Transfer – Disposal Form” against all related assets or parent asset if it refers to a whole system
- Replaced by Asset#(If applicable)
- Device Status
- Retirement date
- Retirement Type

A report to Fixed Asset Register is automatically created and sent from BAMS.

4.4 Decommissioning

Decommissioning tasks will depend on the eventual method of transfer or disposal

- Make device safe and decontaminated
4.5 Pathway for Reuse of Biomedical Technology

This pathway enables possible transfer where appropriate, maximising the volumes transferred, and optimising value for money to SA Health over the lifetime of the technology. (Accessories may also be considered as valuable eg. Ultrasound probes)

This pathway is assessed in order:

- Is the device to be traded in? (Complete the bottom of the original Biomedical Technology Removal-Transfer-Disposal Form)
- Is the device of value to the original Site/Technical Department?
- Does the device have possible value for other SA Health sites? (Complete the bottom of the original Biomedical Technology Removal-Transfer-Disposal Form)
- Does the device have possible value for external buyers or for donation?
- If “No” to all questions above recycle/dispose safely and appropriately

Once the biomedical technology has been assessed and deemed of value to another SA Health site and/or to an external sale/donation its Retirement Type is identified within BAMS.

4.5.1 Available for Transfer

Biomedical technology deemed available for transfer will be
a) Identified in BAMS - Retirement Type
b) Added to list published monthly to the SA BME intranet site and advertised to all SA Health sites of its existence.

Interested parties may submit a request within 1 month of the publish date. This will be endorsed by the SA BME technical department who will be taking on the support of this device. A nominal cost will be applied. Where a device transfer increases the whole of Health device asset database (rather than replacing an existing asset), all ongoing maintenance and repair costs are the responsibility of the recipient medical department.

The original Biomedical Technology Removal-Transfer-Disposal Form for that device is to be used completing the last section on the form.

Trade-in/SA Health’s Transfer Approval

- Endorsement by the new SA BME Technical Department manager
- Approval by the new Medical Department manager identifying the Departments Name and Responsibility Index: xx-xxxx-xxx-xxxx that is to take ownership and all ongoing maintenance costs while under the responsibility of that Medical Department

Where a device has not been chosen for transfer within one month of the published date, SA BME Warehouse coordinator will shift from “Available for Transfer” to “Available for Sale” register.

4.5.2 Available for Sale
If not transferred, consider if there is value for external buyers

Biomedical technology identified with Retirement Type of Available for Sale in BAMS will be distributed to possible external buyers on the SA BME mailing list. External buyers are able to be added or removed from the mailing list on request and to be maintained by the SA BME Warehouse Coordinator. Buyers will be instructed to notify the SA BME Warehouse Coordinator to arrange a transaction. Email: SABMECorporate@sa.gov.au
A successful transaction will have an indicative value as determined in 4.5 Program Management Costs.

No warranty is provided to any buyer.

Where a device has not sold within one month of being advertised the SA BME Warehouse Coordinator will remove it from the “Available for Sale” list and assess for donation or disposal.

4.5.3 Donation

If biomedical technology is not re-used within SA Health, nor sold to an external buyer, it can be made available for donation requests provided it meets the WHO donation guidelines.

A successful transaction will have an indicative value as determined in 4.5 Program Management Costs.

WHO Donation of Medical Equipment Guidelines

No warranty is provided to any donatee.

4.5.4 Disposal

Where a biomedical device does not meet the criteria for re-use, it is updated in BAMS as “Disposed” and disposed of.

SA BME or the user will be responsible for safe and appropriate recycling/dumping of the biomedical technology, ensuring it is electrical and mechanical disabled and unable to be simply re-used.

4.6 Expenses for transfer or disposal of biomedical technology

Expenses for Removal – Transfer – Disposal of biomedical technology are incurred by SA BME. These will be recouped from the recipient (SA Health new owner, external buyer, donate) if re-used.

<table>
<thead>
<tr>
<th>Description of costs</th>
<th>Charge to</th>
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<tbody>
<tr>
<td>Storage overheads (indirect costs)</td>
<td>Recipient (donatees at discretion of SA BME)</td>
</tr>
</tbody>
</table>
5. Roles and Responsibilities

5.1 Chief Executive / Deputy Chief Executive

Will take reasonably practicable steps to:
- Exercise due diligence to ensure compliance with the intent of this policy guideline
- Establish awareness of and accountability for the implementation and application of this policy guideline

5.2 SA Health Executives and Directors

- Be aware of the intent of this policy
- Approve the disposal of biomedical technology in accordance with GADS procurement delegations
- Approval of transfer of biomedical technology to their sites

5.3 Executive Director – Infrastructure

Will take reasonably practicable steps to:
- Exercise due diligence to ensure compliance with the intent of this policy guideline
- Establish awareness of an accountability of the implementation and application of this policy guideline
- Enable financial and physical resources needed for the implementation and support of this policy guideline
- Ensure that this policy guideline is applied consistently across SA Health
5.4 **State-wide Director – SA Biomedical Engineering**

Will take reasonably practicable steps to:

- Exercise due diligence to ensure compliance with the intent of this policy guideline
- Ensure available resources are appropriately allocated to enable implementation of this policy guideline
- Ensure that relevant staff within SA BME have the required knowledge and skills to equip them to implement this policy guideline across all SA Health
- Monitor the effectiveness of this policy guideline

5.5 **Device Owner Managers – LHN**

As per GADS delegation:

