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.

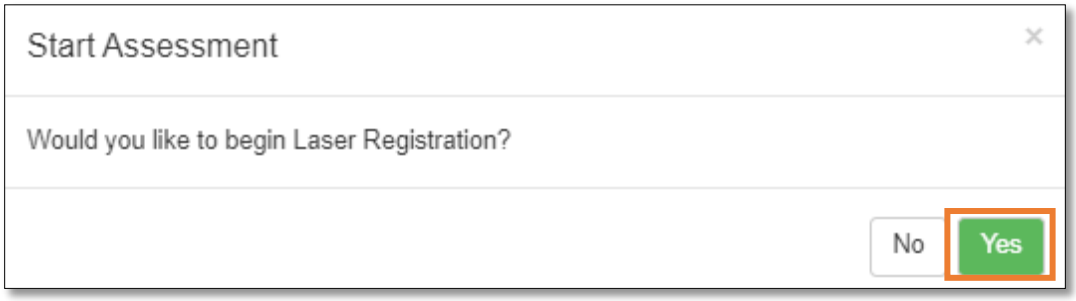
Instructions: Please submit a Laser Registration for each Class 3B or 4 lasers you have. Include the name of the principal investigator (PI), the laser identification data, laser specifications, and a brief description of laser use in the form.

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.

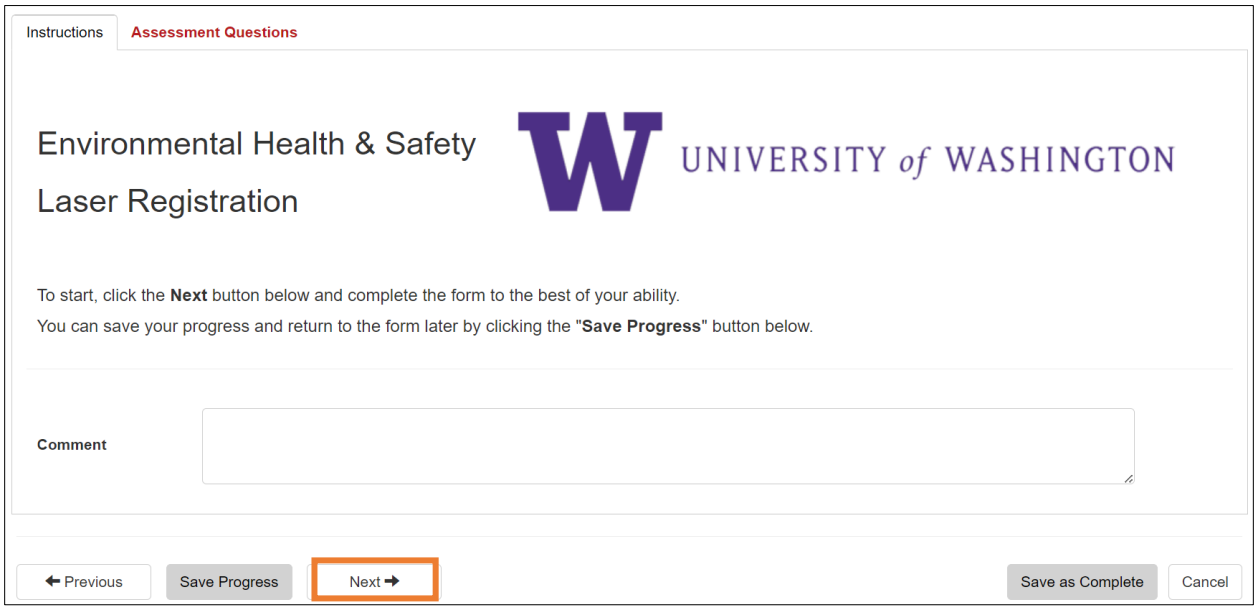
1. Log in to the UW EHSA-Laser Registration Portal.

   If the link does not work, please contact Radiation Safety.

