**Medical Device Disposal Procedure**

**Identify the need to dispose of a medical device**

**Decontaminate the device. Complete the** [**Decontamination Certificate**](http://nww1.ntw.nhs.uk/spider/services/files/1503306841App2-MDDecontamCert-V04-Issue1-Aug17.doc) **and** [**Disposal Form**](http://nww1.ntw.nhs.uk/spider/services/files/1503306884App3-Medical%20Devices%20Disposal%20Form.pdf) **from the Intranet**

**To arrange removal of the decontaminated device, email** [**medicaldeviceADM@ntw.nhs.uk**](mailto:medicaldeviceADM@ntw.nhs.uk) **. Please attach your Decontamination form and Disposal form to the email and we will give you instructions**

**The Medical Device Department will :-**

* **Liaise with facilities department to arrange collection, transportation**
* **The device may be ;-**
* **transferred for use to another department,**
* **Placed in storage, decommissioned and disposed.**
* **Update the Trust Medical Device Central Inventory**
* **Arrange removal of identification sticker**
* **Notify Finance Department to update Trust Asset Register**