

DARTMOUTH

Environmental Health & Safety

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Class 3B or 4 Laser Device Move, Transfer and Disposal Form

Instructions: Complete sections 1, 2 and 3. Then complete sections 4, 5, or 6 as applicable. All moves, transfers, or disposals of lasers must be approved by the Laser Safety Officer (LSO).

For questions contact the LSO or Environmental Health & Safety (EHS) at 603-646-1762 or ehs@dartmouth.edu

Section 1: Check one (*Required*)

Laser Move	
Laser Transfer of Ownership	
Laser Disposal	

Section 2: CURRENT OWNER INFORMATION (*Required*)

Principal Investigator:	
Department:	
Hinman Box:	
Office Phone Number:	
Intended Date of Move, Transfer, or Disposal:	

Section 3: LASER DEVICE INFORMATION (*Required*)

***See Appendix A for addition of additional devices**

Dartmouth Laser ID Number:	
Manufacturer:	
Model:	
Serial Number:	
Laser Type (e.g. HeNe):	
Laser Class (3b or 4):	
Laser Location (building and room):	

Section 4: LASER MOVE - New Dartmouth Location

New Laser Location (building and room):	
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Section 5: LASER TRANSFER OF OWNERSHIP – Recipient Information

Is this a transfer to another Institution?	Yes No
Institution name:	
Principal Investigator:	
Department:	
Address:	
Office Phone Number:	
New Laser Location: (Building/Room Number)	
Laser Training Manager:	
Emergency Phone Number:	

Section 6: LASER DISPOSAL METHOD

Option 1: Return to Laser Manufacturer <i>(Preferred Method)</i>	
Option 2: Donation/Transfer to Another Institution <i>(Must be approved by LSO)</i>	
Option 3: Disposal (as electronics waste) <i>(Done in coordination with LSO)</i>	

LASER DISPOSAL PROCESS

- Step 1: Disable the laser device
 - This is accomplished by removing the power cord, the AC source cord or another critical component which renders the unit unusable
- Step 2: Remove all hazardous waste materials/components and dispose through EHS
 - Dyes, solvents, compressed gasses, batteries, mercury, etc.
- Step 3: Dispose of device as electronics waste
 - Label with an equipment clearance tag
 - Contact Materials Management to fill out a disposal request form:
Materials.Management@dartmouth.edu

For EHS Use Only:	
Date Reviewed:	
Reviewed By:	
New Dartmouth Laser ID Number:	
Laser Inspection Schedule:	
Disposal Approval Date:	

Appendix A – Additional Laser Devices

Laser Move?	Laser Transfer?	Laser Disposal?
Transfer to Another Institution?	Yes	No
Institution name:		
Dartmouth Laser ID Number:		
Manufacturer:		
Model:		
Serial Number:		
Laser Type (e.g. HeNe):		
Laser Class (3b or 4):		
Laser Location (building and room):		
New Laser Location (building and room):		

Laser Move?	Laser Transfer?	Laser Disposal?
Transfer to Another Institution?	Yes	No
Institution name:		
Dartmouth Laser ID Number:		
Manufacturer:		
Model:		
Serial Number:		
Laser Type (e.g. HeNe):		
Laser Class (3b or 4):		
Laser Location (building and room):		
New Laser Location (building and room):		

Laser Move?	Laser Transfer?	Laser Disposal?
Transfer to Another Institution?	Yes	No
Institution name:		
Dartmouth Laser ID Number:		
Manufacturer:		
Model:		
Serial Number:		
Laser Type (e.g. HeNe):		
Laser Class (3b or 4):		
Laser Location (building and room):		
New Laser Location (building and room):		