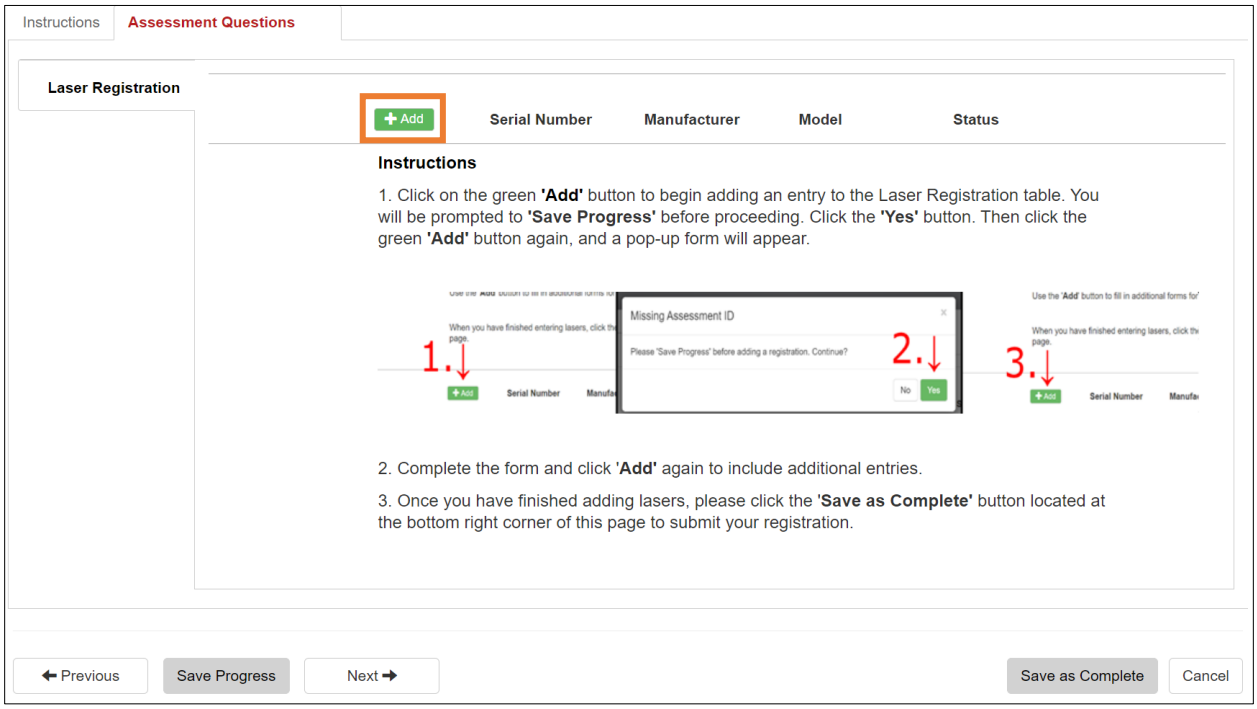
2. On the main page, select **Yes** to Start Assessment.



