



EHS Assist Laser Transfer and Disposal Guide

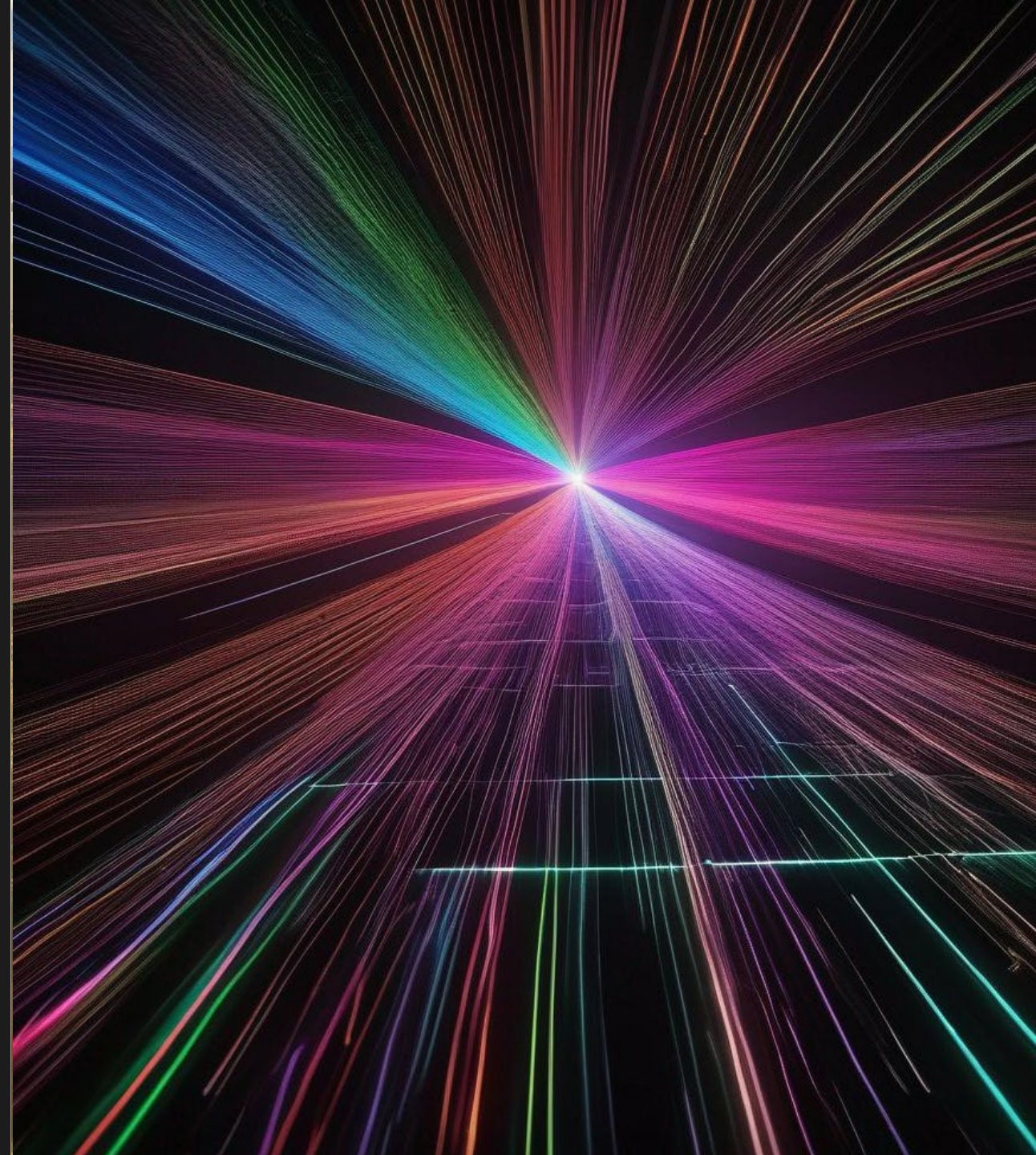


Table of Contents

Title	Page
Accessing the EHSA Forms Module	03
How to Transfer or Dispose of a Laser (steps 1-4)	04
How to Transfer or Dispose of a Laser (steps 5-9)	05
How to Transfer or Dispose of a Laser (steps 10-12)	06
How to Transfer or Dispose of a Laser (steps 13-15)	07
How to Transfer or Dispose of a Laser (steps 16-17)	08



