



# TEXAS

The University of Texas at Austin


## Laser Registration Guide

The University of Texas at Austin  
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 <p>The University of Texas at Austin Environmental Health &amp; Safety</p>	<p><b>The University of Texas at Austin Laser Safety Program</b></p> <p><b><u>UT Herd Laser Registration Guide</u></b></p>	<p><b>EHS-LAS-G-004</b> 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 Class 3B and 4 lasers and laser systems.

## 2.0 Scope

This registration guide should be followed for all 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:

- 3.1.1 Ensuring that an accurate inventory of Class 3B and 4 lasers possessed by the laboratory is maintained within UT Herd.
- 3.1.2 Ensuring that no Class 3B or 4 laser is transferred to another person, or disposed of, without approval from EHS. TAC 289.301 prohibits the possession of any Class 3B or 4 laser without a laser registration.
- 3.1.3 Notifying EHS of any laser transfer, disposal or surplus request.

### 3.2 Laser Worker (End User) – The laser worker or end user is responsible for:

- 3.2.1 Notifying the P.I. of any discrepancy in equipment listings in UT Herd.
- 3.2.2 Completing the UT Herd laser registration process if requested by the P.I.

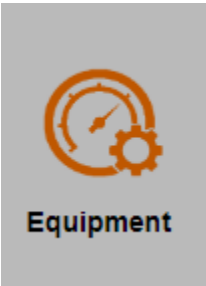
### 3.3 Laser Safety Officer – The Laser Safety Officer is responsible for:

- 3.3.1 Ensuring that an accurate inventory for the University’s Laser Registration is maintained.
- 3.3.2 Ensuring that laser transfers, surplus requests, and disposal requests are reviewed in a timely manner, and collecting any additional information needed to demonstrate compliance with TAC 289.301.

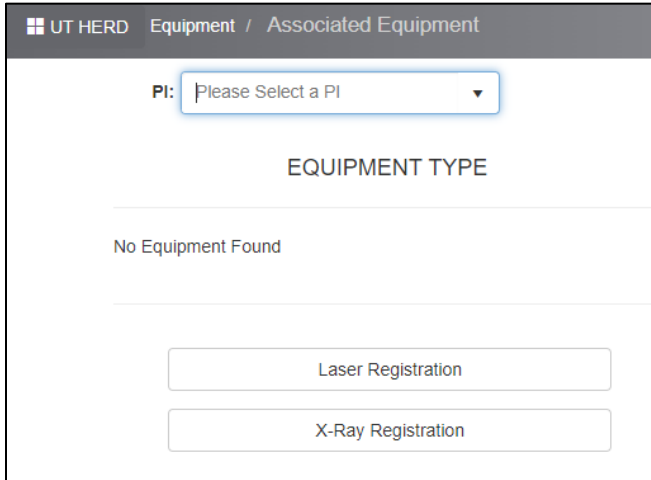
## 4.0 Laser Registration Procedures

### 4.1 UT Herd Laser Registration (to be completed by the P.I. or End-User)

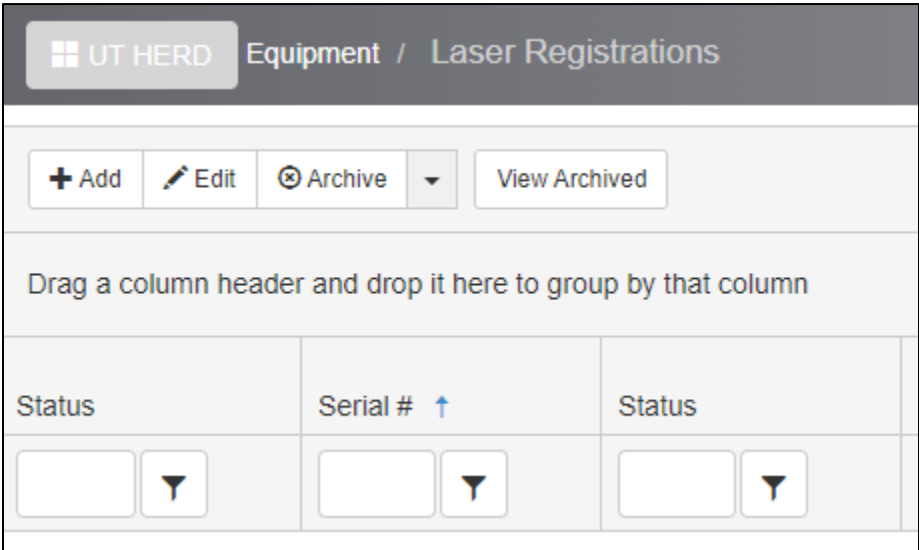
- 4.1.1 Log into UT Herd and from the home screen, select the ‘Equipment’ icon.



