

Environmental Health & Safety

Laser Disposal Guide

Applies To: Laboratory faculty, staff, student, and visitors.

Laser users have an obligation to ensure the safe and responsible disposition 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 the number or email below of any Class 3B or Class 4 laser or laser system being:

- Relocated, transferred to another university
- Sold or transferred to another institution
- Sent for disposal as electronic waste

EHS contact information:

Phone: **303-273-3316**

Email: ehs@mines.edu

Transferring a Class 3B or Class 4 Laser

It is the laser owner's responsibility to determine if a laser can be reused internally at Mines or at another institute. When selling a laser to another institution or university, 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 for safety reasons.**

Disposing of a Class 3B or Class 4 Laser

The laser owner is responsible for working with Property Disposition and EHS for laser disposal. The laser owner **must** complete the following tasks:

1. Render the laser inoperable by cutting power cords, destroying keys, etc.
2. Notify EHS at EHS@mines.edu of the intent to dispose of a laser
3. If the laser has a white property tag and number, complete a [Property Disposition form](#) and email to the Controller's Office at co-accounting@mines.edu
4. Submit a workorder for non-working surplus property for pickup.

The laser cannot be sold, under any circumstance, to a member of the public or put on eBay