

REPUBLIC OF RWANDA



MINISTRY OF HEALTH
P.O.BOX:KIGALI-RWANDA
www.moh.gov.rw

**GUIDELINES FOR
DECOMMISSIONING AND DISPOSING
HEALTHCARE EQUIPMENT IN
RWANDA**



Kigali, July 2017

Foreword

BACKGROUND

The Rwanda healthcare system is dynamic and constantly changing, leading to changes in healthcare equipment required to meet socio-economic needs and medical requirements.

As healthcare equipment becomes unserviceable, redundant or obsolete, health facilities must properly decommission and dispose equipment. This will help ensure safety for patients and healthcare workers, improve efficient allocation of resources, and ensure the environment is protected.

PURPOSE

These guidelines provide guidance on the procedures to be followed to decommission and dispose healthcare equipment at health facilities to ensure proper and safe healthcare equipment management.

For these guidelines to be effective, the Ministry of Health and all health facilities are responsible for ensuring they are appropriately implemented.

The Ministry of Health is responsible for the following activities related to the implementation of these guidelines:

- Ensure health facility staff are trained to implement these guidelines
- Ensure these guidelines are implemented at health facilities
- Ensure that health facilities have access to appropriate expert advice required to support these guidelines
- Ensure guidelines are publicly available to increase awareness across public and private health facilities
- Review and revise these guidelines as necessary to maintain accuracy and effectiveness

Additionally, health facilities are responsible for ensuring in-house trainings are conducted to fully implement these guidelines.

SCOPE

These guidelines apply to public and private health care facilities in Rwanda. Please note that certain steps within these guidelines are exclusive to private health facilities.

ACRONYMS

IAEA	International Atomic Energy Agency
MININFRA	Ministry of Infrastructure
MoH	Ministry of Health
MTI	Medical Technology and Infrastructure
PCBs	Polychlorinated Biphenyls
RBC	Rwanda Biomedical Center



DEFINITIONS

In these guidelines, the below terms are defined as follows:

Asset Manager: the staff responsible for managing health facility technology and infrastructure, such as healthcare equipment, buildings, and other assets.

Asset Disposal Valuation Committee: a group of hospital staff in charge of disposal of hospital asset (**This committee refers to the Tender committee as per the law n° 50/2008 of 09/09/2008 determining the procedure for disposal of state private assets**)

Condemnation: the process of conducting an evaluation to determine whether or not healthcare equipment should be removed from service. This includes clinical and technical testing of healthcare equipment to assess whether or not equipment is functioning under manufacturer standards and parameters.

Decommission: the process of planned shut down or removal of healthcare equipment from operation and storage in a secure and safe location until disposal.

Depreciation: an accounting method of allocating the cost of healthcare equipment over its useful life.

Disposal: the process to remove healthcare equipment from accounting records (e.g. asset register) and to take action to remove the healthcare equipment from the health facility. This may include: donation, sale, or destruction.

Life span: the number of years a healthcare equipment is expected to remain functional and in service.

Healthcare equipment: a device, including instruments, tools, machines and implants, used for the diagnosis and treatment of disease or rehabilitation following disease or injury; and it can be also furniture and equipment for medical use; this can be used either alone or in combination with any accessory, consumable or other piece of healthcare equipment.

GUIDELINES

The full life cycle for healthcare equipment at health facilities entails the following processes. These guidelines specifically highlight the steps to manage equipment at the end of the life cycle, specifically decommissioning and disposing.





1. Planning and Budgeting

The planning step includes a needs analysis, prioritization, and budgeting.

2. Procuring

The procurement process includes actions taken to prepare the tender documents, conduct tender evaluations, contract award, manage contracts, and deliver and receive equipment at the health facility.

3. Installing and Commissioning

This step involves site preparation, installation, training and acceptance testing.

4. Operating and Maintaining

Operation and maintenance includes daily operation and preventative and corrective maintenance to ensure safe and continuous operation of the healthcare equipment.

5. Decommissioning

Decommissioning is when the equipment has to be removed from service. If any of the following conditions exist, the equipment must be decommissioned:

- **Unserviceable:** damaged beyond economical repair, damaged by contamination, absence of manufacturer/supplier technical support, or non-availability of spare parts or consumables
- **Obsolete:** passed its life span, clinically or technically obsolete, or changes in local policies for device use
- **Unsafe:** does not comply with safety requirements from the manufacturer
- **Ineffective:** unable to provide accurate results
- **Costly:** not economical to use
- **Surplus:** without a useful purpose for a health facility, but may be transferred or donated

Decommissioning includes notification, condemnation, and removal from service, including safe and secure storage.