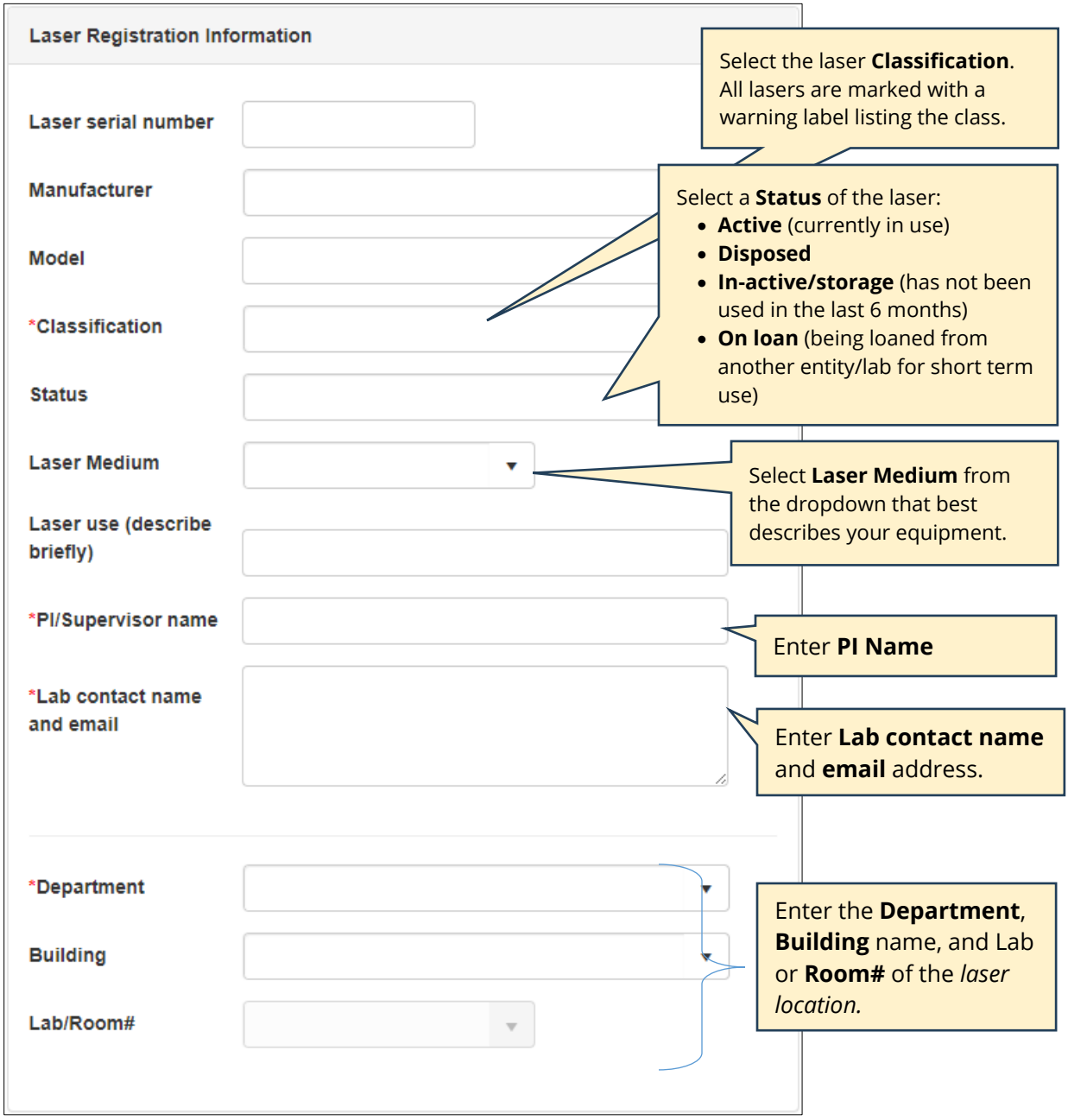
1. On the Laser Registration Form, click the **Next** button to begin the Laser Registration.



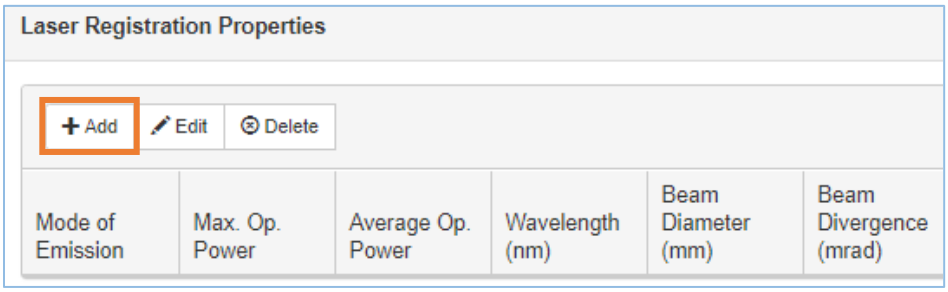
2. Click on the green **+Add** button to begin adding an entry to the laser registration table.

