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Standard Guide for Decommissioning and Disposal of Medical Equipment¹

This standard is issued under the fixed designation E3173; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ϵ) indicates an editorial change since the last revision or reapproval.

1. Scope

1.1 This standard guide addresses decommissioning and disposal of medical equipment.

1.2 Decommissioning and disposal of medical equipment is done when equipment is no longer needed due to obsolescence, is inoperable, or has met a scheduled replacement milestone. Decommissioning is the first physical process in the disposition process and includes proper identification, authorization for disposition, and sanitization of the equipment, as well as removal of Patient Health Information (PHI) or software, or both. Disposal method is dependent upon many factors that will be described in this standard guide.

1.3 This guide does not include detailed disposal method procedures or sales requirements or restrictions specific to any regulatory body or the various levels of government in which an entity may operate. This guide also provides practices that are common to many operations and provides flexibility to best integrate external requirements.

1.4 *While this standard describes common safety and environmental considerations associated with the decommissioning and disposal of medical equipment, it does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the entity using this standard to establish and apply appropriate safety, health, and environmental practices and determine the applicability of regulatory limitations prior to use.*

1.5 *This international standard was developed in accordance with internationally recognized principles on standardization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee.*

¹ This guide is under the jurisdiction of ASTM Committee E53 on Asset Management and is the direct responsibility of Subcommittee E53.30 on Decommissioning and Disposal of Medical Supplies, Medical Equipment, and Hospitals. Current edition approved July 1, 2018. Published July 2018. DOI: 10.1520/E3173-18.

2. Referenced Documents

2.1 *ASTM Standards:*²

E2135 Terminology for Property and Asset Management

E2306 Practice for Disposal of Personal Property

E2858 Practice for Sales of Personal Property

3. Terminology

3.1 *Definitions*—For additional definitions for property and asset management, see Terminology E2135.

3.2 *Definitions of Terms Specific to This Standard:*

3.2.1 *decommission, v*—to remove from active service.

3.2.2 *medical equipment, n*—non-expendable, tangible, moveable property needed for the performance of, primarily or uniquely, a medical task.

3.2.3 *sanitization, n*—the process of removing undesired features such as chemical, biological contaminants from all surfaces, and personal or sensitive data from data storage devices.

4. Summary of Guide

4.1 Hospitals and medical organizations decommission and dispose of many types of highly complex medical devices and equipment.

4.2 Entities must understand what equipment is to be disposed, ownership and use agreements, and restrictions on disposal as part of the decommissioning process.

4.3 An appraisal by an accredited member of the American Society of Appraisers (ASA)³ or the Association of Machinery and Equipment Appraisers (AMEA)⁴ should be performed prior to decommissioning expensive and complex medical or scientific equipment to better understand the potential value of

² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

³ American Society of Appraisers (ASA), 11107 Sunset Hills Rd, Suite 310, Reston, VA 20190, <http://www.appraisers.org>.

⁴ Association of Machinery and Equipment Appraisers (AMEA), 315 South Patrick Street Alexandria, Virginia 22314, <http://www.amea.org>.