DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL DEPARTMENT ACTIVITY
7500 Cochrane Circle
Fort Carson, Colorado 80913-4604

REPLY TO
ATTENTION OF

MCXE-LOG-EM

MAR 19 2004

POLICY NUMBER 14

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Loaned or Borrowed Medical Equipment

1. Activities will not enter into loans without prior approval of and coordination with the Evans Army Community Hospital (EACH) Property Book Officer (PBO). If the terms of the proposed loan are acceptable to the Government, a written agreement will be executed which sets for the responsibilities and liabilities of both the vendor and the Government.

2. Sections requiring loaned or borrowed equipment will provide Logistics Division a Request for Agreement on a memorandum with the following information:

a. Item nomenclature and serial number

b. Quantity

c. Location where item will be placed

d. Period of loan (for local approval does not exceed 30 days)

e. Name and telephone number of individual in activity that will be responsible for the item

f. Name, address, and phone number of company and point of contact

g. Purpose of loan

3. Existing Logistics policies apply upon acceptance at EACH i.e. temporary handreceipt procedures, technical inspections and certification. All medical equipment loaned or borrowed, will be inspected by the Equipment Management Branch prior to use to ensure that no damage occurred during transport and that equipment meets all safety standards. A temporary maintenance folder will be established for each item brought into the hospital for use in patient care areas.

4. When companies loan equipment as a temporary replacement during repair of existing equipment, the need for the loan equipment will be included in the service contract for the repair service.

5. Equipment, supplies, or services offered to EACH on a "no cost" basis will be obtained IAW the procedures contained in AR 1-100 "GIFTS AND DONATIONS".

6. For further guidance on this issue contact the EACH, PBO.

7. Reference AR 40-61, Medical Logistics Policies and Procedures, dated 25 Jan 1995.

BRIAN C. LEIN
COL, MC
Commanding

DISTRIBUTION:
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This policy supersedes Policy Number 14 dated, 06 August 2002.