



Laser Disposal Guideline

Issue Date: 01/07/15

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Applies To: Laboratory faculty, staff, student, and visitors.

Laser users have an obligation to ensure the safe and responsible disposition of their unneeded, but potentially dangerous, Class 3B and Class 4 lasers. The laboratory director (LD) is **required** to notify Environment, Health & Safety (EHS) at (734) 647-5224 of any Class 3B or Class 4 laser or laser system being:

- Relocated, transferred to another University of Michigan LD.
- Sold or transferred to another institution.
- Sent for disposal.

NOTE: Property Disposition will **not** hold, store, or sell any lasers.

Selling or Transferring a Class 3B or Class 4 Laser

It is the laser owner's responsibility to determine if a laser can be reused internal to U-M or at another institute. When selling a laser, the laser owner **must** comply with the following provisions.

- The laser **must** be unmodified and in out-of-the-box condition from the manufacturer, except for signs of aging.
- The laser can only be sold to other institutions or industrial firms with the provision that EHS contact the buyer's Laser Safety Officer and inform them of the purchase.
- The laser cannot be sold, under any circumstance, to a member of the public or put on eBay.

Disposing of a Class 3B or Class 4 Laser

The laser owner is responsible for working with Property Disposition and EHS, Hazardous Materials Management (HMM) and following [U-M SPG 520.01: Acquisition, Use and Disposition of Property \(Exclusive of Real Property\)](#).

For laser disposal, the owner **must** complete the following tasks:

1. Render the laser inoperable by cutting power cords, destroying keys, etc.
2. Contact Property Disposition and obtain the following forms that will be signed by Steve Sinelli at Property Disposition. These forms are used to track the lasers per SPG 520.01.
 - Declaration of Surplus
 - Authorization memo stating it can be picked up by HMM.
3. Contact HMM at (734) 763-4568 for collection.

Revision History

REVISION #	DATE	REVISION #	DATE	REVISION #	DATE	REVISION #	DATE
1	1/7/15	3	1/23/17	5	10/5/17		
2	4/24/15	4	6/5/17				