Notification

When a user or a service engineer or technician identifies that equipment is no longer safe or meets any of the above criteria, he or she notifies health facility management, utilizing the Notification Form (Annex 1).

Condemnation

After the notification form is received by Health Facility Management, a qualified engineer or technician will conduct a technical and clinical assessment of the healthcare equipment, utilizing the Healthcare equipment Condemnation Form (Annex 2). This form is then submitted to the Health Facility Asset Disposal Valuation Committee for inspection, approval and necessary action. The Health Facility Asset Disposal Valuation Committee should have the experience, knowledge, and authority to decide when a piece of equipment should be condemned and removed from service. The committee can request additional expertise as needed to fulfil these criteria. If healthcare equipment is condemned, it should be immediately removed from service.

Removal from Service

Removal from service includes the following steps:

1. **Communicate to users:** The engineer/technician is responsible for informing users that the healthcare equipment has been condemned and must immediately be removed from service.
2. **Erase confidential patient information:** The user is responsible for erasing all confidential patient information from the healthcare equipment when needed.
3. **Remove software:** The engineer/technician is responsible for removing software from the healthcare equipment to avoid breaching software licensing rules when needed.
4. **Safely remove from service:** The engineer/technician is responsible for disconnecting electrical and water connections and any other accessories from the equipment.
5. **Transfer to safe and secure storage:** The engineer/technician and asset manager are responsible for ensuring that the healthcare equipment is appropriately packaged, labelled, and transferred to storage. The storage must be secured, organized, and environmentally safe (dry and well-ventilated). In order to ensure unwanted equipment does not cause unnecessary waste of space, the time unwanted healthcare equipment is kept in storage should be minimized prior to disposal, specifically not exceeding one year.
6. **Update Condemnation and Disposal Database:** The asset manager is responsible for updating the condemnation and disposal database with the condemned healthcare equipment details (date condemned, equipment name, quantity, and current value on asset register).

6. Disposing

Disposal of healthcare equipment should be undertaken at minimum financial cost and with minimum risk to public health and the environment. The disposal of healthcare equipment involves the following steps:

1. **Decide on appropriate disposal method:** Disposal options vary considerably between situations and type of equipment and include the following:



- a. **Donation:** When equipment is not needed and in good clinical and technical condition, it can be donated to other health facilities in need. All donations must follow the national guidelines for healthcare equipment donations.
 - b. **Sale:** When equipment is not needed and has a market value, it can be offered for sale. The auction or sale will follow **the law n° 50/2008 of 09/09/2008 determining the procedure for disposal of state private assets)**
 - c. **Destruction:** The health facility is responsible to identify a public or private institution able to properly destroy the healthcare equipment according to manufacturer instructions and national standards.
 - d. **Return to donor or manufacturer:** The health facility is responsible for returning unfit and unusable healthcare equipment for safe disposal by the donor or manufacturer. This decision should be taken when healthcare equipment cannot be properly disposed within the country (Refer to Rotterdam convention and Basel Convention regarding the Transboundary of waste).
2. **Complete Healthcare equipment Disposal Form:** The engineer/technician is responsible for completing the Healthcare equipment Disposal Form (Annex 3) and submitting it to the Asset Disposal Valuation Committee for approval.
 3. **Request for the authorization to the Ministry of Infrastructure (MININFRA):** The health facility Leadership is responsible for requesting the authorization of the proposed disposal method to MININFRA and informs the Ministry of Finance and Ministry of Health.
 4. **Execute disposal:** The health facility is responsible to execute the approved disposal of the healthcare equipment and submit a final report to the Health Facility Management, Ministry of Health and MININFRA.
 5. **Update asset register:** The asset manager is responsible for removing the healthcare equipment from the asset register.
 6. **Update condemnation and disposal database:** The asset manager is responsible for updating the condemnation and disposal database to accurately reflect which condemned equipment has been disposed, including the method.

