



UT Herd Laser Worker Registration

The University of Texas at Austin
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Austin, TX. 78712



 <p>The University of Texas at Austin Environmental Health & Safety</p>	<p>The University of Texas at Austin Laser Safety Program</p> <p><u>UT Herd Laser Worker Registration</u></p>	<p>EHS-LAS-G-003 Rev. 01; 10/06/2022</p>
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1.0 Purpose

The purpose of this document is to provide general guidance and instruction for the registration of a laser worker to a P.I.'s laser permit within UT Herd.

2.0 Scope

This registration guide should be followed for all personnel who work with, or have unescorted access to, Class 3B and 4 lasers or laser systems operated under The University of Texas at Austin's laser registration.

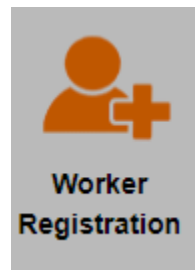
3.0 Roles & Responsibilities

- 3.1 **Principle Investigator** – The P.I. is responsible for maintaining an accurate and up to date permit within UT Herd. This includes adding and removing personnel as needed to ensure all employees are assigned Laser Safety training.
- 3.2 **Laser Worker (End User)** – The laser worker or end user is responsible for completing the OH-304 Laser Safety training prior to beginning work with a Class 3B or 4 laser. The laser worker shall provide the information necessary to complete their profile with UT Herd.
- 3.3 **Laser Safety Officer** – The Laser Safety Officer is responsible for reviewing and approving all laser worker registrations within UT Herd in a timely manner. The LSO shall ensure OH-304 training is properly assigned to personnel.

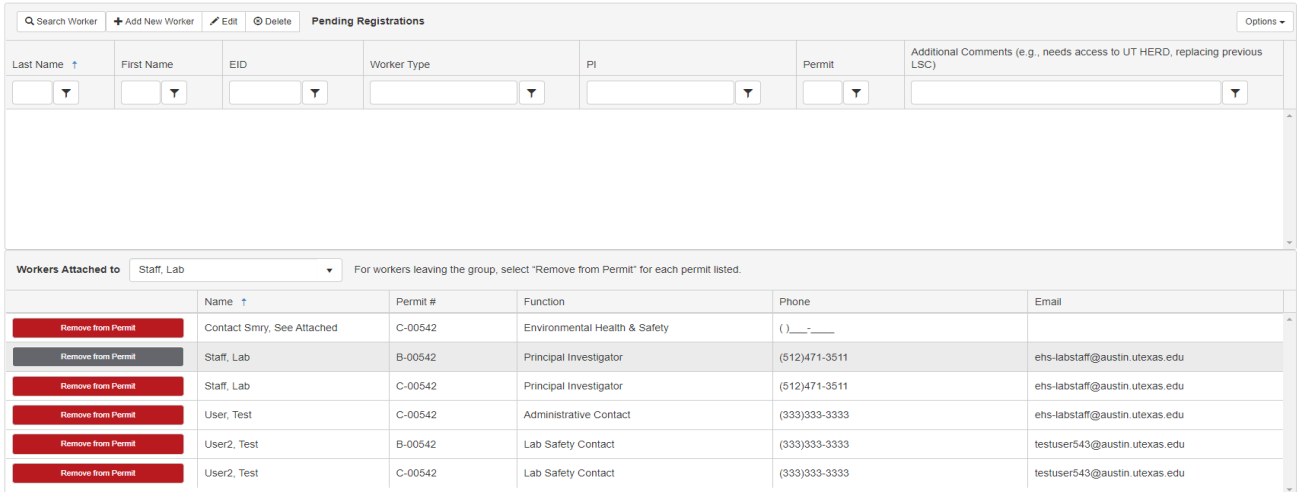
4.0 Laser Worker Registration Procedure

4.1 Attaching Laser Worker to Permit

- 4.1.1 Login to UT Herd, and from the home screen, select the worker registration icon. This will open the worker registration screen.



- 4.1.2 From the worker registration screen, a P.I. can view all personnel currently attached to their permit by ensuring the P.I.'s name is populated in the 'Workers Attached to' box.



Search Worker + Add New Worker Edit Delete Pending Registrations Options

Last Name ↑	First Name	EID	Worker Type	PI	Permit	Additional Comments (e.g., needs access to UT HERD, replacing previous LSC)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Workers Attached to: Staff, Lab For workers leaving the group, select "Remove from Permit" for each permit listed.

