



Policy Name SURPLUS EQUIPMENT/ASSETS DISPOSITION	Policy Number: 2505
	Effective Date: March 21, 2012
Approved By: Management Committee	Date Revised: October 31, 2018
Classification: Materials Management	Page No: Page 1 of 3

GENERAL POLICY

The purpose of policy is to insure the protection of the Hospice assets and to provide a guideline for the Hospice Community when considering surplus/disposal of Hospice property. All property and equipment (known as fixed assets) purchased with Hospice funds (including unrestricted Hospice funds, grants, endowments or gifts), donated to the Hospice, or acquired for Hospice use through other means are the property of The Salvation Army Agapé Hospice, and title remains with the Hospice at all times until asset disposal. The following describes the procedures individuals must follow to dispose of any Hospice property.

DISPOSAL POLICY

Surplus property is property that is either no longer in use or for which there is no further plan for use. It includes all tangible assets such as equipment, materials, supplies and furniture.

Hospice property may not be sold, traded-in, salvaged, scrapped, donated or otherwise disposed of without prior approval from the Executive Director with consultation from the Executive Committee. Special standing arrangements exist for hazardous substances and computers, as outlined below.

OPERATING PROCEDURES

Effective asset management encourages recycling within the Hospice community. Recycling limits liability and costs associated with disposal and provides continued use of the property to other departments within the Hospice or other facilities. When one seeks to declare property as surplus, you should contact the Executive Director for advice and determination of proper disposal procedures.

Disposal of the Hospice property will be at the lowest possible cost to the Hospice. The following methods may be considered for the disposal of surplus property:

Disposal by internal ministry transfer

Priority is given to other ministries in an attempt to repurpose surplus items. The only cost to another ministry for an internal transfer of goods is the costs of moving and installing the item(s).



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Disposal by trade or exchange of property

If the item is deemed to have fair market value, it can be traded or exchanged with Hospice suppliers.

Disposal by sale

If the item is deemed to have some value, it will be sold on a first come, first serve basis at a set price or open for best offer. Items will be sold “as is” for pickup. Personal purchase requests from members of the Hospice community will have priority over those from outside parties. All funds collected from the sale of surplus items will be deposited into the general Hospice account.

Disposal by donation

Items that cannot be reused internally or sold may be donated to approved not-for-profit institutions upon written approval from the Executive Director or delegate.

Donation requests from various sources will be considered. The following guidelines address these requests.

- Items may be donated if they are not sold after two (2) surplus sales or the donation may result in intangible (i.e. good will) benefits to the Hospice. Donations to for-profit entities are not permitted.
- A proposal to donate equipment or supplies no longer needed by the Hospice must be reviewed by the Executive Director and/or Administration (Exec. Comm.)

Once a donation request is approved, the recipient will receive an acknowledgement letter from an authorized Hospice Representative.

Disposal as Waste

Items that cannot be sold or donated will be discarded through the Hospice’s normal waste removal process. Once the disposal request is approved by the Executive Director, a service/work order request will need to be submitted to the maintenance department and the inventory bar code recorded in the inventory system as “Surplused”.

Disposal of hazardous substances

Surplus/disposal of hazardous substances (chemical, biological, etc.) should be done only within the guidelines of the Globally Harmonized System (GHS/WHIMIS) practices.



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Computers

All Hospice computers and computer related items if not recycled to other ministry units will be disposed of through the provincial recycling services on an item-by-item basis.