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 disposal 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

<table>
<thead>
<tr>
<th>REVISION #</th>
<th>DATE</th>
<th>REVISION #</th>
<th>DATE</th>
<th>REVISION #</th>
<th>DATE</th>
<th>REVISION #</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/7/15</td>
<td>3</td>
<td>1/23/17</td>
<td>5</td>
<td>10/5/17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4/24/15</td>
<td>4</td>
<td>6/5/17</td>
<td>6</td>
<td>10/13/22</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>