

EHSA GUIDE: LASER REGISTRATION

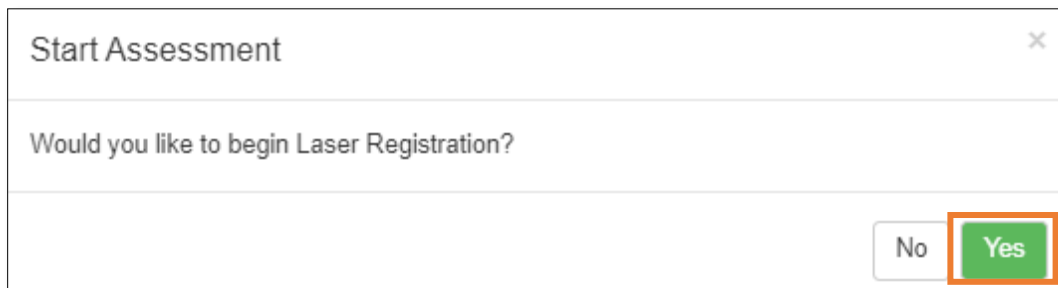
Class 3B and Class 4 lasers at the University of Washington must be registered with the Environmental Health & Safety (EH&S) Radiation Safety Office. If a laser system is classified as Class 1 or Class 2 but contains enclosed Class 3B or Class 4 lasers, such as in confocal microscopes or laser cutters, those Class 1 and Class 2 lasers must be registered.

If you have any questions about your status, contact the EH&S [Radiation Safety](#) or at (206) 543-0463.

Instructions: Please submit a Laser Registration for each Class 3B or 4 lasers you have. Include the name of the principal investigator (PI), the laser identification data, laser specifications, and a brief description of laser use in the form.

Following registration, you will receive an email notification from the EH&S Laser Safety Officer to arrange a laser hazard assessment at your laboratory. Once approved, the laser will be added to the lab inventory or the LUA.

1. Log in to the [UW EHSA-Laser Registration Portal](#).
If the link does not work, please contact [Radiation Safety](#).
2. On the main page, select **Yes** to Start Assessment.



The image shows a screenshot of a web-based dialog box titled "Start Assessment". The dialog box has a close button (X) in the top right corner. The main text inside the dialog box asks, "Would you like to begin Laser Registration?". At the bottom right of the dialog box, there are two buttons: "No" and "Yes". The "Yes" button is highlighted with a red rectangular border, indicating it is the correct selection according to the instructions.

1. On the Laser Registration Form, click the **Next** button to begin the Laser Registration.

The screenshot shows the 'Assessment Questions' tab of the Laser Registration form. At the top, it says 'Environmental Health & Safety' and 'UNIVERSITY of WASHINGTON'. Below that, it says 'Laser Registration'. A message reads: 'To start, click the **Next** button below and complete the form to the best of your ability. You can save your progress and return to the form later by clicking the "Save Progress" button below.' There is a 'Comment' text area. At the bottom, there are buttons for 'Previous', 'Save Progress', 'Next', 'Save as Complete', and 'Cancel'. The 'Next' button is highlighted with an orange box.

2. Click on the green **+Add** button to begin adding an entry to the laser registration table.

The screenshot shows the 'Laser Registration' table with columns for 'Serial Number', 'Manufacturer', 'Model', and 'Status'. A green '+Add' button is highlighted with an orange box. Below the table, there are instructions: '1. Click on the green **+Add** button to begin adding an entry to the Laser Registration table. You will be prompted to **Save Progress** before proceeding. Click the **Yes** button. Then click the green **+Add** button again, and a pop-up form will appear.' A diagram shows a table with a '+Add' button, a 'Missing Assessment ID' dialog box, and a 'Save Progress' button. Red arrows and numbers 1, 2, and 3 indicate the sequence of actions: 1. Click '+Add', 2. Click 'Yes' in the dialog, 3. Click '+Add' again. Below the diagram, it says: '2. Complete the form and click **+Add** again to include additional entries. 3. Once you have finished adding lasers, please click the **Save as Complete** button located at the bottom right corner of this page to submit your registration.' At the bottom of the form, there are buttons for 'Previous', 'Save Progress', 'Next', 'Save as Complete', and 'Cancel'.

