

AED – Decommissioning/ Recycling A Device

Like any old cell phone or machine, AEDs are no different. They all need to be properly maintained during its life cycle and then eventually replaced. If your department or group has an older AED unit that is either 10+ years old (past end-of-life), has a major recall that can no longer be supported or the company is no longer in business, it is strongly recommended to update your AED to one of these three ZOLL AED options listed on our EH&S website.

Where Should I Start on Replacing my AED?

Step 1

- **EHS Approval** - Contact EHS by submitting an email request for approval of an AED purchase.
- aed@ehs.ufl.edu or call 352-392-1591

Step 2

- **AED Registration** – Contact vendors and purchase the AED. Once you receive the AED unit, submit the AED Authorization Form to EHS with all the fields completed.
- <https://www.ehs.ufl.edu/forms/risk-management-forms/aed-authorization/>

Step 3

- **Maintain** - Develop a maintenance program
- **Submit** all changes to EHS
- **Send** old AED to Surplus Warehouse

Decommissioning or Recycling an AED

Once you have identified your AED needs to be replace, and have completed the steps listed above, you have two options.

1. Depending on the make, year and model, some vendors can give you a credit toward your new AED and will take back your old AED. If it has an asset sticker on it, please contact Surplus prior to sending it to the vendor for a credit.
2. If the unit is old and the vendor is not able to take back or give a credit, then you will need to send your old AED to the UF Surplus Warehouse. This should be done especially if there is a property asset sticker on the old AED.

Once the AED is at Surplus Warehouse, the Surplus Manager can check the old AED to see if it has an asset sticker. Regardless, if it does or doesn't, they will then be able to properly recycle the unit.

Surplus Warehouse Guidelines:

- At **no** time is an old AED to be repurposed, reused, or sold to anyone or the public.
- These units are to be disposed of properly via UF electronic waste management process.
- Batteries are to be removed from the unit and disposed of properly via UF battery recycle program.
- Any electrode pads can be disposed of in the trash after the cord has been cut.
- Any old cases or cabinets can be either trashed or recycled.

If needed, please send an email to EH&S (aed@ehs.ufl.edu) with the serial number of the old AED to confirm that it has been decommissioned and recycled.

If additional assistance is needed, please contact EH&S at 352-392-1591.