

Duke Clinical Engineering, Research Equipment and Medical Surplus Property Procedures

“Non-Computer and Non-Office Equipment Related Requests ONLY**

Duke Hospital North and Duke Hospital South: Medical Equipment

- Departments contact Clinical Engineering at 681-2525 to request the removal of surplus items and for surplus clearance
- Requester should have the Clinical Engineering device tag number and the department's cost center charge code available when making the pick up request
- Once cleared by Clinical Engineering, enter item into Online Asset Disposition Tool found at www.procurement.duke.edu
- Complete Surplus Medical / Research Equipment Label including condition information and affix to item. This label will be provided by Clinical Engineering or moving services provider. ****Please be sure to verify condition for donation purposes prior to pick up!**
- Clinical Engineering will coordinate pick up with DeHaven's
- Item will be collected and delivered to staging area until it is matched with a GH PLUS Project

PDCs, Clinics and Labs

- PDCs, Clinics and Labs call Clinical Engineering at 681-2525 to request the removal of surplus items
- Requester should have the Clinical Engineering device tag number available at which time items will be cleared for pick up
- Clinics remove the Clinical Engineering device tags ONLY and discard
- Once cleared, PDCs, Clinics and Labs enter item into Online Asset Disposition Tool found at www.procurement.duke.edu
- Complete Surplus Medical / Research Equipment Label including condition information and affix to item. This label will be provided by Clinical Engineering or moving services provider. ****Please be sure to verify condition for donation purposes prior to pick up!**
- PDCs, Clinics and Labs give will be contacted by DeHaven's to schedule the pick up, at which time a cost center charge code for billing purposes is required

Durham Regional Hospital and Duke Raleigh Hospital

- Departments contact Clinical Engineering at 470-8181, (Durham Regional), to request removal of surplus items
- Departments contact Clinical Engineering at 954-3583, (Duke Raleigh), to request removal of surplus items

- Requester should have the Clinical Engineering device tag number and the department's cost center charge code available when making the pick up request
- Clinical Engineering schedules a pick up date and time with requester

Research Equipment – Lab Equipment

- Enter item into Online Asset Disposition Tool found at www.procurement.duke.edu
- Complete Surplus Medical / Research Equipment Label including condition information and affix to item. This label will be provided by DeHaven's at the time of collection. ****Please be sure to verify condition for donation purposes prior to pick up!**
- Requester should have the department's cost center charge code available when making the pick up request
- DeHaven's will coordinate a collection date and time
- Item will be collected and delivered to staging area until it is matched with an approved project