3. In the **Laser Registration Information** section, fill out all the required fields (denoted with an asterisk). Non-required fields can be left blank (if unknown or not applicable). Please utilize the dropdown menus as much as possible; however, you may type an answer if the selections do not apply.

The image shows a form titled "Laser Registration Information" with several input fields. Callout boxes provide instructions for specific fields:

- Classification:** Select the laser **Classification**. All lasers are marked with a warning label listing the class.
- Status:** Select a **Status** of the laser:
 - **Active** (currently in use)
 - **Disposed**
 - **In-active/storage** (has not been used in the last 6 months)
 - **On loan** (being loaned from another entity/lab for short term use)
- Laser Medium:** Select **Laser Medium** from the dropdown that best describes your equipment.
- *PI/Supervisor name:** Enter **PI Name**
- *Lab contact name and email:** Enter **Lab contact name** and **email** address.
- *Department, Building, and Lab/Room#:** Enter the **Department**, **Building** name, and Lab or **Room#** of the *laser* location.

6. In the **Laser Registration Properties** section, click **+Add** and fill out the laser properties and specifications section.

Laser Registration Properties					
<input type="button" value="+ Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>					
Mode of Emission	Max. Op. Power	Average Op. Power	Wavelength (nm)	Beam Diameter (mm)	Beam Divergence (mrad)

Laser Properties

***RS Laser #**

***Mode of Emission**

Continuous Wave
 Q-Switched
 Pulsed

Max. Op. Power

Average Op. Power

Wavelength (nm)

Beam Diameter (mm) mm

Beam Divergence (mrad) mrad

Pulse Frequency (Hz) Hz

Pulse Duration (s) s

The RS Laser # will be pre-populated.

Click on the radio button to select a **Mode**: Continuous wave, Q-Switched or Pulsed.

Enter the fields that apply to the **Mode**. Please enter the appropriate units (**watt or joules/pulse**).

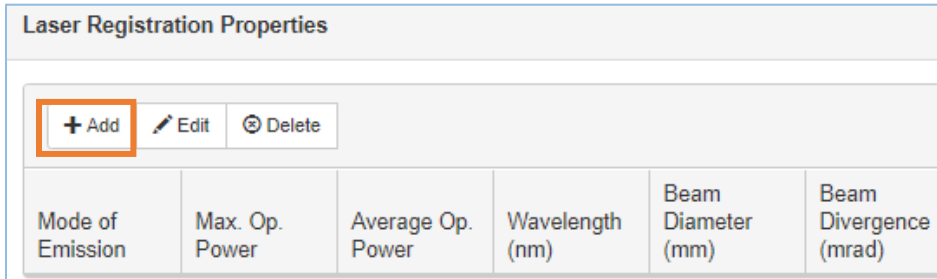
For Continuous wave:
 Enter Average Operating Power and Maximum Operating Power in **Watts**.

 List the wavelength or range if the laser is tunable.

For Pulsed and Q-Switch equipment: Enter Pulse Duration, Frequency, Average Operating Power, Maximum Operating Power in (**Joules/Pulse**).

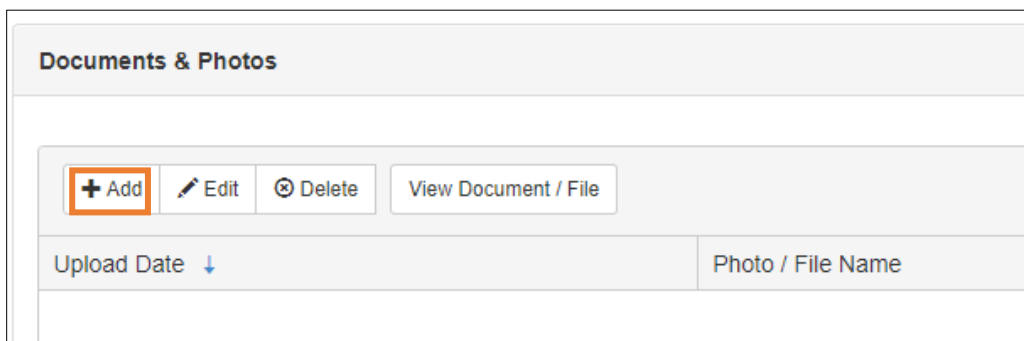
Click Save when done.

