



# EHSA Laser Registration Guide



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# Accessing the PI Equipment Module

## Step 1

Login into EHS Assist - <https://ehsa.vanderbilt.edu>

- ❖ **For Vanderbilt University individuals**, use your VUNetID and VU password, along with the Duo app for SSO authentication
- ❖ **For VUMC individuals**, use your VUMC email and you will be taken to the VUMC SSO page for authentication.

## Step 2

From the EHSA Homepage, select the **PI Equipment** icon.



# The Laser Registrations Page

Registration of all Class 3b and 4 lasers are required. If a laser system has a classification of Class 1 or Class 2 but has enclosed 3b or 4 lasers, those Class 1 and Class 2 lasers should be registered also. Once the registration has been approved by the EHS Laser Safety Officer it will appear in the lab's inventory.

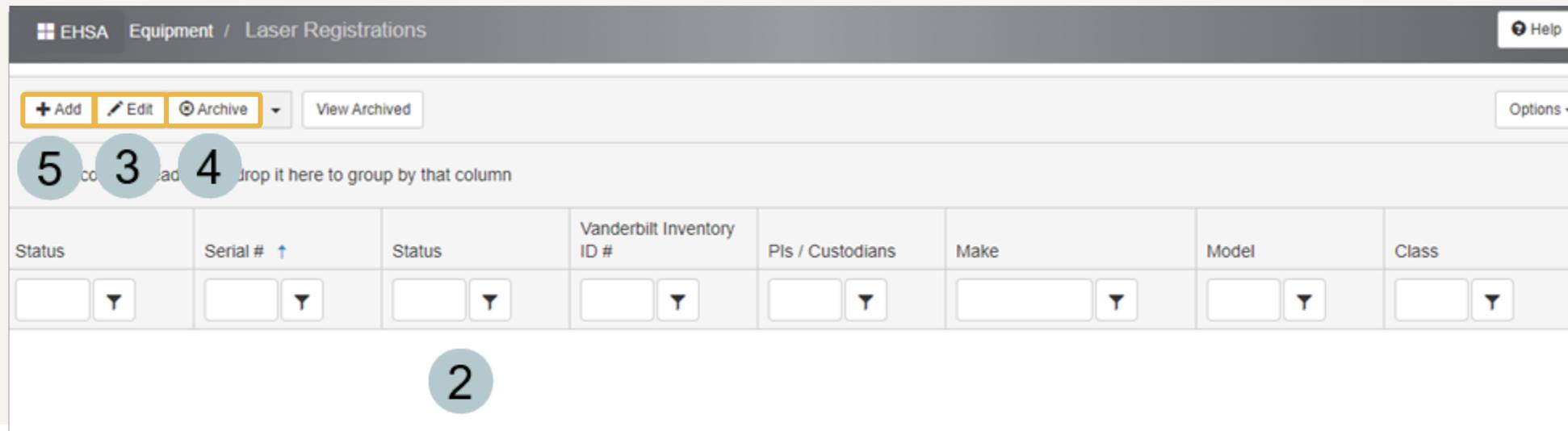
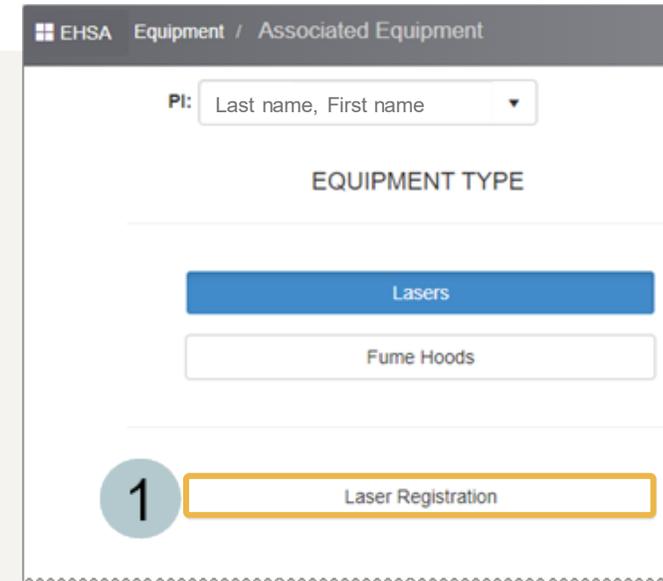
1 Under **Equipment Types**, select **Laser Registration**.

