



# SURPLUS OR TRANSFER FORM



The status of all Class 3B and Class 4 lasers must be known by the Office of Research Safety. Please complete this form for each laser that is being surplused or transferred and submit to: radiation-safety@uga.edu *Additional guidance: Chapter 9 of the Laser Safety Manual.*

SECTION A: REGISTRATION INFORMATION			
Principal Investigator:		Department:	
Office Phone No:		E-mail address:	
Laser Manufacturer:		Model Number:	
Serial Number:		UGA Inventory#	
Building & (Building#):		Room Number:	
SECTION B: SURPLUS INFORMATION			
<b>IMPORTANT: All lasers must be disabled and non-operational prior to surplus</b>			
Has the laser been disabled so that it is no longer operational?	YES	NO	
Has the registered laser been removed from inventory?	YES	NO	
Date of inventory removal:			
SECTION C: INTERNAL TRANSFER INFORMATION			
Is laser being transferred to another individual within UGA?	YES	NO	
Transferee Name:			
Transferee Department:			
<b>IMPORTANT: If the laser is being transferred within UGA then recipient must complete a new Laser Registration Form</b>			
SECTION D: EXTERNAL TRANSFER INFORMATION			
Is laser being transferred to another individual outside of UGA?	YES	NO	
Transferee Name:			
Transferee Organization:			
Name of Organization's Laser Safety Officer			

ADDITIONAL INFORMATION & COMMENTS

PI Signature: \_\_\_\_\_

Date: \_\_\_\_\_

LSO Signature: \_\_\_\_\_

Date: \_\_\_\_\_