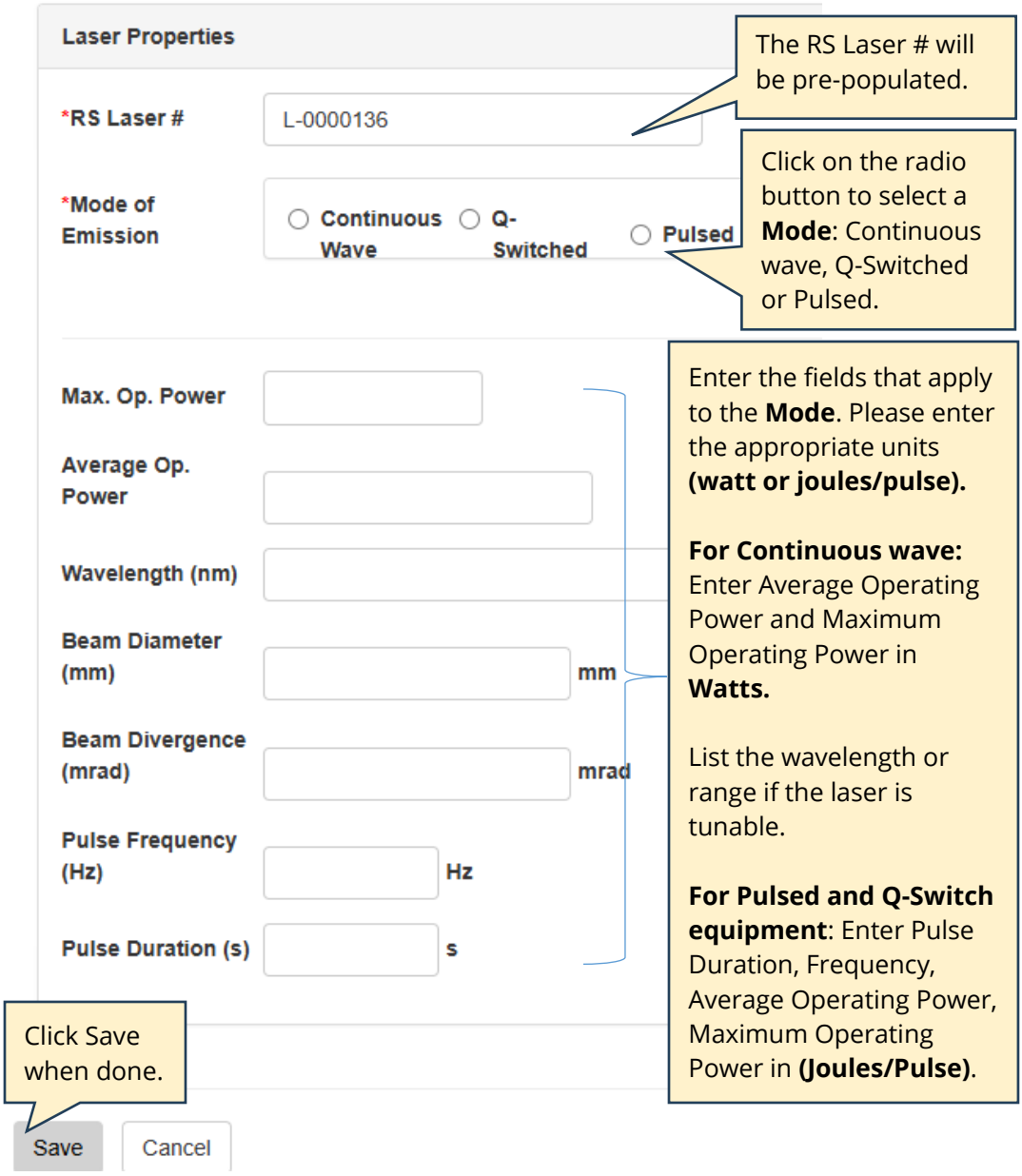


3. In the **Laser Registration Information** section, fill out all the required fields (denoted with an asterisk). Non-required fields can be left blank (if unknown or not applicable). Please utilize the dropdown menus as much as possible; however, you may type an answer if the selections do not apply.