Accessing the EHSA Forms Module

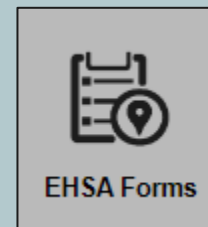
Step 1

Login into EHS Assist - <https://ehsa.vanderbilt.edu>

- ❖ **For Vanderbilt University individuals**, use your VUNetID and VU password, along with the Duo app for SSO authentication
- ❖ **For VUMC individuals**, use your VUMC email and you will be taken to the VUMC SSO page for authentication.

Step 2

From the EHSA Homepage, select the **EHSA Forms** icon.



How to Transfer or Dispose of a Laser (steps 1-4)

A web form is available in EHS Assist if you need to dispose of a laser or transfer a laser to another VU location or PI.

1 Access the **User/PI** dropdown menu.

2 Any previously submitted or incomplete forms for the User/PI will be displayed on this page.

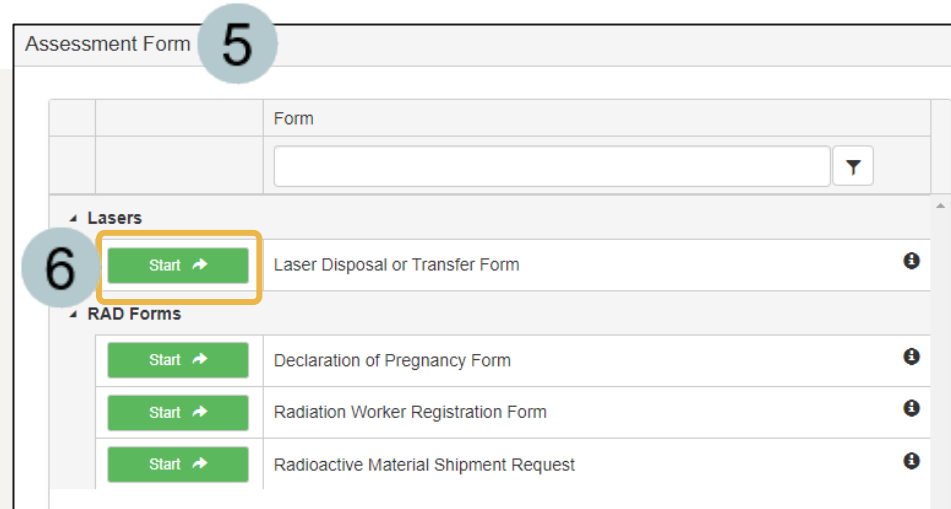
3 To resume work on a previous form, click the **Edit Assessment** button.

4 To begin filling out a new laser transfer or disposal form, click **+ Browse New Forms**

Form	Assessment Status	Next Review	Assessment ID ↑	Location(s)
BIOLOGICAL MATERIALS REGISTRATION	Incomplete		230310001	MRB III BIO/SCI:V1216 MRB III BIO/SCI:V1218
Biological Agent Registration Form (UCF)	Incomplete		230406001	MRB III BIO/SCI:V1216 MRB III BIO/SCI:V1218 MRB III BIO/SCI:V3100 MRB III BIO/SCI:V3100A
Laser Disposal or Transfer Form	Submitted		231009001	KECK FREE ELECTRON LASER CTR:211 KECK FREE ELECTRON LASER CTR:212
Laser Disposal or Transfer Form	Incomplete		231107001	

How to Transfer or Dispose of a Laser (steps 5-9)