- When you have finished, click **Save**.
- If there are multiple lasers in **one** system, such as confocal microscope, click **+Add** in the **Laser Registration Properties** section to add additional laser properties prior to form submission.



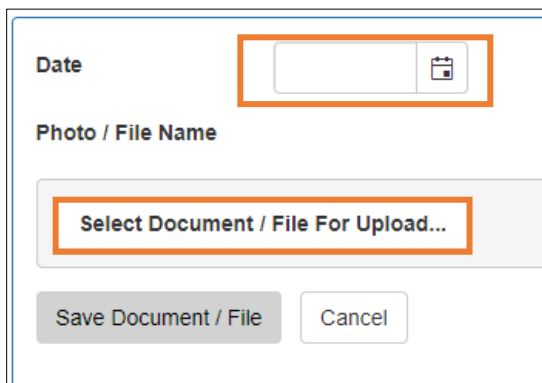
Laser Registration Properties					
<input type="button" value="+ Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>					
Mode of Emission	Max. Op. Power	Average Op. Power	Wavelength (nm)	Beam Diameter (mm)	Beam Divergence (mrad)

- When you have finished adding all lasers, click **Save**.
- The **Documents & Photos** section (optional) allows for the upload of a photo of the laser and/or documents such as standard operating procedures or manufacturer specifications.
- Click the **+Add** button to add a photo or document.



Documents & Photos	
<input type="button" value="+ Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="View Document / File"/>	
Upload Date ↓	Photo / File Name

- Select a date (optional), then click **Select Document/File for Upload**.



Date	<input type="text"/>	<input type="button" value="Calendar"/>
Photo / File Name		
<input type="button" value="Select Document / File For Upload..."/>		
<input type="button" value="Save Document / File"/>	<input type="button" value="Cancel"/>	

- Once completed, click the **Save Document/File** button to continue the Laser Registration.
- When you have finished, scroll to the bottom of the page and click **Save**.

12. Click **Save As Complete** to submit the registration.

The screenshot shows a web interface for 'Laser Registration'. At the top, there are tabs for 'Instructions' and 'Assessment Questions'. Below the tabs is a table with columns for 'Serial Number', 'Manufacturer', 'Model', and 'Status'. A green '+ Add' button is positioned above the table. To the left of the table is a sidebar with the title 'Laser Registration'. Below the table, there are three numbered instructions: 1. Click on the green 'Add' button to begin adding an entry... 2. Complete the form and click 'Add' again... 3. Once you have finished adding lasers, please click the 'Save as Complete' button... A diagram below the instructions shows a sequence of actions: 1. Clicking the '+ Add' button, 2. A pop-up window titled 'Missing Assessment ID' with the text 'Please Save Progress before adding a registration. Continue?' and 'No'/'Yes' buttons, and 3. Clicking the '+ Add' button again. At the bottom of the page, there are four buttons: 'Previous', 'Save Progress', 'Next', and 'Save as Complete' (which is highlighted with an orange box), and a 'Cancel' button.

13. After clicking **Save As Complete**, an email notification will be automatically sent to the Laser Safety Officer to inform them that your laser registration is awaiting their approval.

The screenshot shows a notification dialog box titled 'Assessment Submitted'. The text inside the dialog reads 'The assessment has been successfully submitted.' There is an 'OK' button in the bottom right corner of the dialog.

Once your entry has been reviewed and approved by the UW Laser Safety Officer, you will be notified via email. This email will contain instructions on how to arrange a risk assessment session with the Laser Safety Officer.

ADDITIONAL INFORMATION

More information about [Laser Safety](#) and additional [EHSA](#) guides are available on the Environmental Health & Safety website.

Please contact the UW Laser Safety Officer at radsaf@uw.edu with any questions about lasers or laser inventories.