2 The **Laser Registrations Page** appears and shows any pending laser registrations that were submitted.

3 While pending, the registrations can be edited by selecting the registration and clicking the **Edit** button.

4 Or the registration can be archived by click the **Archive** button.

5 To start a **new laser registration**, click **+Add**



# How to Register Class 3b or 4 Lasers (steps 1-3)

**1** On the **Laser Registrations Page**, four (4) sections of laser related information will be available to fill out. Those fields with a red asterisk (\*) are required.

*If you do not have a **Serial #**, place “N/A” in the **Serial #** field and the laser safety officer will assign it a unique ID.*

**2** The **Laser Registration Information** section contains several dropdowns of pre-populated data. *If anything is missing or incorrect, please contact the EHS Administrator at [ehsa@vanderbilt.edu](mailto:ehsa@vanderbilt.edu).*

**3** A **Comments** section is available for any additional notes for registering the laser.

**Laser Registration Information**

\*Serial # / Unique ID

\*Vanderbilt Inventory ID # (or N/A if no VU Tag)  **1**

\*Manufacturer

\*Model

\*Class  **2**

\*Enclosed System?

\*Laser Type

\*Lab Contact

Description of Use

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\*Department

\*Building

Room

**Comments**

# How to Register Class 3b or 4 Lasers (steps 4-9)

4 In the **Laser Registrations Properties** section, there are 3 **Modes of Duration** to choose from: *Continuous, Q-Switch and Pulsed*.

5 When clicking the radio button for a mode, the column names will change accordingly.

6 Click **+Add** for additional laser properties pertaining to the mode selected.

7 The **Add Laser Properties** page will appear with additional fields available.

8 The **Serial Number** field will be pre-populated.

9 Once finished, click **Save** to be returned to the Laser Registration page.

The screenshot displays the 'Add Laser Properties' interface within the EHSAs Equipment section. The interface is divided into two main panels: 'Laser Registration Properties' and 'Laser Properties'.

**Laser Registration Properties:**

- Mode of Duration:** Three radio buttons are present: 'Continuous' (selected), 'Q-Switch', and 'Pulsed'. A circled '4' highlights this section.
- Buttons:** '+ Add', 'Edit', and 'Delete' buttons are visible. A circled '6' highlights the '+ Add' button.
- Table:** A table with 8 columns: 'Emission Level (Cont)', 'Max Output (Cont)', 'Emission Wavelength', 'Beam Diameter', 'Beam Divergence', 'Max. Permissible Exposure', 'Optical Density', and 'Comments'. A circled '5' highlights the table header.

**Laser Properties:**

- Serial Number:** A text field containing 'N/A'. A circled '8' highlights this field.
- Temporal Characteristics:** A label indicating 'Continuous'.
- Comments:** A large text area for entering notes.
- Fields:** Input fields for 'Max Output (W)', 'Average Power (W)', 'Emission Wavelength (nm)', 'Beam Diameter (mm)', and 'Beam Divergence (mrad)'. A circled '7' highlights the top of this section.
- Beam Measured At:** Radio buttons for '1/e' and '1/e<sup>2</sup>'.

**Navigation:** The top right of the interface features a 'Save' button (circled '9'), a 'Cancel' button, and a 'Help' dropdown menu.

# How to View Existing Authorized Laser-using PIs or Laser Workers

1 Existing Laser-using PIs or Laser Workers are displayed here.

2 **Contact Phone #** and **Email** will match the information provided when registering with EHSA. If any changes need to be made to that information, please reach out to [ehsa@vanderbilt.edu](mailto:ehsa@vanderbilt.edu).

3 Check the **Owner** box if this person owns the laser.

Authorized Laser-using PI or Laser Worker

[ADD Authorized Laser-using PI or Laser Worker\(s\)](#)

Search By PI / Permit     Search All Workers

\*Authorized Laser-using PI or Laser Workers of Laser Serial # / Unique ID:

	Laser-using PI or Laser Worker	Contact Phone #	Email	PI / Permit	Type	Owner
<input type="button" value="Detach"/>	Last name, First name	(555) 555-5555	fname.lname@vanderbilt.edu	L-Name	PI	<input checked="" type="checkbox"/>

# How to Add an Authorized Laser-Using PI to a Laser

The first method to attach a Laser-using PI to a laser is discussed below.

