

Laser Acquisition, Transfer, and Disposal Guide

Before a Class 3B or Class 4 laser or laser system is acquired, transferred, or disposed of, approval from the Laser Safety Officer is required. Please review the guidelines and requirements below for each instance.

A. Laser Acquisition

Prior to purchasing or receiving a Class 3B or Class 4 laser or laser system, the LSO should be informed. The specifications of the laser, the location in which it will be installed, a list of authorized laser users, and the purpose of the experiment should all be included in the communication with the LSO. The laser or laser system can be acquired once approved by the LSO. After the laser has been installed, it should be entered into the University's Laser Inventory System (contact the LSO, lso@umn.edu, for instructions).

B. Laser Transfer

Internal Transfers or Sales

1. Internal transfers require review and approval by the LSO before transfer.
2. Transfers can only be made if the laser is in good working order and complies with all applicable safety standards.
3. To request a transfer, inform the LSO of the following:
 - i. Name and contact information of PI transferring the laser/laser system
 - ii. The current location of the laser
 - iii. Laser specifications
 - iv. Name and contact information of PI receiving laser
 - v. New location of the laser
4. The University Laser Inventory will be updated with the new information once the transfer is approved by the LSO.

External Transfers or Sales

1. When planning to transport or ship a laser to a location outside of the University of Minnesota system, the LSO must be informed so they can assist with the determination of proper shipping conditions.
2. The LSO will provide guidance and approval, but the laboratory is responsible for all costs associated with shipping the laser or laser system.
3. Prior to shipping the laser, the LSO must be provided with the following:
 - i. Laser to be shipped
 - ii. Anticipated transfer date
 - iii. Names of person(s) shipping and receiving the laser
 - iv. The sending and receiving locations
 - v. Contact information of those responsible

4. If significant modifications have been made to the laser, approval from the FDA may be required
5. Refer to the [Capital Equipment Administration: Transfers](#) policy when transferring lasers or laser systems considered to be capital equipment (over \$5,000).

C. Laser Disposal

Plans for disposing of a laser should be discussed with the LSO, who may be able to offer alternative methods of disposal, depending on the condition of the laser. There are two preferred methods for disposing of an unwanted laser: returning it to the manufacturer or disposing of it as e-waste. In either case, please refer to the [Capital Equipment Disposals: Scrap, Recycle or Cannibalize](#) policy on disposing of capital equipment (over \$5,000).

Return to Laser Manufacturer

1. Some manufacturers will accept old lasers for recycling value or to salvage parts for other users.
2. Contact the manufacturer to determine if the laser system can be returned for disposal, refurbishment, or recycling.
3. Notify the LSO of such a transfer and request the laser be removed from the University Laser Inventory.

Dispose of as e-Waste

1. Prior to disposal, review the manufacturer's user manual for a list of hazardous materials or components that may be contained within the laser.
2. If the laser does contain [hazardous materials](#) (dyes and solvents, oils, mercury switches, batteries, or other chemicals), remove the hazardous materials and submit a request for disposal through the [Chematix Inventory and Waste system](#).
3. Disable the device by cutting off the plug or power cord or removing all means of activating the laser.
4. Contact UHS and request an inspection of the laser to confirm all hazardous materials have been removed.
5. Dispose of it through your campus' e-waste program.
6. Notify the LSO that the laser system will be disposed of and should be removed from the University Laser Inventory.

DO NOT send unwanted lasers to the ReUse Facility. Doing so will make it impossible to determine the final destination of the laser and whether the end user is properly trained in its operation.