



Laser Disposal Guideline

Issue Date: 01/07/15

Revision Date: 10/13/22

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 by email at property.disposition@umich.edu and obtain the following forms which 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	6	10/13/22		