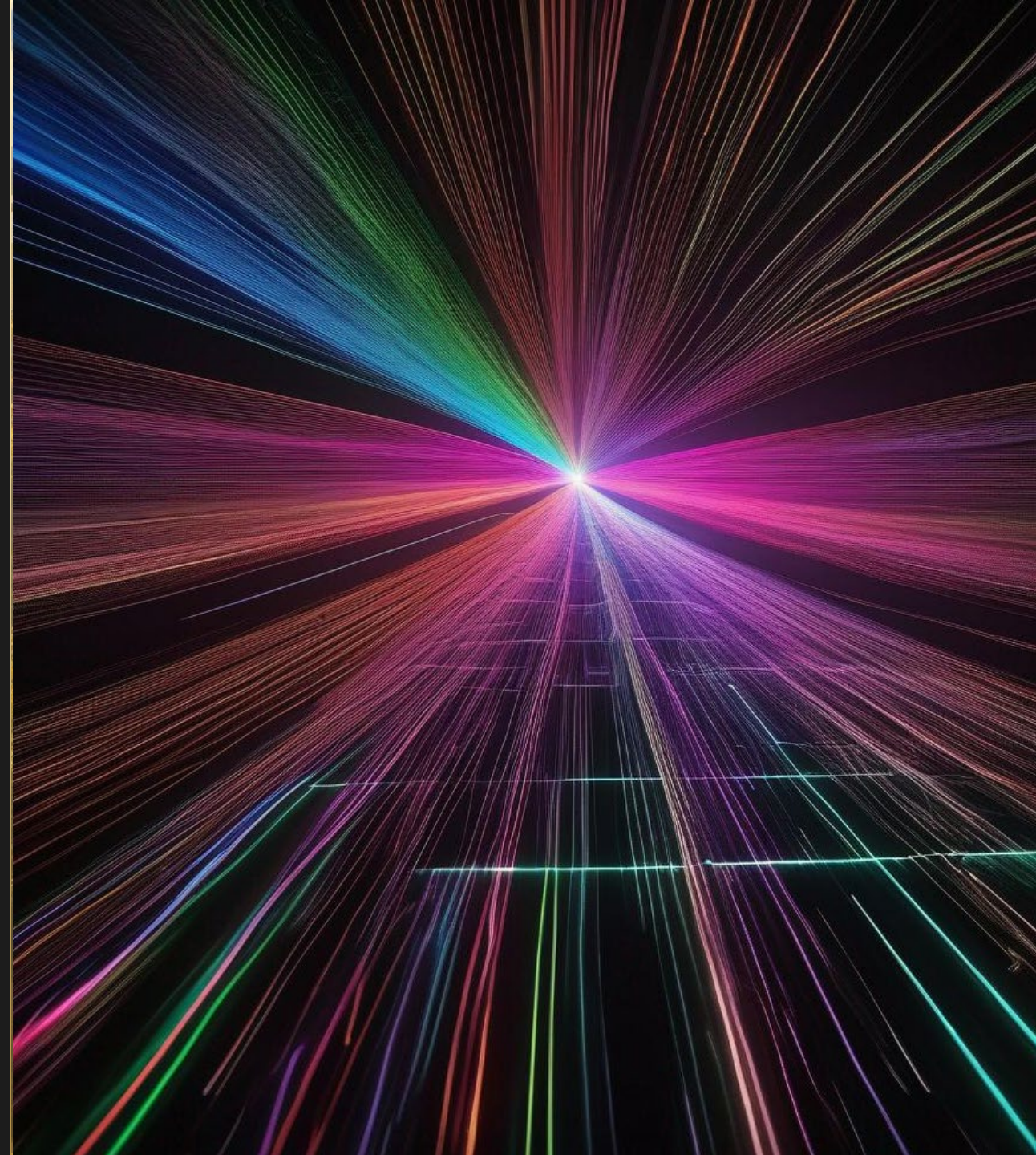




# EHS Assist Laser Transfer and Disposal Guide



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# Accessing the EHSA Forms Module

