



This policy applies to HealthPartners (Including the Health Plan), HealthPartners Medical Group (includes HealthPartners medical and dental clinics), Regions Hospital, St. Croix Valley Care Delivery System (Amery Regional Hospital system, Hudson Hospital and clinics, Lakeview Hospital, and Westfields Hospital, Western WI Medical Associates and Stillwater Medical Group), Methodist Hospital, and Park Nicollet (hereafter referred to as HealthPartners, Inc. and its affiliates) unless otherwise noted.

TITLE: Vehicle Fleet Management Recommendations (Policy)

SOURCE: Supply Chain Services Fleet Mgmt Team

ORIGIN DATE: 8/3/2015

APPROVAL: Vini Manchanda

REVISION DATE:

OBJECTIVE: To ensure a consistent purchasing process that takes advantage of volume discounts, best pricing, and promotes standardization. To provide guidance to our team members around the re-use and proper disposal of vehicles within our system. To provide options for maintenance and repairs to fleet vehicles. To provide forecast data for capital planning teams.

POLICY: All new vehicle requests will initiate with Supply Chain Services Purchasing team.

Team Members: Supply Chain Services Operations Director, Distribution Manager, Operations Manager and Purchasing Manager

PROCEDURE:

Purchasing

All vehicle requests will start with communication to a Supply Chain Services Purchasing Representative.

Assessment

Purchasing Representative and end user will assess the following:

- **Brand New or Replacement for current fleet vehicle:**
- **Mileage:**
 - 200,000-300,000 courier vehicles
 - 100,000+ High Public visibility and Safety vehicles (EMS services, Patient Shuttles, Ambulances)
- **Age:**
 - 5+ Years
 - 3+ Years High Public visibility and Safety Vehicles
- **Safety/Repair and Maintenance costs:**
 - Safety Issues (vehicle unsafe for patients/staff use)
 - Repair costs outweigh vehicle value
- **Sustainability**
 - Fuel efficiency
 - Can a hybrid or electric solution be used?

Purchasing will work with our HealthPartners preferred vendor for that vehicle type to acquire quote for capital approval process.

Capital Request and Approval

This will follow current capital guidelines within the system.

Re-distribution or disposal (if vehicle is a replacement)

Purchasing representative will work with Vehicle Fleet Management team on the most sustainable option for the replaced vehicle. Initially team will look to re-purpose within the organization. If vehicle cannot be re-purposed internally, the vehicle will be donated.

Service and Maintenance

Users should utilize a preferred service provider listed on the Supply Chain Services site on myPartner. Service providers should have electronic maintenance and service tracking that can be provided upon request.

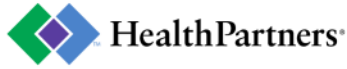
Annual data updates

End users will be required to annually upon request to confirm/update the following:

- Mileage
- Serial number
- License Plate
- Capital Forecasting
- Any additions to fleet
- Business need for vehicle

EXCEPTIONS

The Vice President of Supply Chain Services must approve all exceptions to this policy in writing.



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Subject Donation	Attachments <input checked="" type="checkbox"/> Yes No
Key words Resale, Sustainability & Green Initiative (Reuse), Donation and Recycle & Disposal	Number
Category Business Practices (BP)	Effective Date
Manual Policies and Procedures for Supply Chain Services	Last Review Date
Issued By Vice President Supply Chain Services	Next Review Date
Applicable	Origination Date
	Retired Date
Review Responsibility Supply Chain Services	Contact Vini Manchanda

I. PURPOSE

To be a process guideline for the donation, re-use and recycling of equipment, supplies and other facility items to our mission partners, vendors, and employees to work in conjunction with sustainability program to divert reusable and recyclable items from our waste streams.

2. GUIDELINES

Process is initiated by;

1. Request from purchasing for new equipment/items
2. Request to Supply Chain Services to assist in the removal of old/unused items
3. Renovation projects and new builds/expansions
4. *See Donation, re-use and recycling Workflow Process Chart attached*

3 POLICY

Assessment;

- a. SCS Purchasing
 - i. Is there a trade in Value?
 1. Does this value outweigh a donation benefit?
 2. Can it be donated?



- ii. Can the Modular Vendor (MV) recycle it?
- b. SCS Clinical Engineering
 - i. Can equipment/medical device be re-used somewhere across the entity?
 - ii. Can it be resold or donated?
 - iii. Can it be recycled?
- c. SCS Sustainability Team
 - i. Can anyone in the system reuse the items?
 - ii. Are they items our primary donation partners accept?
 - iii. Do any of our non-profit partners have a need?
 - iv. Will employees take in our bi-annual Recycle-a-thon?

