

# 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 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.
  - x 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:
  - x Remove all means of activation (remove the power cord and power switches), or
  - x 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 activity (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 system inactivated prior to disposal. This form must include the laser manufacturer and model number as well as the name of the registered 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 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 transferred. On the line provided, indicate to whom the equipment was transferred.

Laser system is transferred to an authorized agent:  Yes  No

## TRANSFER INFORMATION

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: \_\_\_\_\_



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