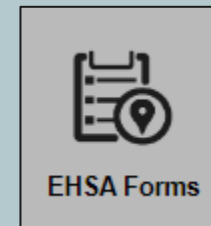
## Step 1

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**

4

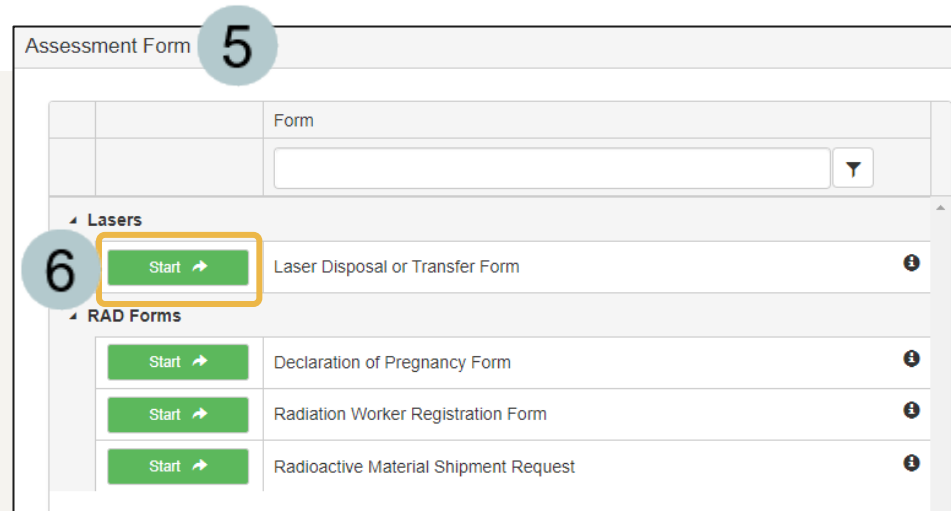
+ Browse New Forms Reports User/PI: Test, PI 1 Open Reviewed Options

Drag a column header and drop it here to group by that column

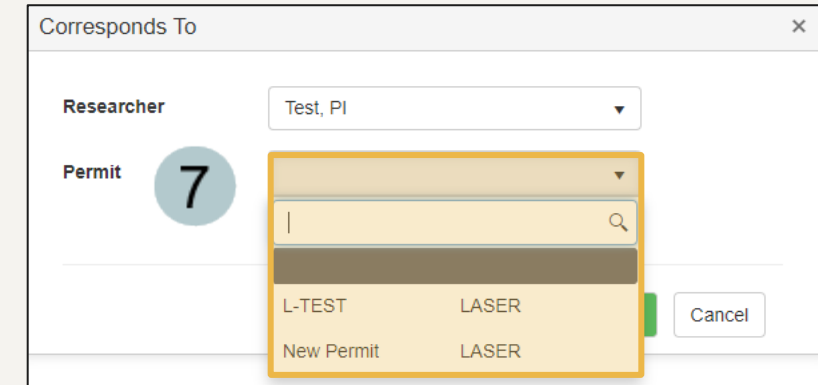
Form		Assessment Status	Next Review	Assessment ID ↑	Location(s)
BIOLOGICAL MATERIALS REGISTRATION	Edit Assessment	Incomplete		230310001	MRB III BIO/SCI:V1216 MRB III BIO/SCI:V1218
Biological Agent Registration Form (UCF)	Edit Assessment	Incomplete		230406001	MRB III BIO/SCI:V1216 MRB III BIO/SCI:V1218 MRB III BIO/SCI:V3100 MRB III BIO/SCI:V3100A
Laser Disposal or Transfer Form	3	Submitted		231009001	KECK FREE ELECTRON LASER CTR:211 KECK FREE ELECTRON LASER CTR:212
Laser Disposal or Transfer Form	Edit Assessment	Incomplete 2		231107001	