- Will complete a “Disposal Plan” and have it approved or seek appropriate approval of devices valued at >$10,000 at the time of removal – transfer – disposal.
- Will approve for all devices valued at <$10,000 for their removal – transfer – disposal from device owners RI that you are responsible for as per section 4.2
- Work with SA BME to allow access to carry out the removal – transfer – disposal of biomedical equipment

5.6 **SA BME Area and Site Managers**

Will take reasonably practicable steps to:

- Exercise due diligence to ensure compliance with the intent of this policy guideline
- Assure SA Health biomedical technology is managed consistently and appropriately across SA Health
- Ensure that available resources are appropriately allocated to enable implementation of this policy guideline
- Ensure that staff under their management are provided with adequate direction and support to fulfil their responsibilities in the application of this policy guideline
- Ensure that records in BAMS related to the removal – transfer – disposal are updated correctly
- Ensure that all devices are safely and appropriately processed for removal – transfer – disposal

5.7 **SA BME Operations manager/Warehouse Coordinator**

Will take reasonably practicable steps to:

- Facilitate devices moving through the approved pathways to ensure value for SA Health
- Maintain distribution lists for:
  - SA Health Department Managers
  - External customers interested in used biomedical technology
  - Known charities that are interested in used biomedical technology
5.8 SA BME Business Manager

Will take reasonably practicable steps to:

- Determine the expenses incurred by applying cost per transfer or sale by the total number of transfers or external sales per annum from AssetPlus.
- This determined values will included in the true up figures between LHN's.
- Advise and pay State Revenue on any positive revenue recorded once expenses have been deducted.

6. Reporting

A record of all biomedical device removals – transfers – disposals will be kept in BAMS. Reports of removals – transfers – disposals of biomedical technology that are fixed assets will be generated for Fixed Assets Register.

7. National Safety and Quality Health Service Standards

National Standard 1
Governance for Safety and Quality in Healthcare

National Standard 2
Partnering with Consumers

National Standard 3
Preventing Healthcare Associated Infections

National Standard 4
Medication Safety

National Standard 5
Patient Identification & Procedure Matching

National Standard 6
Clinical Handover

National Standard 7
Blood and Blood Products

National Standard 8
Preventing & Managing Pressure Injuries

National Standard 9
Recognising & Responding to Clinical Deterioration

National Standard 10
Preventing Falls & Harm from Falls

National Standard 15
15.15-16: Buildings, signage, plant, medical devices, equipment, supplies, utilities and consumables are managed safely and used efficiently and effectively.

8. Other

N/A

9. Risk Management

N/A

10. Evaluation

A record of all biomedical devices removed – transferred – disposed will be kept by SA BME in BAMS.
An annual report will be tabled for assessment by SA BME Executive Committee on the process for different types of biomedical technology, volumes, including costs and revenue.

Track the time devices take to work through cascading pathways to be re-used or disposed.

11. Definitions

**Biomedical Asset Management System (BAMS)** means: a database managed by SA BME comprising a record for each item of biomedical technology to provide evidence of adequate and effective operation of the biomedical technology management program.

**biomedical technology** means: any electronic, electro-mechanical, mechanical, optical or pneumatic instrument, device, equipment, apparatus, appliance, material or other article, (whether used alone or in combination, and including the software necessary for its proper application) intended, by the assigned SA Health manager, to be used either in-vitro or in-vivo for human beings for the purpose of, or research into, one or more of the following:

- diagnosis, prevention, monitoring, treatment or alleviation of disease;
- diagnosis, monitoring, treatment, alleviation of or compensation for an injury or handicap;
- investigation, replacement or modification of the anatomy or of a physiological process, or
- control of conception;

and, that does not achieve its principal intended action in or on the human body by pharmacological, immunological or metabolic means, but may be assisted in its function by such means;

or an accessory to such an instrument, device, equipment, apparatus, appliance, material or other article.

**NOTE 1:** Any device, instrument, apparatus, accessory or consumable attached to the item of biomedical technology whether by direct or indirect (e.g. wireless connection) means is to be considered part of the biomedical technology.

**NOTE 2:** The Director SA BME will maintain a list of biomedical technology that is either exempt from this policy or included where such inclusion was either considered to be ambiguous or subject to a specific determination.

**SA BME** means: South Australia Biomedical Engineering, a state-wide service provider managing biomedical technology of SA Health.

**medical department** means: an SA Health department used within BAMS that links with the SA Health Responsibility Index (RI) for organisation, site, business unit, and account.

**technical department** means: the SA BME technical group who have responsibility for the biomedical technology, usually aligned by the organisation and site.

**linear depreciation** means: Fixed Assets value all assets within SA Health >$10k then applies a straight line depreciation ruling of the purchase cost to zero over a period of:

- 5 years for medical and surgical equipment
- 10 years for medical imaging equipment
12. Associated Policy Directives / Policy Guidelines

Management of Biomedical Technology Directive
Salvage and Disposal Policy Directive
Salvage and Disposal Policy Guideline
Fixed Assets Definition Guidance Policy Guideline

13. References, Resources and Related Documents

GADS SA Health Corporate Delegations
WHO Donation of Medical Equipment Guidelines
Biomedical Technology Removal-Transfer-Disposal Flow Chart
Biomedical Technology Removal-Transfer-Disposal Form
SA Health Salvage and Disposal plan template

Asset Disposal Costing

Comment [LM2]: Needs hyperlink