

LASER TRANSFER/DISPOSAL FORM

Safe Disposal of Lasers Instructions:

To meet Laser safety regulations, a Laser can be either transferred to another user who is trained and approved for the Laser or the Laser must be properly disposed.

To dispose of a Laser:

1. **PRIOR TO SHIPPING THE LASER SYSTEM**, remove and properly dispose of any hazardous materials such as mercury switches, oils, and other chemicals that are contained in the Laser system. Consider the need to dispose of Laser dyes and solvent solutions.
 - Review the manufacturer's Laser system manual for 'CAUTION!' statements that list hazardous materials.
2. Disable the Laser device by either one of the two following methods:
 - Remove all means of activating the Laser (remove the power cord and power switches), or
 - Destroy the Laser hardware so it can not be used again.
3. Properly dispose of any chemical, biological, or radioactive wastes generated from the Laser activities (RMS can be contacted for assistance in the disposal process).
4. Sign the statement where indicated and submit this form to the Radiation Safety Office indicating that hazardous materials have been properly disposed of and the Laser system inactivated prior to disposal. **This form must include the Laser manufacturer and model number, as well as the name of the registered Laser user.**

LASER TRANSFER/DISPOSAL FORM

This form is to be used to notify the Radiation Safety Office of the disposition of any Laser device, which is transferred, disposed of or rendered inoperable. If the device is discarded or any part is disassembled to prevent the machine(s) from being energized, by completing and submitting this form the device will be removed from registration.

EQUIPMENT TRANSFER

Complete the following information for each Laser device that is no longer in use. On the "TRANSFERRED TO:" line, indicate to whom the equipment was transferred.

Laser system is to be **transferred** to an authorized agent: Yes No

TRANSFERRED TO:

Registered User:	_____	Make/Model	_____
Laser Serial #:	_____	Date of Last Evaluation:	_____
Location of Laser System:	_____		

LASER DEVICE DATA

Manufacturer:	_____	Transferred To:	_____
Class of Laser:	_____	Address of recipient:	_____
Original location:	_____		_____
		Date of transfer:	_____

Manufacturer:	_____	Transferred To:	_____
Class of Laser:	_____	Address of recipient:	_____
Original location:	_____		_____
		Date of transfer:	_____

Once the decision has been made to **DISPOSE OF A LASER SYSTEM**, the following actions shall be taken **Prior to the actual Disposal**:

- 1) Completely disable the Laser from ever operating again.
- 2) Remove any hazardous substances such as Mercury switch, Batteries, Dyes, Oils, etc.
- 3) Remove any Laser Diodes or Beryllium oxide (BeO) Plasma Tubes from the Laser.
- 4) Recycle, if possible, whatever is left of the Laser with a reputable waste recycling facility.
- 5) Notify the Laser Safety Officer (LSO) to have the Laser removed from Inventory.

EQUIPMENT DISPOSAL

Complete the following information for each Laser device that is no longer in use. On the "TRANSFERRED TO:" line, indicate to whom the equipment was transferred for disposal, how it was disposed, or how it was rendered inoperable (Inoperable means the machine cannot produce Laser radiation when connected to a power supply).

Laser system is to be **disposed** by an authorized agent. Yes No

Registered User: _____ Make/Model _____
 Laser Serial #: _____ Date of Last Evaluation: _____
 Location of Laser System: _____

LASER DEVICE DATA

Manufacturer: _____ Transferred To: _____
 Class of Laser: _____ Address of recipient: _____
 Original location: _____
 Date of transfer: _____

Manufacturer: _____ Transferred To: _____
 Class of Laser: _____ Address of recipient: _____
 Original location: _____
 Date of transfer: _____

Submission of this completed form to the address or fax number below will satisfy the need for any additional correspondence:

University of Nevada, Las Vegas
Risk Management & Safety
ATTN: Laser Safety Officer
4505 S. Maryland Parkway
Las Vegas, NV 89154-1042
Fax: 702-895-4690

This Laser system will be transferred to be used by qualified Laser safety trained individuals with a Laser Safety program,

OR

This Laser system has been evaluated to ensure the proper disposal of any hazardous materials found inside the Laser components, (such as mercury switches, oils, dyes, etc.) and is free of such materials.

This completed and signed form serves as a "Limit of Liability" document, and the recipient by Signature and Date absolves UNLV of any Liability associated with the use of this Laser system.

I certify that the above information is true and correct to the best of my knowledge.

_____ Signature	_____ LSO Printed Name	_____ Date
_____ Signature	_____ Title and Printed Name of Registered Laser User	_____ Date
_____ Signature	_____ Title and Printed Name of Shipper	_____ Date
_____ Signature	_____ Title and Printed Name of Recipient	_____ Date