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

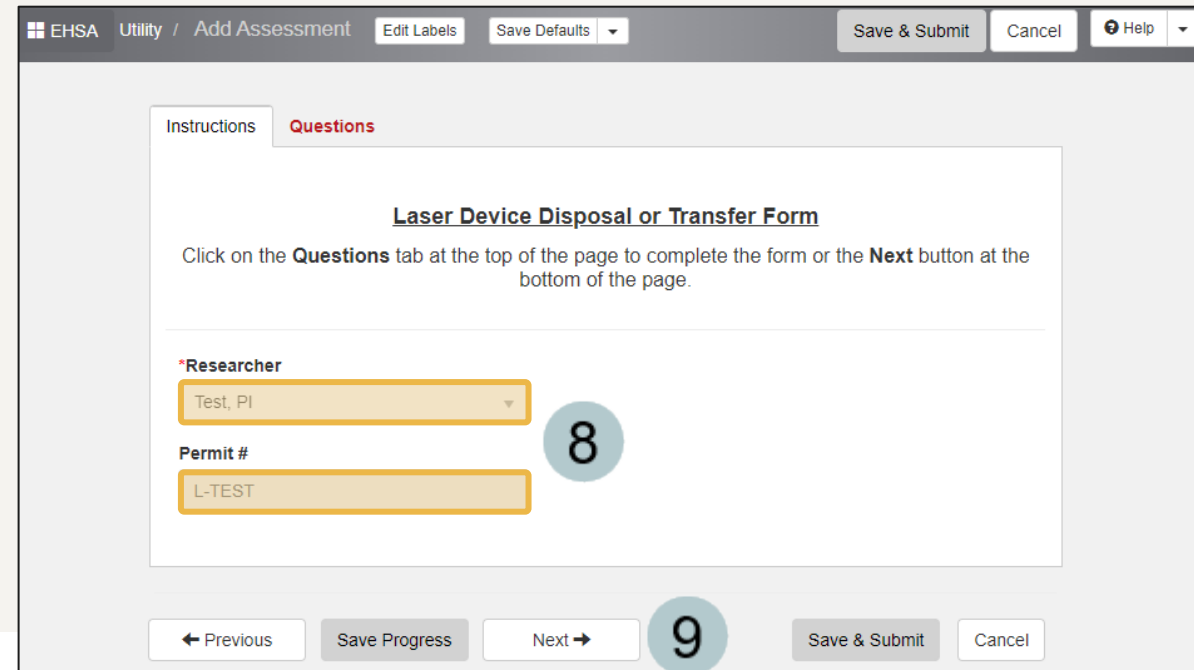
- 5 The **Assessment Form** window will appear.
- 6 Under the **Lasers** subcategory, click the **Start** button next to **Laser Disposal or Transfer Form**.
- 7 In the **Corresponds To** window, select the **Permit** from the dropdown menu and click **Create Assessment**.
- 8 The **Add Assessment** page will appear verifying your selections.
- 9 Click **Next** to continue



The screenshot shows the 'Assessment Form' window. At the top, there's a 'Form' dropdown menu. Below it, the 'Lasers' subcategory is expanded, showing a list of forms. The 'Laser Disposal or Transfer Form' is highlighted, and its 'Start' button is circled in orange. Below the 'Lasers' section, the 'RAD Forms' section is also visible, listing 'Declaration of Pregnancy Form', 'Radiation Worker Registration Form', and 'Radioactive Material Shipment Request', each with a 'Start' button.



The screenshot shows the 'Corresponds To' window. It has a 'Researcher' dropdown menu with 'Test, PI' selected. Below it, the 'Permit' dropdown menu is open, showing options: 'L-TEST', 'LASER', and 'New Permit'. The 'LASER' option is highlighted. A 'Cancel' button is visible on the right.



The screenshot shows the 'Add Assessment' page. At the top, there's a navigation bar with 'EHSA Utility / Add Assessment', 'Edit Labels', 'Save Defaults', 'Save & Submit', 'Cancel', and 'Help'. The main content area has two tabs: 'Instructions' and 'Questions'. The 'Questions' tab is active, showing the 'Laser Device Disposal or Transfer Form'. Below the title, there's a text box with 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 this, there's a form with two fields: '\*Researcher' with a dropdown menu showing 'Test, PI' and 'Permit #' with a dropdown menu showing 'L-TEST'. At the bottom, there's a navigation bar with 'Previous', 'Save Progress', 'Next', 'Save & Submit', and '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 application interface with a 'Questions' tab. The 'Owner Information' section contains fields for PI First Name, PI Last Name, Department, and Email. The 'Purpose of Form' section contains two radio button questions. The 'Laser Device Information' section contains a dropdown for Serial Number, a text field for Vanderbilt University Laser ID Number, and text fields for Manufacturer, Model, Laser Type, and Laser Class. A link to the PI's full laser inventory is also present.

**Owner Information**

PI First Name: PI

PI Last Name: Test

Department: Chemistry

Email:

**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: 34

Vanderbilt University Laser ID Number:

Manufacturer: K0043148

Model: 12390137

Laser Type (e.g. HeNe, Nd:YAG): 6620136097

Laser Class:

# 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:

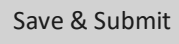
Laboratory:

