

## Donating Surplus Medical Supplies



**Step #1** – Ensure that the items you want to donate are listed the “needed items” sheet and that the items have at least 12 months before they expire.

- If you have biomedical equipment or sophisticated orthopedic, cardiology, optometry or neurology supplies call **Josh Kravitz** at **770-323-5858 x203** for further instructions.
- All durable goods and orthopedic soft goods must be in new or like-new condition.

**Step #2** – Place the items to be donated into cardboard boxes for shipping.

- Use new or gently-used boxes, with no holes or tears.
- Fragile items should be properly wrapped.
- Use packaging or cushioning material to ensure that the box is filled snugly to its top. Otherwise, the box could get crushed in shipping.
- Ensure that the box is well taped on the top and on the bottom.
- Each box should weigh less than 40 pounds.

**Step #3** – Place a note with your name, address, phone number and e-mail so a receipt can be sent back to you.

**Step #4** – Ship your donation to the following locations

If your facility is in...	Then ship to...
AK, AZ, CA, CO, HI, ID, KS, MT, ND, NE, NM, NV, OK, OR, SD, TX, UT, WA or WY	MedShare Product Donations 2937 Alvarado Street San Leandro, CA 94577
Any other state (including D.C.) not listed above	MedShare Product Donations 3240 Clifton Springs Road Decatur, GA 30034

**Call Josh Kravitz at 770-323-5858 with any questions.**