



Laser Safety Transfer and Disposal

[Massachusetts Laser Safety Regulation](#) requires that the Harvard University reports the transfer and disposal of all Class 3B and Class 4 lasers to the Mass Radiation Control Program.

The research laboratory shall contact the Radiation Safety Service (RSS) by email (radiation_protection@harvard.edu) or by phone call (617.496.3797) to initiate proper transfer and disposal of a laser equipment.

Inter-Campus Transfer:

Before the lasers are being transferred from one laboratory to another, the RSS must be notified and provided with the following information:

- when the laser will be transferred
- the names of the PI transferring and receiving the laser
- the sending and receiving locations
- contact information such as emails and/or phone numbers of responsible person(s)

RSS will update the laser inventory for both laboratories and perform a laser hazard assessment in the new location.

Off Campus Transfer (Leaving Harvard University):

When planning to transport or ship a laser or laser system off campus, RSS must be informed in advance to determine correct shipping conditions (domestic or international). The RSS must be provided with the following information:

- when the laser will be transferred
- the name of the PI transferring and the person name receiving the laser
- the sending and receiving locations
- phone numbers of responsible person(s)

Laser Disposal:

1. Review the manufacturer's laser system manual for 'CAUTION!' statements that list hazardous materials. Remove and properly dispose of any hazardous materials such as mercury switches, oils, and other chemicals that are contained in the laser system. Consider the need to dispose of laser dyes and solvent solutions.

2. Disable the laser device by either one of the two following methods:

- Remove all means of activating the laser (remove the power cord and power switches), or
- Destroy the laser hardware so it cannot be used again.

3. Properly dispose of any chemical, biological, or radioactive wastes generated from the laser activities.

4. Provide a written statement to the EH&S Radiation Safety Services that any hazardous materials have been properly disposed of and the laser system inactivated prior to disposal. This statement will include the laser manufacturer and model number as well as the laser registration number.

Laser Disposal Reference:

- [Laser Disposal Guide - Lawrence Berkeley National Laboratory \(LBL\)](#)

Laser Device Transfer and Disposal Form

Laser Permit Holder		Submission Date	
Laser system Location			

The following information is provided in accordance with Massachusetts Laser Safety Regulation for reporting the disposition of laser device, which has been transferred or disposed. Complete the items below to remove the laser from your registration.

Laser Information			Disposal Method	Transferring Receiver Information	
Manufacturer	Model	Serial Number		Name	Address

Please fax or email the form to Radiation Safety Service.

Radiation Safety Service Tel: (617-49)5-0841 Fax: (617-49)6-5509

Email: Radiation_Protection@Harvard.edu