## Additional Comments:

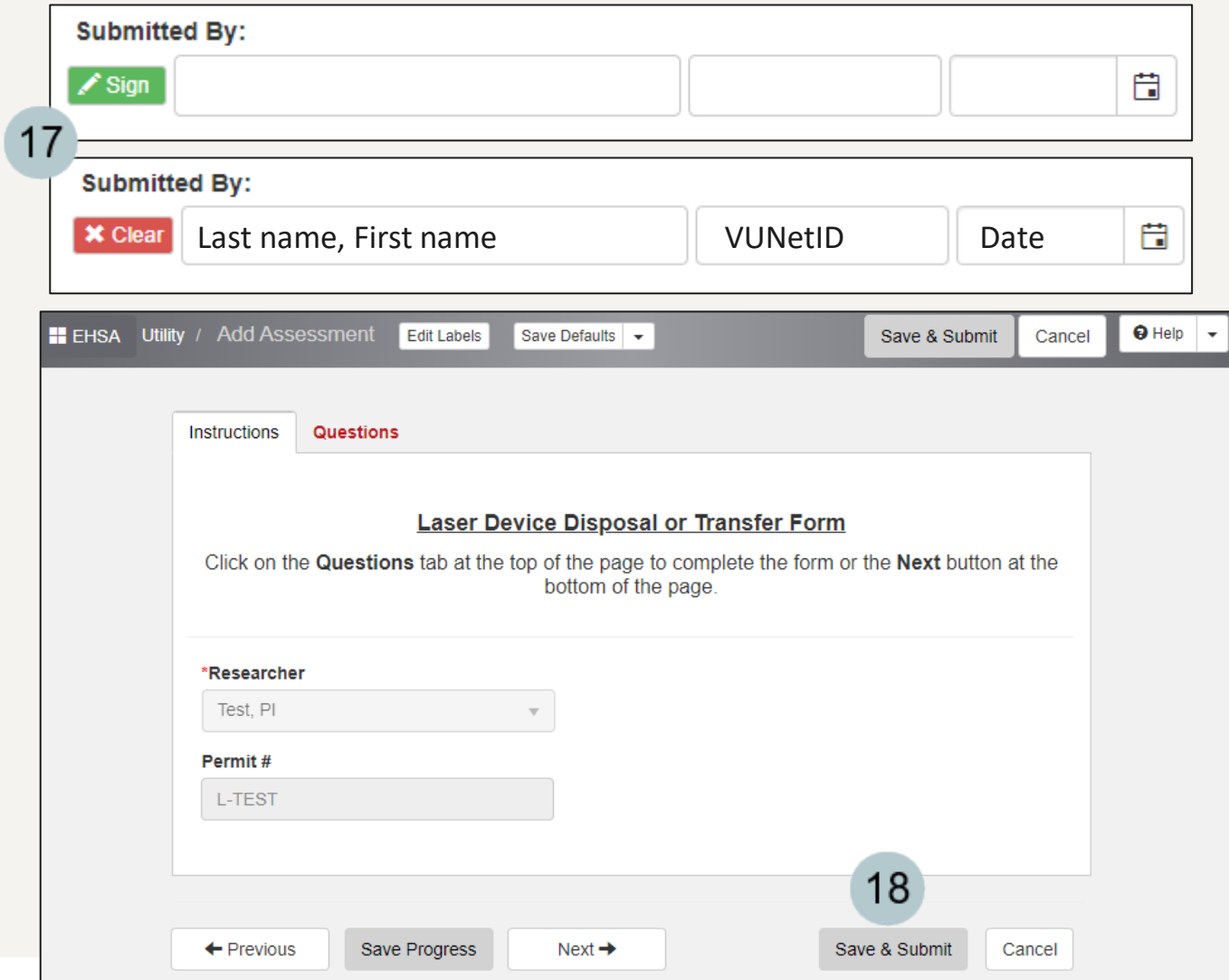
Describe

# 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 with a blue circle '17', shows a green 'Sign' button and empty input fields. The second section, also labeled with a blue circle '17', shows a red 'Clear' button and input fields for 'Last name, First name', 'VUNetID', and 'Date'. Below these is a navigation bar with 'EHS Utility / Add Assessment', 'Edit Labels', 'Save Defaults', and buttons for '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. Below the instructions are two input fields: '\*Researcher' (with a dropdown menu showing 'Test, PI') and 'Permit #' (with a text input field showing 'L-TEST'). At the bottom, there are navigation buttons: 'Previous', 'Save Progress', 'Next', 'Save & Submit', and 'Cancel'. A blue circle '18' is positioned over the 'Save & Submit' button.



# EHS Assist – Additional Info

Find additional EHS Assist guides here:

**<https://www.vanderbilt.edu/facilities/ehs/ehsa>**

With any questions, concerns or suggestions, contact the EHS Assist Administrator at **[ehsa@vanderbilt.edu](mailto:ehsa@vanderbilt.edu)**

Contact the laser safety team with any questions about lasers or laser inventories at **[lasersafety@vanderbilt.edu](mailto:lasersafety@vanderbilt.edu)**

