

**SAN JUAN ISLAND EMERGENCY MEDICAL SERVICES  
SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT NO. 1**

**Standard Operating Guideline**

**Surplus of Fixed Assets**

**No.** 102-05

**Date Issued:** September 20, 2005

**Effective:** Immediately

**Date Revised:** \_\_\_\_\_

**Purpose:** To establish a guideline for the surplus of fixed assets.

**Guideline:** When an item is no longer able to be used safely or effectively and is un-repairable, unnecessary, or unneeded, the item will be brought to the attention of the Training/Supply Officer who will make the final determination as to the best disposition of the item.

The item will be tagged with an "Equipment Issue Report" and placed out of service into the Administrative Office if safe to do so. . If the item has been destroyed, contaminated, or otherwise unsafe for continued handling, it will be disposed of immediately (safely and lawfully) with at least two witnesses and reported to the Training/Supply Officer and Chief.

Once determined, the Training/Supply Officer will notify the Chief of the intended disposition of the item and the suggested mode of surplus. It will be documented in writing and be attached to the Resolution to be brought before the Board.

All surplus items shall be recorded within the fixed asset program resident on the Chief's computer.

All items added to surplus will be supplied in writing with verified signatures of witnesses and responsible parties and attached to a Resolution to be presented before the Board for approval.

Upon approval, it will be noted in the Fixed Asset program as to the resolution number for the surplus and the accountant will be notified for proper accounting within budgets and reports.