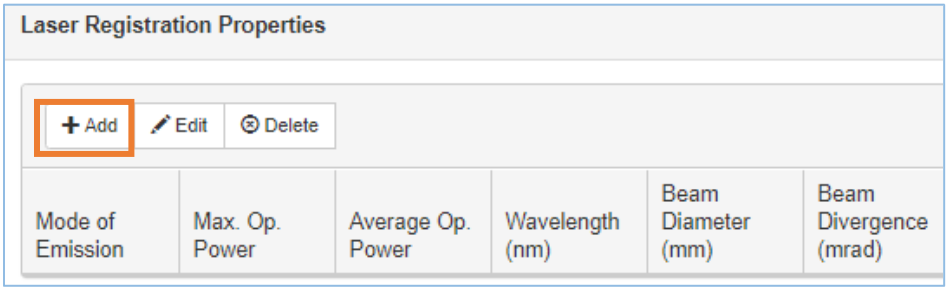


6. In the **Laser Registration Properties** section, click **+Add** and fill out the laser properties and specifications section.

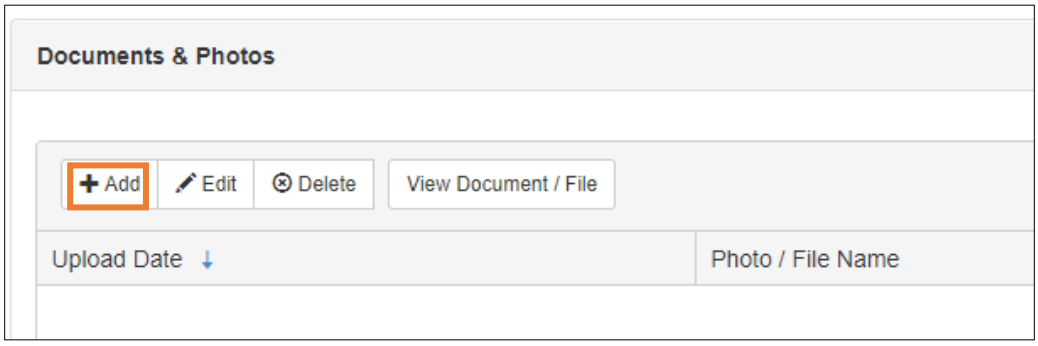




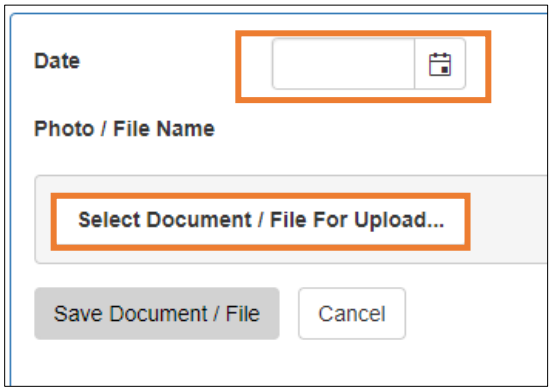
4. When you have finished, click **Save**.
5. If there are multiple lasers in **one** system, such as confocal microscope, click **+Add** in the **Laser Registration Properties** section to add additional laser properties prior to form submission.



6. When you have finished adding all lasers, click **Save.**
7. 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.
8. Click the **+Add** button to add a photo or document.

