VANDERBILT UNIVERSITY

EHSA
Laser Registration
Guide

Table of Contents

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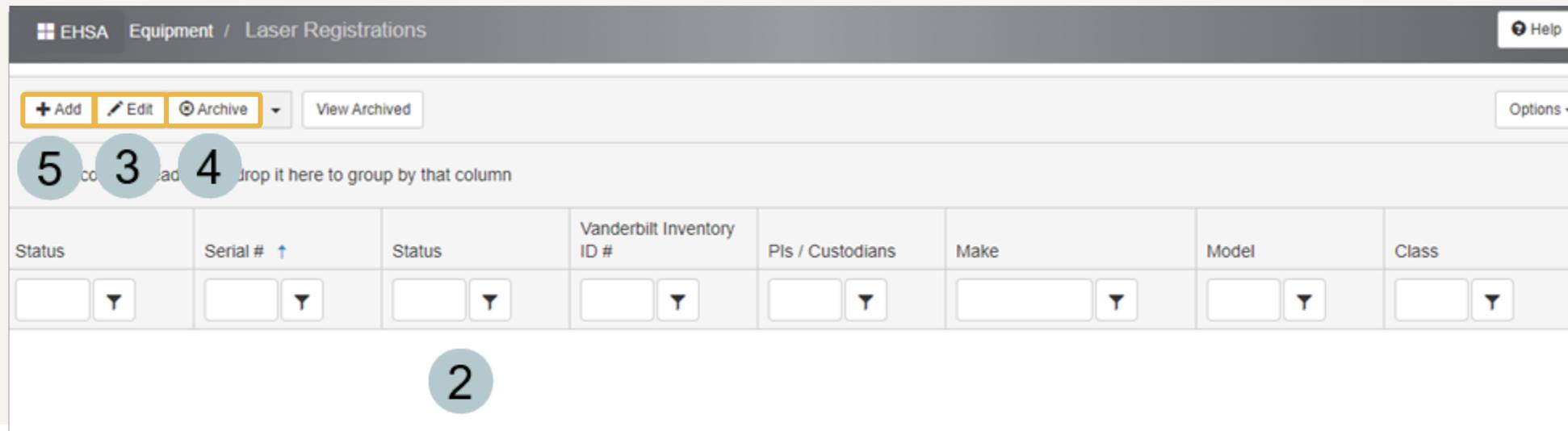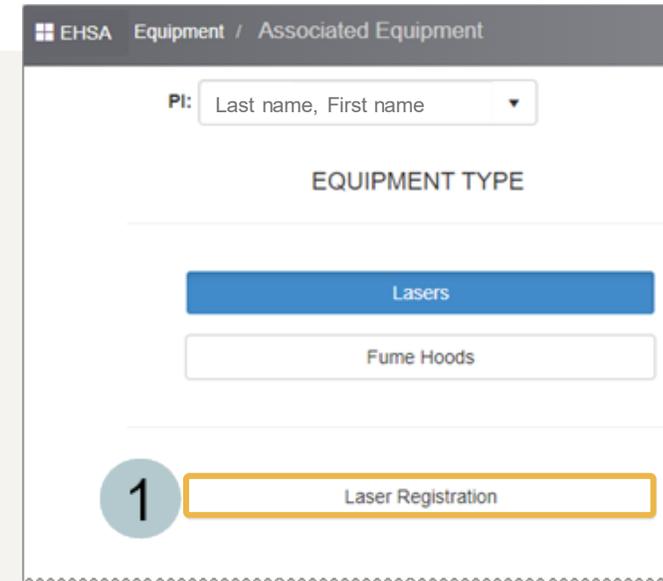
How to Register Class 3b or 4 Lasers (steps 1-3)

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.*

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)

*Manufacturer

*Model

*Class

*Enclosed System?

*Laser Type

*Lab Contact

Description of Use

*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 chose 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.

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

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

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.

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

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.

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   Last Name, First Name   **2**   Search   Clear

Worker Name

Last name, First name   Attach   **3**   **4**

*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 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.

**this report can be customized as well. Contact the EHSA Administrator at 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

Contact the laser safety team with any questions about lasers or laser inventories at lasersafety@vanderbilt.edu

VANDERBILT UNIVERSITY