	Name ↑	Permit #	Function	Phone	Email
<input type="button" value="Remove from Permit"/>	Contact Smry, See Attached	C-00542	Environmental Health & Safety	()-____	
<input type="button" value="Remove from Permit"/>	Staff, Lab	B-00542	Principal Investigator	(512)471-3511	ehs-labstaff@austin.utexas.edu
<input type="button" value="Remove from Permit"/>	Staff, Lab	C-00542	Principal Investigator	(512)471-3511	ehs-labstaff@austin.utexas.edu
<input type="button" value="Remove from Permit"/>	User, Test	C-00542	Administrative Contact	(333)333-3333	ehs-labstaff@austin.utexas.edu
<input type="button" value="Remove from Permit"/>	User2, Test	B-00542	Lab Safety Contact	(333)333-3333	testuser543@austin.utexas.edu
<input type="button" value="Remove from Permit"/>	User2, Test	C-00542	Lab Safety Contact	(333)333-3333	testuser543@austin.utexas.edu

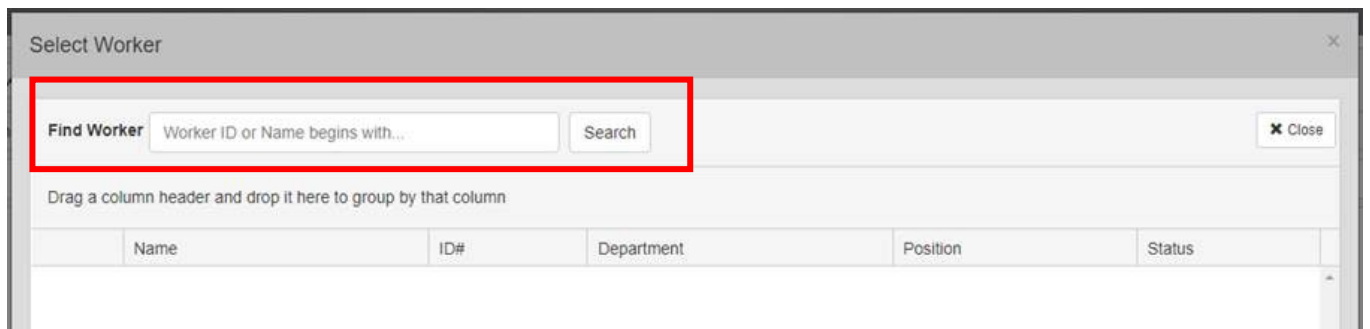
4.1.3 To find personnel to attach to the permit, select the ‘Search Worker’ button in the upper left corner of the screen.



Search Worker + Add New Worker Edit Delete Pending Registrations

Last Name ↑	First Name	EID	Worker Type	PI
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4.1.4 A pop-up window will appear so that you can search by UT EID or name.



Select Worker

Find Worker Search

Drag a column header and drop it here to group by that column

Name	ID#	Department	Position	Status

4.1.5 Type in the employee’s name or UT EID and press enter. Once the search results are populated, click ‘Select’ next to the employee’s name. If the employee is not located in the search results, they will need to be added to the UT Herd system by following section 4.2.

Select Worker ✕

Find Worker

Drag a column header and drop it here to group by that column

	Name	ID#	Department	Position	Status
<input type="button" value="Select"/>	Staff, Rad	re429	Environmental Health and Safety	University Staff	
<input type="button" value="Select"/>	Staff, Lab	le742	Environmental Health and Safety	University Staff	

4.1.6 After selecting the employee, under the ‘Worker Link’ select the P.I. from the dropdown, and add the appropriate permit. Laser permits will begin with a Z.

Worker Link

*PI

Permit Number

4.1.7 Select save. This action will forward the addition of the employee to the P.I.’s permit for approval by EHS. EHS will review the submission and assign the required OH-304 Laser Safety Training.

4.2 Adding Employee to UT Herd

4.2.1. If an employee does not populate in the ‘Select Worker’ screen shown in 4.1.5 the employee will need to be added to the UT Herd system.

4.2.2 From the ‘Select Worker’ screen, close the entry box and return to the ‘Search Worker’ screen. Select the ‘+Add New Worker’ button.

<input type="text" value="Search Worker"/> <input type="button" value="+ Add New Worker"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> Pending Registrations			
Last Name ↑	First Name	Worker Type	PI
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4.2.3 All items with a red asterisk will be required fields. We ask that you fill in as much as possible. For UT Herd to communicate directly to the employee (e.g. for training due, assigned corrective actions) an UT email must be provided.