5 The **Assessment Form** window will appear.



Assessment Form 5

Form

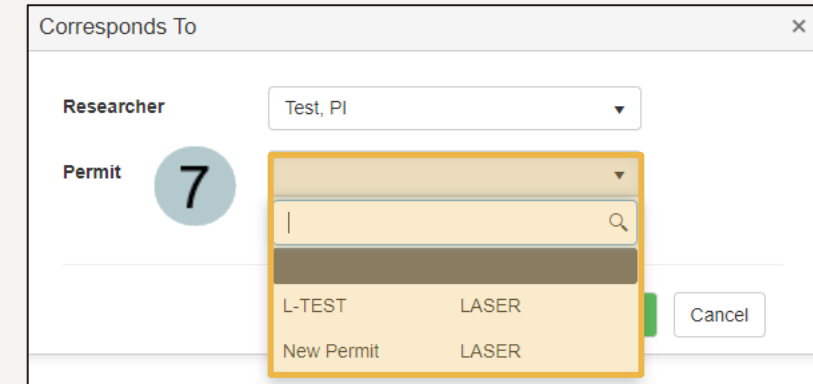
Lasers

- 6 Start → Laser Disposal or Transfer Form

RAD Forms

- Start → Declaration of Pregnancy Form
- Start → Radiation Worker Registration Form
- Start → Radioactive Material Shipment Request

6 Under the **Lasers** subcategory, click the **Start** button next to **Laser Disposal or Transfer Form**.



Corresponds To

Researcher Test, PI

Permit 7

- L-TEST LASER
- New Permit LASER

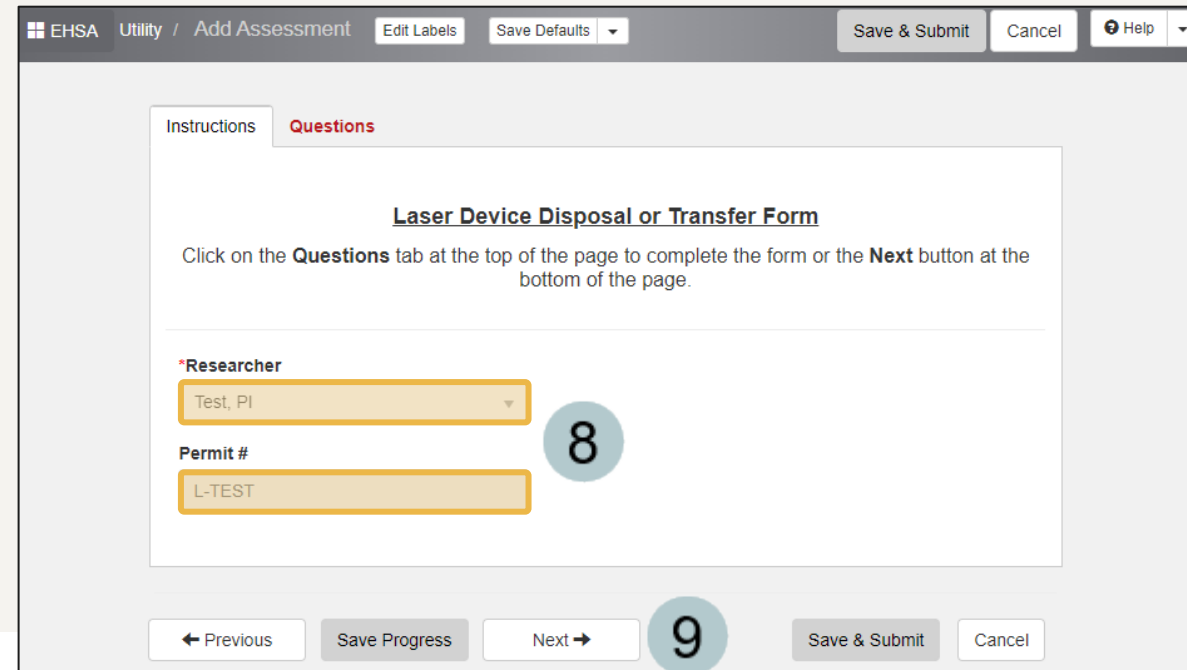
Cancel

7 In the **Corresponds To** window, select the **Permit** from the dropdown menu and click

Create Assessment

8 The **Add Assessment** page will appear verifying your selections.

9 Click **Next** to continue



EHSA Utility / Add Assessment Edit Labels Save Defaults Save & Submit Cancel Help

Instructions Questions

Laser Device Disposal or Transfer Form

Click on the **Questions** tab at the top of the page to complete the form or the **Next** button at the bottom of the page.

*Researcher Test, PI

Permit # 8 L-TEST

← Previous Save Progress Next → 9 Save & Submit Cancel

How to Transfer or Dispose of a Laser (steps 10-13)

10 On the **Questions** page, the Owner Information will be auto-populated. Add any missing information.

11 Select options in the **Purpose of Form** section.

12 To select a laser from the PI's inventory, use the **Serial Number** dropdown list.

This will auto-populate the remaining fields with the data directly from the laser equipment inventory.