4.1.2 On the left side of the screen, select the P.I. from the dropdown menu. Once the equipment assigned to the P.I. populates, review to ensure the equipment is not already listed. If it has not been entered already, select the ‘Laser Registration’ button.

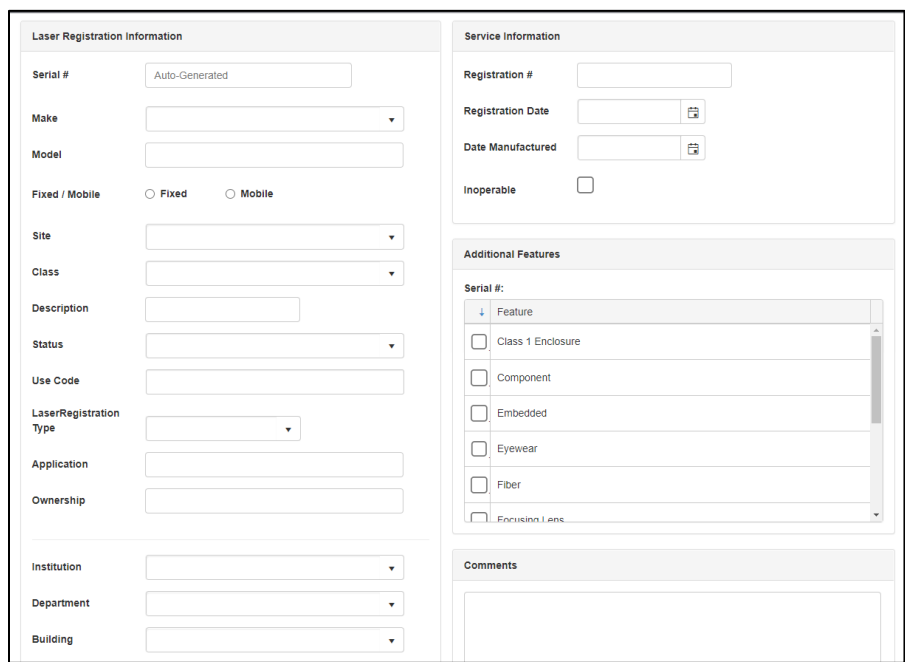


4.1.3 From the laser registration screen, select ‘Add’ in the upper left corner.



4.1.4 Populate the laser information as complete as possible. At a minimum, the laser make, model, owner (P.I.), building and lab must be complete. Missing information is subject to review by EHS who will contact the submitter for additional information needed.

Note: If the serial number is unknown (e.g. new laser ordered but not received yet), you may leave the serial number field blank or type ‘Unknown’. The submitter may attach a laser data sheet to the ‘Photos & Files’ section by clicking the ‘+Add’ button.



4.1.5 Once all information is entered, select Save at the bottom of the screen. The laser registration will go into an approval log for EHS review. EHS will contact the submitter if additional information is needed.

## 4.2 Laser Transfer, Surplus, or Disposal

- 4.2.1 Login to UT Herd and follow the instructions for registering a new laser as covered in steps 4.1.1 to 4.1.3.
- 4.2.2. On the Laser Registration Information page, complete the Make, Model, and Serial Number fields.

**Laser Registration Information**

Serial #

Make

Model

4.2.3 Under the ‘Status’ dropdown menu, select the appropriate action to be taken.

Description

Status

Use Code

4.2.3 Under the comments section, type a brief description of the action to be taken. Be sure to include pertinent information such as the new P.I., use location, and date of the transfer.

**Comments**

This transfer is for Coherent Verdi 5W - SN: 25647-2110 to be moved from P.I. 'Lab Staff' to a new P.I. 'Laser Staff'. The physical transfer of the laser is to take place 10/6/2022 and will be used in room ECG 2.110.

4.2.4 Select ‘Save’ to submit the transfer to EHS for approval. EHS will review and update records as necessary.

Note: Additional information may be requested by EHS. For listing lasers as ‘Disposed’, a final disposition (physical location) of the equipment must be provided to EHS to ensure the laser is destroyed or transferred to an authorized individual.