Worker Information

*EID

*First Name

*Last Name

Degree(s)

*Preferred Name

Preferred Pronoun

Office Phone # Lab Phone #

Cell Phone # Home Phone #

Mail Code

Office

Email (Must be UT email)

*College

*Department

*Worker Category

*Worker Type

*Job Title

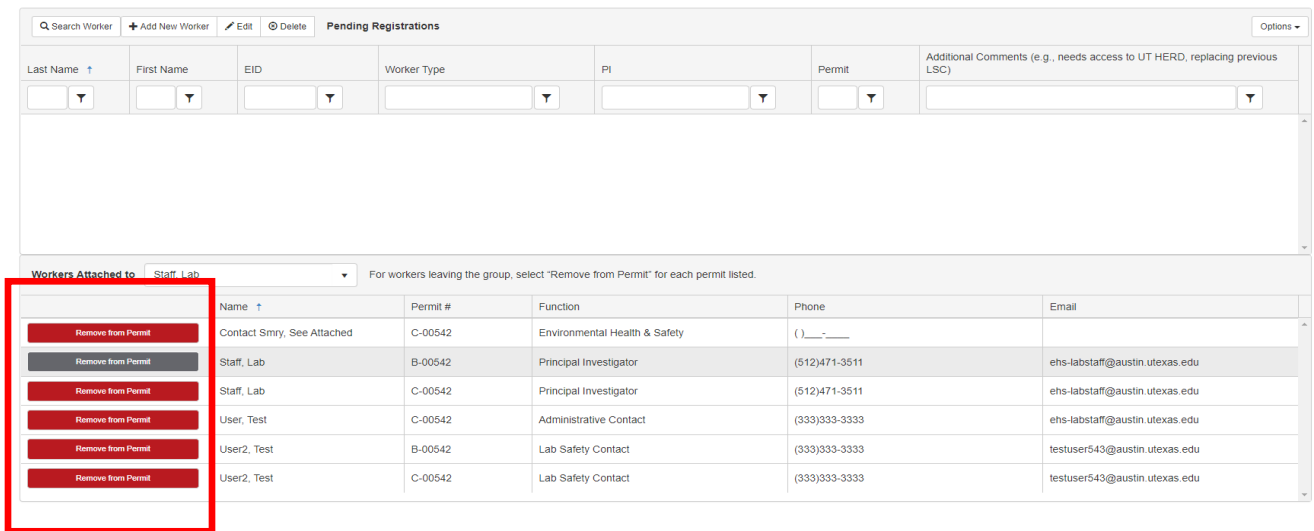
*Position

Volunteer (Unpaid Lab Personnel)

4.2.4 Select save and complete the process shown in section 4.1 to add the employee to the permit.

4.3 Removing an Employee from Permit

4.3.1 From the worker registration screen, a P.I. can view all personnel currently attached to their permit. By clicking the red box next to an employee’s name, the worker will be detached from the permit upon EHS’ approval.



The screenshot shows a web interface for managing permits. At the top, there are navigation buttons: 'Search Worker', 'Add New Worker', 'Edit', and 'Delete'. The main section is titled 'Pending Registrations' and contains a table with columns for Last Name, First Name, EID, Worker Type, PI, Permit, and Additional Comments (LSC). Below this is a section for 'Workers Attached to' a specific permit, with a dropdown menu set to 'Staff, Lab'. A table lists the attached workers with columns for Name, Permit #, Function, Phone, and Email. A red box highlights the 'Remove from Permit' button for each row in this table.

Pending Registrations						
Last Name	First Name	EID	Worker Type	PI	Permit	Additional Comments (e.g., needs access to UT HERD, replacing previous LSC)

Workers Attached to: Staff, Lab						
Name	Permit #	Function	Phone	Email		
Contact Smry, See Attached	C-00542	Environmental Health & Safety	()_--			
Staff, Lab	B-00542	Principal Investigator	(512)471-3511	ehs-labstaff@austin.utexas.edu	Remove from Permit	
Staff, Lab	C-00542	Principal Investigator	(512)471-3511	ehs-labstaff@austin.utexas.edu	Remove from Permit	
User, Test	C-00542	Administrative Contact	(333)333-3333	ehs-labstaff@austin.utexas.edu	Remove from Permit	
User2, Test	B-00542	Lab Safety Contact	(333)333-3333	testuser543@austin.utexas.edu	Remove from Permit	
User2, Test	C-00542	Lab Safety Contact	(333)333-3333	testuser543@austin.utexas.edu	Remove from Permit	

4.3.2 Save your changes and exit.