4. RESALE

- I. Photos of equipment will be taken and sent out registered partners and/or agencies for bids.
- II. Private individuals and/or staff requests will be directed to donate to the facility's foundation
- III. Individual/private interest will be approved by Supply Chain Services (SCS) Senior Leaders by per case basis.
- IV. Response to frequently asked questions: See bottom of policy
- V. Can retired vehicles be traded-in or sold?

5. SUSTAINABILITY & GREEN INITIATIVE PROGRAM

SCS Sustainability team will determine items to set aside for possible reuse within the organization or for the Recycle-a-thon program

6. DONATION

Our donation partners include; Matter and Mano-a Mano mission groups, Habitat for Humanity Reuse Stores, Minnesota Materials Exchange.

- I. Only registered non-profit partners will be contacted for the removal of equipment supplies and other items marked for donation.
- II. Private individuals/staff request for mission trips would be directed to our non-profit partners or SCS senior leaders for approval.

7. RECYCLING AND DISPOSAL

Modular Furniture Vendors (MV), Recycling & Movers

Our MV partners include; Intereum/General Office Products (GOP), Alexander's, A & M

- I. MV partners will take items and see if any of their partners have interest in reusing them

HealthPartners
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Bloomington, MN 55425

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Mailing Address:
PO Box 1309
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- II. MV partners will breakdown left over items, recycle parts that can be recycled and dispose of parts that cannot.
- III. MV partners reports out poundage of reuse vs recycled vs disposed for each project

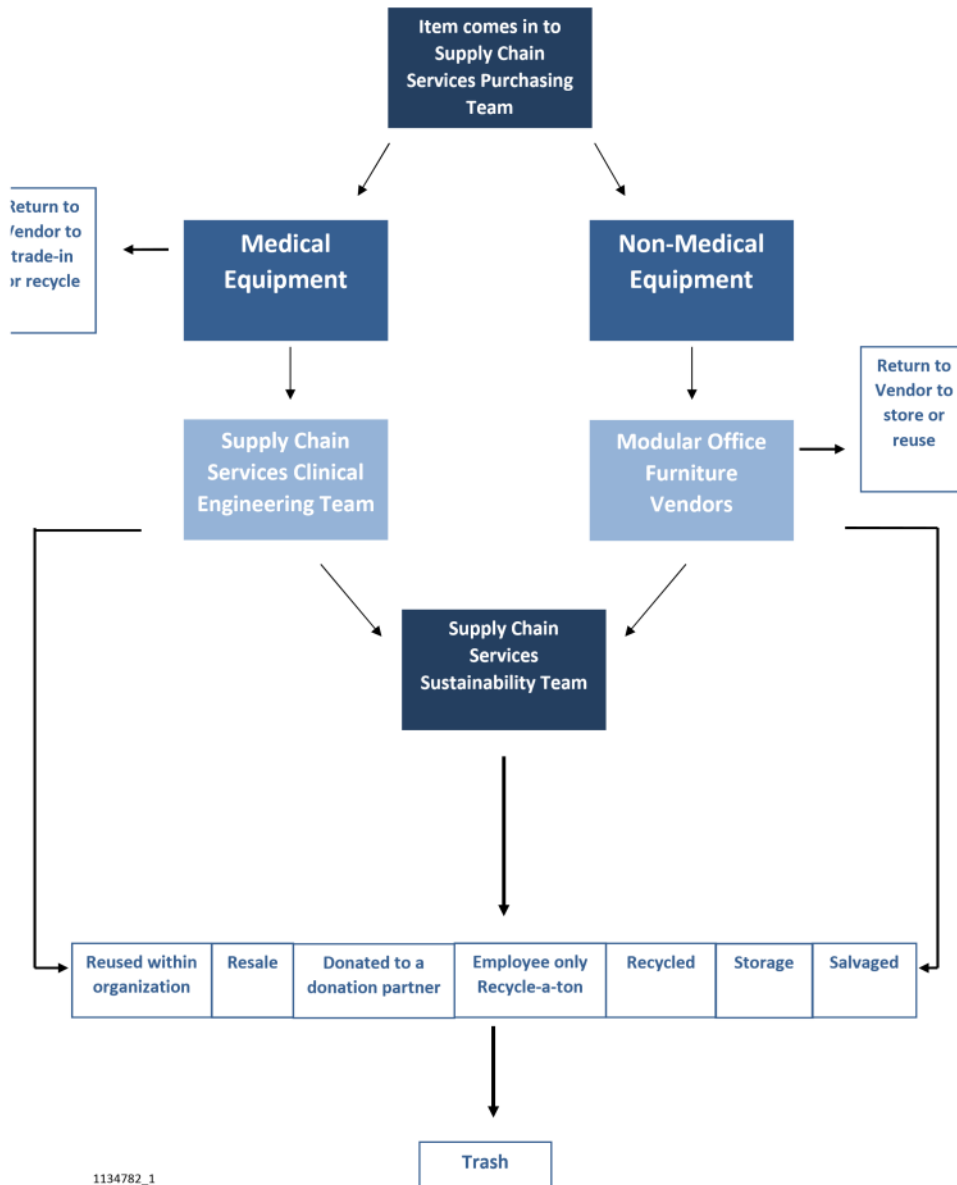
8. TRACKING (Data)