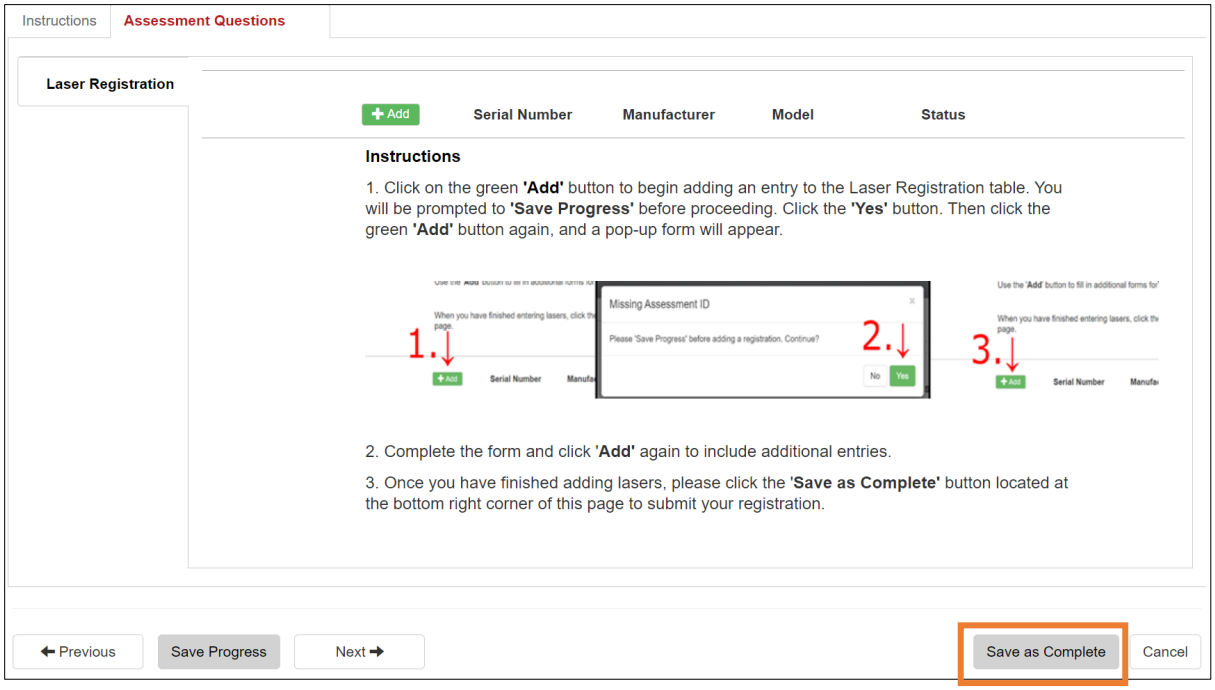


9. Select a date (optional), then click **Select Document/File for Upload**.

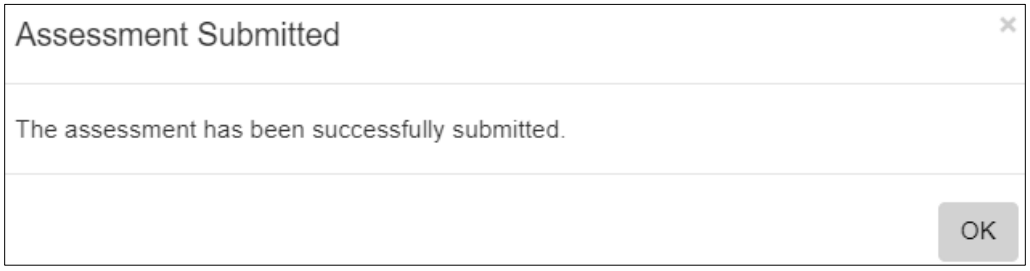


10. Once completed, click the **Save Document/File** button to continue the Laser Registration.
11. When you have finished, scroll to the bottom of the page and click **Save.**

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



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.



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.