

Registration for Lasers and Laser Systems

Instructions

All lasers, laser systems and embedded lasers (a laser with a higher class than the laser system) must be registered with the Laser Safety Officer (LSO). Additionally, approval for procurement and installation of Class IIIb and Class IV lasers and laser systems must be coordinated with the LSO prior to obtaining the laser system "[Laser Purchase Request Form](#)". Engineering controls will be evaluated to verify that special safety features for the facility meet current requirements.

Part A - Registration for all lasers and laser systems (Please Print)

1. Principal Operator/Supervisor: _____
2. Phone: _____ E-mail: _____
3. Department: _____
4. Department Head: _____
5. Building/Room #: _____

6. Laser Description

| | |
|-------------------------------------|--|
| Manufacturer | |
| Model | |
| Serial # | |
| Laser Class | |
| Lasing Medium (HeNe, Excimer, etc.) | |
| Wavelength (nm) | |
| Wattage | |
| Nominal Hazard Zone | |

7. Laser Activity: Active: Inactive:
8. Output Description: CW: Pulsed: Q-Switched:
9. Purpose or Intended Use _____

Date: _____ Signature: _____

Part B - Registration for Class IIIb and Class IV lasers only

10. Laser Control Measures

Access/Signs & Labels

Yes No

- Posted entrances
- Room security
- Control Area established
- Warning label
- Laser class label in place
- Laser hazard label in place
- Laser aperture label in place

Engineering Controls

Yes No

- Enclosed beam
- Protective housing
- Protective housing interlock
- Service panel interlocks
- Key/Lock control
- Beam Stop/Attenuator
- Activation warning system

Administrative Controls

Yes No

- Standard Operating Procedures
- Emergency contacts posted
- Alignment procedures
- Personnel authorization
- Eye protection
- Skin protection

Room Design

Yes No

- Windows/doorways covered
- Reflective materials removed
- Limited access to spectators

Safety Controls

Yes No

- Laser secured to table or other work surface
- Beam intensity reduced or filtration in place
- Laser at eye level

Part B - Registration for Class IIIb and Class IV Lasers only (cont'd)

Non-Beam Hazards

Yes No

- | | | |
|--------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Metallic fumes |
| <input type="checkbox"/> | <input type="checkbox"/> | Chemical vapors |
| <input type="checkbox"/> | <input type="checkbox"/> | Biological plume |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire hazard |
| <input type="checkbox"/> | <input type="checkbox"/> | Explosive hazard |
| <input type="checkbox"/> | <input type="checkbox"/> | Compressed gases in use |
| <input type="checkbox"/> | <input type="checkbox"/> | Laser dyes in use |
| <input type="checkbox"/> | <input type="checkbox"/> | Cryogenics in use |

If yes, explain here: _____

11. Provide the following specific information, if applicable:

- a) Procedures for alignment, maintenance, and/or service, including procedures for the bypass of safety interlocks.
- b) Description of planned equipment modifications or updates to the system.

12. **Important notes:**

- a) Certification of training must be documented to operate or maintain the laser system.
- b) Any actual or suspected exposure must be reported to the LSO immediately.
- c) Notify LSO if the laser is moved to another location, transferred to another individual, or disposed of.
- d) A log should be kept to document the specific time that the equipment is being used.

13. Provide a diagram of the room and the location of the laser. Identify the laser control area. Use additional page if necessary.

Date: _____ Signature: _____