- I. SCS Purchasing, Clinical Engineering and Sustainability teams will collect data on pounds and estimated value of items that go through this process.
- II. Poundage Data is routed to HealthPartners Sustainability Team
- III. Financial Data is routed to HealthPartners or entities finance department

Response to frequently asked questions

- Tax issues with letting someone purchase tax free items for a mission trip
- We as an org, enjoy favorable pricing
- Cost of dealing with the purchase (shipping/logistics, labor, storage space, check processing)
- Liability for selling a product (who knows integrity for sure)

Donation, re-use, recycling workflow process chart



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Subject Vehicle Idling (anti-idling & air quality)	Attachments Yes No
Key words Vehicle idling compliance; shuttle Bus, Emergency Medical Services (EMS), Couriers, Deliveries, patient transport and vendor owned delivery vehicles.	Number
Category Business Practices (BP)	Effective Date

Category Business Practices (BP)	Effective Date
Manual Policies and Procedures for Supply Chain Services	Last Review Date
Issued By Vice President Supply Chain Services	Next Review Date
Applicable All HealthPartners and patient and guest transport vehicles	Origination Date
	Retired Date
Review Responsibility Supply Chain Services	Contact Vini Manchanda

I. PURPOSE

To be a policy for vehicle idling compliance at patient drop-off and pickup, loading docks and other vehicle staging designated locations at HealthPartners and its entities.

2. Policy

Actions for reducing vehicle engine idling. Reducing engine idling will improve air quality and protect the health of employees, patients and members.

- I. All vehicles parked at the designated patient drop-off and pickup, loading docks and other vehicle staging areas must turn their engines off if they are going to stay longer than three minutes, five minutes for diesel trucks and buses in one hour period.
- II. Vendor Owned delivery vehicles
Policy applies to all vendor owned vehicles

III. Exemptions

Emergency vehicles, traffic conditions, power auxiliary equipment, mechanical difficulties,

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maintenance or diagnostics and to prevent a safety or health emergency.
Vehicles may idle if the engine must be running to operate work-related mechanical operations (e.g. operating lifts, processing cargo etc.)
Cabs may idle for up to 15 minutes in a one hour period to maintain comfort of paying passengers.

IV. Seasonal Exemptions

Cold Weather:

If the outside temperature is between 32 degrees Fahrenheit and -10 degrees Fahrenheit, all vehicles may idle to operate heaters for up to 15 minutes in a one hour period

If the outside temperature is below -10 degrees Fahrenheit, there is no time restriction on vehicle idling to use heating equipment.

Warm Weather

If outside temperature is higher than 90 degrees Fahrenheit, all vehicles may idle to operate air conditioning for up to 15 minutes in a one hour period.

3. Monitoring

- a) HealthPartners and its entities will be educated
- b) Vendors and contracted courier services will be educated via our vendor management portal
- c) Patients and patient transporters will be monitored for compliance

4. Source

City of Minneapolis Code of Ordinances, Title 3, Ch. 58.

www.minneapolismn.gov/environment

http://www.minneapolismn.gov/environment/air/airquality_antiidling_home

http://www.atri-online.org/research/idling/ATRI_Idling_Compendum.pdf

<https://www.epa.gov/sites/production/files/documents/CompilationofStateIdlingRegulations.pdf> - Minnesota is on page 46

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