

Extra Supplies Donation Process

Please see below for how to donate extra supplies, such as surplus medical equipment/supplies.

If the surplus supplies are located within Health Sciences Centre, please follow Process A.

If the surplus supplies are not located at Health Sciences Centre, please follow Process B.

Please note that if you would like to donate your extra supplies independently, please feel free to contact a donation centre of your choosing to arrange the pick up/drop off of the supplies.

Process A

Step 1: Contact Maintenance Dispatch at maintenancedispatch@exchange.hsc.mb.ca

Step 2: The subject line should include, *“Extra Supplies for International Hope”*.

Step 3: Within the body of the email, please include the following information:

- Your name and contact information
- Room number where item(s) are located
- How many boxes/items will be donated
- Cost centre information

Step 4: Please ensure that all items are in separate boxes and clearly labelled as to what item(s) are in each box.

Process B

Step 1: Please contact your site warehouse and determine their donations program

Step 2: Follow the steps outlined from your site warehouse. If your site does not have a donations program, follow step 3.

Step 3: Contact Shared Health Research and Innovation at the email address below for alternatives and/or resources available.

If you have any questions, please contact Shared Health Research and Innovation at SHResearch@sharedhealthmb.ca.