If Serial Number is not in the list, type directly into this field to include any laser details.

13 A link to reference the PI's full laser equipment inventory is located here.

The screenshot shows a web form titled "Questions" with two tabs: "Instructions" and "Questions". The "Questions" tab is active. The form is divided into three main sections: "General", "Purpose of Form", and "Laser Device Information".

General
Owner Information
PI First Name: PI
PI Last Name: Test
Department: Chemistry
Email: [empty]

Purpose of Form
 Yes No
Is this a request to **Dispose** of a laser?
 Yes No
Is this a **Transfer** of an existing laser to a new owner/location?

Laser Device Information
Select the laser for disposal or transfer from the dropdown or you may free-type the laser details, if preferred. To reference the PI's full laser inventory, [click here.](#)
Serial Number: [dropdown menu]
Vanderbilt University Laser ID Number: 34
Manufacturer: K0043148
Model: 12390137
Laser Type (e.g. HeNe, Nd:YAG): 6620136097
Laser Class: [empty]

Callouts in the image:
- Step 10: Points to the Owner Information fields.
- Step 11: Points to the Purpose of Form section.
- Step 12: Points to the Serial Number dropdown menu.
- Step 13: Points to the "click here" link in the Laser Device Information section.

How to Transfer or Dispose of a Laser (steps 14-16)

14 Pay close attention to the yellow highlighted section that gives instructions on what to do prior to a laser disposal.

15 Select an option(s) for the **Intended Laser Disposal** section. If Option 1 or Option 2 is selected, a description box appears to include more detail.

16 If you selected to transfer the laser in step 11 of this guide (pg. 6), the **Transfer of the Laser to a New VU Location or New VU Owner** section will become available to fill out.

14

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

15 **Intended Laser Disposal Method**

- 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 (Laser Safety Officer will be notified)
- 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: Cut the electrical cords. Make it impossible to use the device.
 - Step 4: If the laser has a solid-state head inside, make sure it is destroyed/impossible to reuse.
 - Step 5: A READY request through Vanderbilt University Maintenance and Operations system for scrap metal/e-waste collection will need to be submitted. The READY request can be found here: <https://ready.app.vanderbilt.edu/> Please find information about this process at <https://www.vanderbilt.edu/plantops/ineedto.php#electronics>

16

Transfer of the Laser to a New VU Location or New VU Owner

PI Name:

Department:

Building:

Laboratory:

Additional Comments:

Describe

How to Transfer or Dispose of a Laser (steps 17-18)

17 At the end of the form, click on the **Sign** button to enter your electronic signature. This will auto-populate based on your login credentials.

18 Click **Save & Submit** when you have completed the form.

An email notification will be sent to the VU EHS Laser Safety Officer and the submitter will also receive a confirmation email.

The screenshot displays the 'Laser Device Disposal or Transfer Form' interface. At the top, there are two 'Submitted By:' sections. The first section, labeled '17', shows a green 'Sign' button and three empty input fields. The second section, labeled '18', shows a red 'Clear' button and three input fields containing 'Last name, First name', 'VUNetID', and 'Date'. Below these is a navigation bar with 'EHS A Utility / Add Assessment', 'Edit Labels', 'Save Defaults', 'Save & Submit', 'Cancel', and 'Help'. The main content area has tabs for 'Instructions' and 'Questions'. The 'Questions' tab is active, showing the form title 'Laser Device Disposal or Transfer Form' and instructions: 'Click on the Questions tab at the top of the page to complete the form or the Next button at the bottom of the page.' Below the instructions are two input fields: '*Researcher' with the value 'Test, PI' and 'Permit #' with the value 'L-TEST'. At the bottom, there are navigation buttons: 'Previous', 'Save Progress', 'Next', 'Save & Submit', and 'Cancel'. A large '18' is overlaid on the bottom right of the form area.

EHS Assist – Additional Info

Find additional EHS Assist guides here:

<https://www.vanderbilt.edu/ehs/ehsassist>

With any questions, concerns or suggestions, contact the EHS Assist Administrator at ehsa@vanderbilt.edu

Contact the laser safety team with any questions about lasers or laser inventories at lasersafety@vanderbilt.edu

