**Laser Device Disposal Form**

**Prior to the Laser Disposal:**

* Eliminate the possibility of activating the laser by removing all means by which it can be electrically activated. Remove the power cord and switches.
* Remove any hazardous substances such as Mercury switches, Batteries, Dyes, Oils, Solvents, Biological, Chemicals, Radioactivity, etc., and wherever possible recycle them.
* Please email the form to Vanderbilt University Laser Safety Officer at: [lasersafety@vanderbilt.edu](mailto:lasersafety@vanderbilt.edu)

1. **Owner Information**

Principal Investigator:Click or tap here to enter text.

Department:Click or tap here to enter text.

Office Phone Number:Click or tap here to enter text.

Date of Submission:Click or tap to enter a date.

1. **Laser Device Information**

Vanderbilt University Laser ID Number:Click or tap here to enter text.

Manufacturer:Click or tap here to enter text.

Model:Click or tap here to enter text.

Serial Number:Click or tap here to enter text.

Laser Type (e.g. HeNe, Nd:YAG):Click or tap here to enter text.

Laser Class (3b or 4):Click or tap here to enter text.

1. **Intended Laser Disposal Method**

Please remove/discard Vanderbilt ID tags and logos prior to disposal of Laser

Option 1: Return to Laser Manufacturer (Preferred Method). Send a copy of shipping/receipt documents to Laser Safety Officer if it is returned to the Manufacturer.

Option 2: Donation/Transfer to Another Institution (Must be approved by Laser Safety Officer)

Option 3: Disposal as Scrap Metal (Must be conducted in coordination with the Laser Safety Officer)

Step 1: Disable the laser device

Step 2: Remove all hazardous waste materials/components

Step 3: Dispose of device via standard trash

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For VU EHSS use only:Click or tap here to enter text.

Date Reviewed:Click or tap to enter a date.

Reviewed By:Click or tap here to enter text.

Disposal Approval Date:Click or tap to enter a date.