Special Circumstances

Hazardous or potentially hazardous equipment will require additional actions to be taken for removal from service and storage to ensure that an inappropriate person does not use the healthcare equipment and expose themselves to potential hazards. These actions include the following:

- **Decontaminate:** When applicable, users must decontaminate the healthcare equipment prior to disposal or transfer to a third party and provide a certificate of decontamination.
- **Label:** When applicable, the engineer/technician must place hazard labels on the healthcare equipment.
- **Special packaging and transportation:** The engineer/technician and the asset manager must ensure healthcare equipment is safely packed and transported to storage.
- **Special storage:** The asset manager must ensure that condemned, hazardous healthcare equipment is stored separately from other equipment in storage.
- **Special disposal:** When applicable, the engineer/technician must ensure that hazardous healthcare equipment is properly disposed according to manufacturer



instructions and national regulations. Examples of special disposal include incineration, return to supplier/manufacturer/donor, and waste encapsulation.

Examples of healthcare equipment requiring special disposal include equipment containing the following:

- heavy metals, such as mercury above 3% and batteries containing alkaline, lead acid, nickel, and/or cadmium
- oil wastes, including polychlorinated biphenyls (PCBs)
- radioactive waste, including cathode ray tubes to prevent the risk of implosion (refer to International Atomic Energy Agency (IAEA))
- electronic waste, including line fuses (refer to the National e-Waste Management Policy for Rwanda)

Reporting Requirements

At the end of a fiscal year, Referral, Provincial and District Hospitals, including Health Centers within their catchment area, should submit a report to their respective district, the Ministry of Health, the Ministry of Infrastructure, and the Ministry of Natural Resources detailing the amount and value of equipment condemned and disposed.

Private health facilities are required to send a healthcare equipment disposal report to the Ministry of Health for guidelines implementation control.

Amendment of these guidelines

These guidelines may be amended from time to time in whole or in part where deemed necessary.

Commencement of the guidelines

These guidelines come into force on the day of Signature.

Done at Kigali **14 JUL 2017**/2017


Dr. Diane GASHUMBA

Minister of Health



Annex 1: Notification Form: Request for Healthcare equipment Condemnation Assessment

Notification Form
Request for Healthcare equipment Condemnation Assessment

Health Facility Details	
Health Facility Name:	
Department:	
Equipment Details	
Name:	
Model No:	
Serial No:	
Inventory No:	
Manufacturer:	
Reason for Notification:	
Department User	
Name:	
Position:	
Signature and Date:	
Received By (Health Facility Asset Disposal Valuation Committee)	
Name:	
Position:	
Signature and Date:	



Annex 2: Healthcare equipment Condemnation Form

Healthcare equipment Condemnation Form

Health Facility Details			
Health Facility:			
Department:			
Equipment Details			
Name:		Model No:	
Serial No:		Inventory No:	
Manufacturer:		Purchase Date:	
Purchase Price:		Accumulated Depreciation:	
Current Value:		Estimated Remaining Life Span:	
Equipment Assessment			
Clinical Testing Results:			
Technical Testing Results:			
Condemnation Assessment Conclusion:	<input type="checkbox"/> Condemned <input type="checkbox"/> Not Condemned		
Reason for Condemnation:	<input type="checkbox"/> Beyond economical repair <input type="checkbox"/> Technically obsolete <input type="checkbox"/> Beyond life span <input type="checkbox"/> Other (Specify)		
	<input type="checkbox"/> Clinically obsolete <input type="checkbox"/> Damaged by contamination		
Engineer/Technician Details			
Name:			
Position:			
Signature and Date:			
Approved By (Health Facility Asset Disposal Valuation Committee)			
Name:			
Position:			
Signature and Date:			



Annex 3: Healthcare equipment Disposal Form

Healthcare equipment Disposal Form

Health Facility Details			
Health Facility:			
Department:			
Equipment Details			
Name:		Model No:	
Serial No:		Inventory No:	
Manufacturer:		Purchase Date:	
Purchase Price:		Accumulated Depreciation:	
Current Value:		Estimated Remaining Life Span:	
Disposal Details			
Method	<input type="checkbox"/> Donation <input type="checkbox"/> Destruction <input type="checkbox"/> Sale <input type="checkbox"/> Other (Specify): _____		
Estimated Disposal Cost			
Comments:			
Engineer/Technician Details			
Name:			
Position:			
Signature and Date:			
Approved By (Health Facility Asset Disposal Valuation Committee)			
Name:			
Position:			
Signature and Date:			