- 1 Click **Search By PI /Permit**.
- 2 Select the **PI** from the dropdown list.
- 3 **Permit #** will autogenerate with the PI's Laser permit.
- 4 The list of individuals will appear here.
- 5 Click the **Attach** button to add the Laser-using PI to the laser.

Authorized Laser-using PI or Laser Worker

ADD Authorized Laser-using PI or Laser Worker(s)

Search By PI / Permit 1 Search All Workers

PI Last name, First name 2 Permit # L-TEST 3

PI:  
Permit #: L-TEST

Worker Name	Attach
Last name, First name	Attach

\*Authorized Laser-using PI or Laser Workers of Laser:

	Laser-using PI or Laser Worker ↑	Contact Phone #	Email	PI / Permit	Type
Detach	Last name, First name	(555) 555-5555	fname.lname@vanderbilt.edu	L-Name	PI

# How to Add an Authorized Laser Worker to a Laser

The method to attach a Laser Worker to a laser, **Search all Workers**, allows you to search all registered workers.

- 1 Click **Search All Workers**.
- 2 Type in a **Worker Name**.
- 3 The list of workers will appear here.
- 4 Click the **Attach** button to add the Laser Worker to the laser.

Authorized Laser-using PI or Laser Worker

ADD Authorized Laser-using PI or Laser Worker(s)

Search By PI / Permit  **Search All Workers** 1

Begins With  Contains  Equals

Worker Name  2

**\*Authorized Laser-using PI or Laser Workers of Laser:**

	Laser-using PI or Laser Worker ↑	Contact Phone #	Email	PI / Permit	Type
<input type="button" value="Detach"/>	Last name, First name	(555) 555-5555	fname.lname@vanderbilt.edu	L-Name	PI

Worker Name  3  4

# How to Add a Document or Photo of the Laser

The **Photos & Files** section of the **Laser Registration** page allows for the upload of a photo or document of the laser.

- 1 To add a photo or document click the **+Add** button.
- 2 The date can be added along with the ability to **Select Document/ File For Upload**.
- 3 Click the **Use Camera** button if you would like to use your device's camera to capture an image.
- 4 Once completed click the **Save Document / File** to continue the Laser Registration.

**Photos & Files**

1

**+Add** **Edit** **Delete** **View Document / File**

Upload Date ↓	Photo / File Name
------------------	-------------------

Date 2

Photo / File Name

Select Document / File For Upload...

4 **Save Document / File** **Cancel** **Use Camera** 3

# How to Generate a Laser List

A **Laser Listing** can be generated to display all the active lasers associated with a PI.

- 1 From the PI Equipment page, Click the **Equipment Reports dropdown** and select **Laser Listing**.
- 2 The **Report Parameters** window appears with the PI field auto-generated.
- 3 Click the **View Report** button to generate the report.\*\*
- 4 A PDF report is generated displaying information about the Active Lasers.

The screenshot shows the EHS A Equipment / Associated Equipment page. The PI is set to 'Test, PI'. The Equipment Reports dropdown menu is open, and 'Laser Listing' is selected. The Report Parameters window is displayed, showing the PI field auto-generated as 'Test, PI'. The View Report button is highlighted. The resulting Laser Listing report is shown below, displaying information about the Active Lasers.

Serial #	Manufacturer	Model Type	Department	Building Name	Lab/Room	Inspection Frq.	Due	Wavelength	Class
1071	Other	Capella R-1470 Prototype	Biomedical Engineering	KECK FREE ELECTRON LASER CTR	215	12	06/07/2023	Variable (1400-1500 nm)	4
1041	Other	Capella R1850	Biomedical Engineering	KECK FREE ELECTRON LASER CTR	215	12	06/07/2023	Variable (1800-2000 nm)	4
10	Other	Capella R1850	Biomedical Engineering	KECK FREE ELECTRON LASER CTR	205	12	06/07/2023	Variable (1800-2000 nm)	4

\*\*this report can be customized as well. Contact the EHS A Administrator at [ehsa@vanderbilt.edu](mailto:ehsa@vanderbilt.edu) for more information.

# EHS Assist – Additional Info

Find additional EHS Assist guides here:

**<https://www.vanderbilt.edu/ehs/ehsassist>**

With any questions, concerns or suggestions, contact the EHS Assist Administrator at [ehsa@vanderbilt.edu](mailto:ehsa@vanderbilt.edu)

Contact the laser safety team with any questions about lasers or laser inventories at [lasersafety@vanderbilt.edu](mailto:lasersafety@vanderbilt.edu)

