1. **PURPOSE**

To describe a process to ensure that decommissioned equipment is removed from use, decontaminated, confidential data removed, and the equipment disposed of properly.

1. **PROCESS**
   1. Decommissioned equipment must be removed from service and labeled “Out of service”.
   2. The equipment must be decontaminated according to manufacturer’s instructions prior to removal from the laboratory. This involves wiping areas contaminated by neat serum or blood with Virex solution. Transfer any confidential information to an alternate storage medium. Ensure all confidential data is removed from the instrument.
   3. Archive the Equipment Record in Medworxx and document the following information in the Medworxx Comments section

Date of decommission

Confirmation of decontamination (by whom/when)

Confirmation that confidential data was transferred (and where to)

Final disposition (e.g. sold, trade-in, donated, destroyed etc.)

1. **REFERENCE**

CLSI. Quality Management System: A Model for Laboratory Services; Approved Guideline - Fourth Edition CLSI document QMS01-A4 Vol.31 No.15 June 2011; 5.6.5.