

**Responsible Office:** Contracts and Procurement

**Policy Title:** Disposal of  
Surplus/Expired/Damaged  
M/S items

**Prepared By:** Maria Lucido  
Director of Procurement

**Policy Number:** P-45

**Effective Date:** May 1, 2014

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## Summary

Purpose of this policy is to establish uniform guidelines governing disposition of surplus, expired and damaged supplies.

This policy does not apply to furniture or equipment. Please contact Property Control for proper disposal of furniture or equipment.

This policy also does not apply to computer equipment including PC's, laptops, monitors, printers, or any/all electronic devices or equipment. Please contact the IS department or Property Control for proper disposal of these types of devices. \*

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## Policy

The disposal of surplus, damaged and/or expired supplies will be handled in a transparent, ethical manner, ensuring due care of publically funded products. Any products that are part of the active Suny reprocessing process must be delivered to and surrendered to the appropriate reprocessing container.

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## Responsibilities

The Director or Manager of each department is required to ensure that all surplus, damaged and expired supplies maintained within their area are identified and disposed of in accordance with this policy and procedure.

Non-compliance with this policy will result in a review of the incident. Repeated non-compliance may result in disciplinary action, up to and including termination of employment and/or privileges with DMC.

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## Definition

Surplus, damaged or expired supplies is defined, for purposes of this policy, as medical/surgical products which are no longer useful, or useable to the controlling department and subsequently designated as "surplus", "damaged" or "expired" by the department director or manager..

Materials specifically exempted from this policy include, but are not limited to:

- Hazardous chemicals, solvents, etc.
- Electronic devices, PC's, laptops, servers, printers, and monitors.
- Furniture
- Equipment rentals/leases

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## **Procedures**

An Excel spreadsheet (*see attached excel file*) should be created listing all involved items. It should include the following information:

- Name and location of the department
- Name and Telephone Extension of Contact
- Lawson Number
- Account Number/Cost Center
- Item(s) description
- Manufacturer
- Manufacturer's catalog number
- Quantity
- Package Size
- Cost of Product
- Total Value of the Items (cost \* quantity)
- Lot number (if applicable)
- Final detailed disposition of the product (i.e. returned for credit, disposed of, etc.)

### A - Supplies About to Expire and Expired Supplies

At the time the Inventory Clerk, Supervisor or whomever is performing cycle counts or when the Clinician is using the product, they must check the expiration date.

Any supply(s) that are within 30 days of expiring should be monitored weekly or removed from the shelf.

Once removed, the product should be placed in a designated area to ensure that it will not be used.

Disposal of expired supplies will be handled in accordance with the following priorities:

1. Contact the supplier for an exchange or credit.
2. If neither the exchange nor credit is provided, clearly label as EXPIRED GOODS and deliver to Environment Service for disposal

The spreadsheet should be forwarded to the Director of Procurement who will confirm the cost of the product.

The completed list should then be forwarded to the Charge Master Coordinator in the Hospital Finance Department.

Policies for departments with more restrictive policies regarding management of time sensitive items (i.e. Pharmacy, Laboratories) supersede this policy.

**B – Surplus Supplies:**

Disposal of surplus supplies will be handled in accordance with the following priorities:

1. Returned to the supplier for credit
2. Relocation to another DMC department
3. Deliver to Environment Service for disposal

The spreadsheet should be forwarded to the Director of Procurement who will confirm the cost of the product.

The completed list should then be forwarded to the Charge Master Coordinator in the Hospital Finance Department.

**C – Removal of Supplies:**

Hospital employees (paid, unpaid, or contracted) will not be allowed to obtain and remove any surplus or expired supplies from DMC

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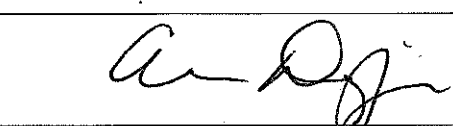
**Contact**

Director of Administrative Services or the Director of Procurement

\* FOR ALL ELECTRONIC DEVICES/SYSTEMS DEEMED OBSOLETE, NON-FUNCTIONING, OR SURPLUS, PLEASE CONTACT INFORMATION SERVICES. FOR PROCEDURES ON DISPOSAL OF FURNITURE OR NON-COMPUTER EQUIPMENT, PLEASE CONTACT PROPERTY CONTROL.

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**Approval/Updates**

Date Approved/Reviewed	By	Title
	Maria Lucido	Director of Procurement
	Martin J. Deane	Assistant Vice President Materials Management
	Alan Dzija	Vice President and Chief Financial Officer

## Disposition of Surplus, Damaged or Expired Goods

Department \_\_\_\_\_

Department Location \_\_\_\_\_

Departmental Contact \_\_\_\_\_

Department Contact Extension \_\_\_\_\_

[illegible]