

LASER SURPLUSING & EXTERNAL TRANSFER SOP

Before a Class 3R, 3B, or Class 4 laser/laser system, laser cutter/engraver, or confocal microscope is transferred or disposed of, approval from the University Surplus Property Manager and Laser Safety Officer (LSO) is required. Please review the guidelines and requirements below for each instance.

****Class definitions:**

- Class 3R limited to 5 mW,
- Class 3B ranges between 5 mW - 500 mW,
- Class 4 from 500 mW or greater.

Laser Surplus, & External Transfers: All university property that exceeds a department's needs—such as duplicated, damaged, or obsolete furniture and equipment—is classified as surplus and must go through the official surplus property disposal process managed by the [Procurement Department](#).

Departments may not sell, loan, give away, scrap, or otherwise dispose of surplus items without prior written approval from the Surplus Property Manager. Department Heads may act to transfer property to another department, but cannot sell or donate property to an individual or commercial firm.

Once transferred to surplus, if equipment is not able to be reallocated within the university, it will be sold at public auction or through sealed bid. Departments may request reimbursement, minus auction fees, for items that sell for \$1,000 or more. [University Policy 3955](#) provides specific guidance. Please contact your Department Head for help with this process.

Laser Surplus

1. To begin the surplus process, contact your department head. Departments must submit an online Surplus Property report, coordinate any necessary movement or delivery of items, and ensure proper storage and security until transfer or disposal occurs.
 - Contact the LSO (Donald Conner, dcon@vt.edu) for guidance in decommissioning, proper storage, and delivery to surplus.
2. Once the laser has been transferred to surplus, the LSO must be notified and the laser status should be updated in the [Safety Management System \(SMS\)](#).

External Transfers

1. When planning to transport or ship a laser to a location outside of Virginia Tech first obtain the appropriate permissions as indicated above by contacting the University Surplus Property Manager.
2. Once permissions are received, the LSO must be informed so they can assist with the determination of proper shipping conditions.
 - The LSO will provide guidance and approval, but the laboratory is responsible for all costs associated with shipping the laser or laser system.
3. Prior to shipping the laser, the LSO must be provided with the following:
 - i. Laser to be shipped
 - ii. Anticipated transfer date
 - iii. Names of person(s) shipping and receiving the laser
 - iv. The sending and receiving locations
 - v. Contact information of those responsible
4. If significant modifications have been made to the laser, approval from the FDA may be required.
5. Once the laser has been transferred, update the laser's status in the [Safety Management System \(SMS\)](#).

****Under NO circumstances should university equipment be sold, loaned, given away (outside the university), scrapped/cannibalized or disposed of by any department without prior written approval of the University Surplus Officer in coordination with the Manager of FAEIS. Disposals of equipment must follow surplus property procedures. Please contact your department head or the designated individual within your department for questions with these policies.**