

LASER TRANSFER AND DISPOSAL GUIDELINE

Regulation requires that the UW maintain records of receipt, sales, transfer or disposal of all Class 3B and Class 4 laser systems.

Sales, transfer or disposal of lasers requires certain precautionary measures be taken involving the notification of the potential hazards of the equipment and approval by the Laser Safety Officer (LSO). This will help keep our site laser inventory accurate and ensure the safe and responsible disposition of these potentially dangerous, Class 3B and Class 4 lasers.

Under no circumstances should Class 3B or 4 lasers be abandoned, disposed as regular trash or put out for general public/put on eBay (due to concerns over the misuse of the laser system).

Contact the LSO to initiate proper **sales, transfer and disposal** of a laser equipment.

☀ **Internal sales or transfers (within UW entity)**

- a. Internal transfers require review and approval by the LSO prior to transfer.
- b. Transfers can be made only if the laser is in good working condition and complies with all applicable safety instructions for operation/maintenance.

☀ **External sales or transfers (outside of UW entity)**

- a. Sales or transfers can be made only with provision that LSO contact the buyer's or new owner's LSO and inform them of the sales/transfers.
- b. Receiving entity/transferee must have a viable laser safety program and Laser Safety Officer. Out of state transfers may have other requirements.
- c. The system must be fully inspected by LSO prior to any sales/transfers and Radiation Safety Office will generate a "Limit of Liability" document as needed.

☀ **Disposal or surplus (UW SURPLUS)**

LSO maybe able to find a new home for your laser if the laser is still in good working condition. If not, consider disposing the laser system through the manufacturer or through UW Surplus. Contact the LSO for further guidance.

- a. Laser Manufacturer
 - Some manufacturers will accept old lasers for recycling value or just as a service to users.
 - Contact the manufacturer and ask if you can return the laser system for disposal, refurbishment, useable components, or recycling.
 - Notify LSO of such transfer and disposition to remove the laser from your inventory.

b. UW Surplus

- Review the manufacturer's laser system manual for list of hazardous materials or call to check on any possible hazardous material components.
- If the laser system contains hazardous materials (dyes and solvents, batteries, mercury switches, oils, Beryllium Oxide, and other chemicals), remove the hazardous material and submit a [Chemical Waste Collection Request](#) to EH&S.
- Disable the device by cutting off plug, the AC source cord or remove all means of activating the laser.
- Remove the secure keys and destroy the laser (rendered inoperable).
- Contact EH&S for decontamination verification (radiological, biological, chemical, and other (Freon, lead or electrical) and to request a tag to initiate the equipment clearance process (Radiation Safety Clearance Tag).
- Submit a [Surplus](#) request for pickup or dropoff.

Contact EH&S's [Radiation Safety Office](#) or the [Laser Safety Officer](#) if you have any questions about Laser Transfer & Disposal Guideline.

Reference:

- [Laser Disposal Guide- Lawrence Berkeley National Laboratory \(LBL\)](#)