

SECTION:	Financial	POLICY:	Equipment Disposal
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Policy

Community Care Northumberland recognizes that the rapid pace of technological change and inevitable wear and tear gives agency owned service equipment a limited life span. The purpose of this policy is to ensure that obsolete or unusable equipment is disposed of properly and in a manner, that meets all funder, legal and environmental obligations.

Procedure

- 1. The disposal of any equipment item with a replacement value of over \$1000.00 must be approved by the Chief Executive Officer.
- 2. Community Care Northumberland will not, without the Ontario Health's prior written consent, sell, lease or otherwise dispose of any assets purchased with Ontario Health funding, the cost of which exceeded \$25,000 at the time of purchase.
- 3. Equipment deemed obsolete, unusable, or surplus will be evaluated to determine the best method of disposition and to maximize any potential disposal proceeds.
- 4. Approved methods of disposition are donation, sale, recondition, dismantle/recycle, scrap or trade-In for more efficient equipment.
- 5. All computers, electronic devices and storage media must be properly sanitized of confidential information and have licensed software removed before being recycled or donated. Non-working hard drives must be physically destroyed.
- 6. The authorizing person disposing of the equipment will complete and submit an Equipment Disposal Record and submit the record along with any proceeds to Administration.
- 7. Administration will maintain the Registry of Assets to include equipment disposition details.



EQUIPMENT DISPOSAL RECORD

Date:	Office/Program:	
Inventory TAG:	_ (affix tag here)	
Item Description:		
Complete for Disposal of IT Eq	uipment i.e., laptops, desktops, mobile phones.	
Date:		
Method:		
Cleaned by:		
	, and the operating system have been removed from this CN Equipment Disposal Policy.	
Authorized By:		
Date Disposed:		
Reason and Method of Disposal	• (Please attach any approxime decompositation)	
-	(rease attach any supporting documentation)	
Proceeds from Disposal: \$		
Authorized By:		
Additional Comments:		