VANDERBILT UNIVERSITY

EHSA Laser Registration Guide

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Accessing the PI Equipment Module

Step 1

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

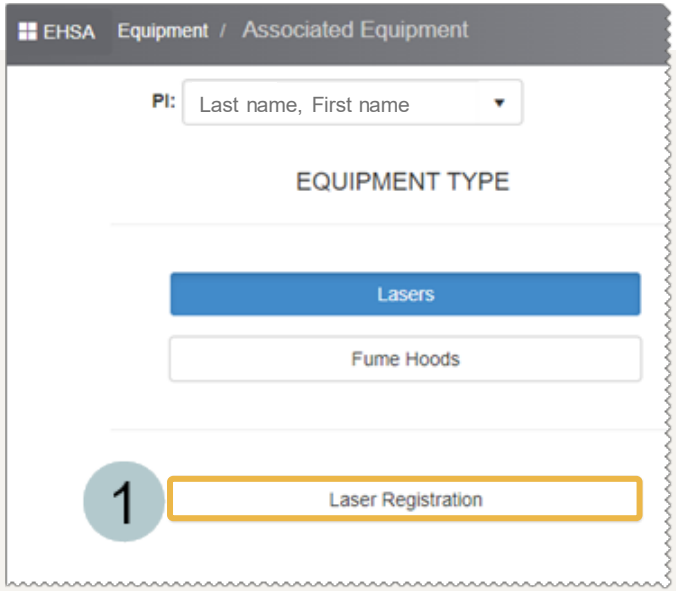
- **For Vanderbilt University individuals**, use your VUNetID and VU password, along with the Duo app for SSO authentication
- **For VUMC individuals**, use your VUMC email and you will be taken to the VUMC SSO page for authentication.

Step 2

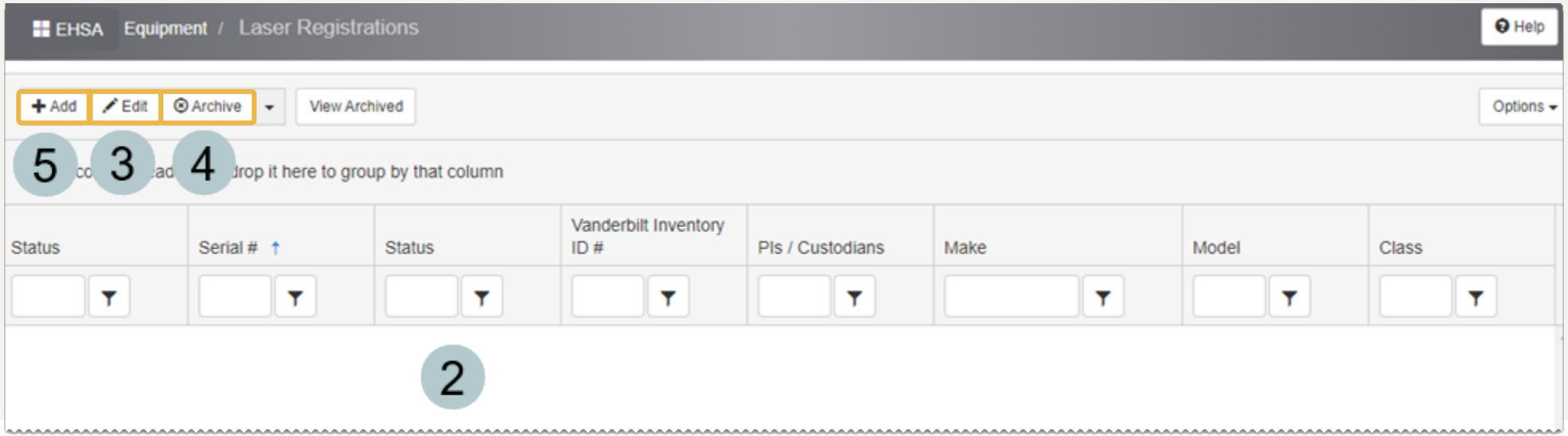
From the EHSA Homepage, select the **PI Equipment** icon.

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



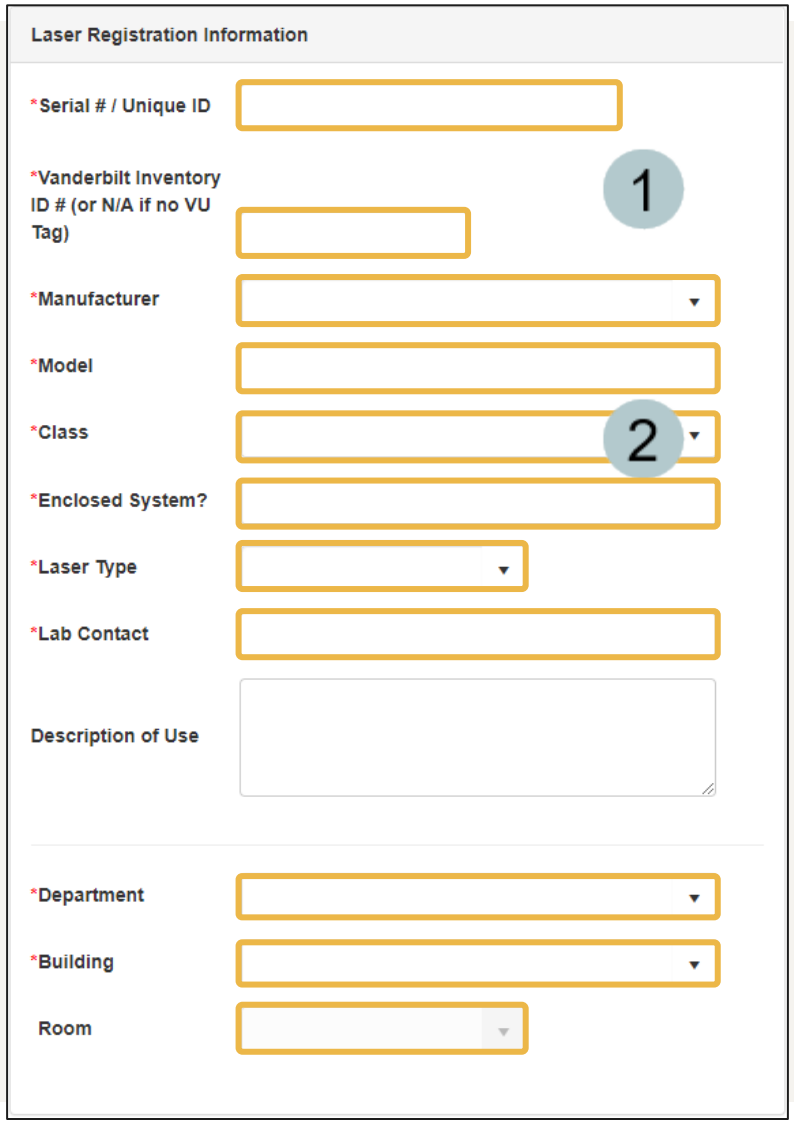
How to Register Class 3b or 4 Lasers (steps 1-3)

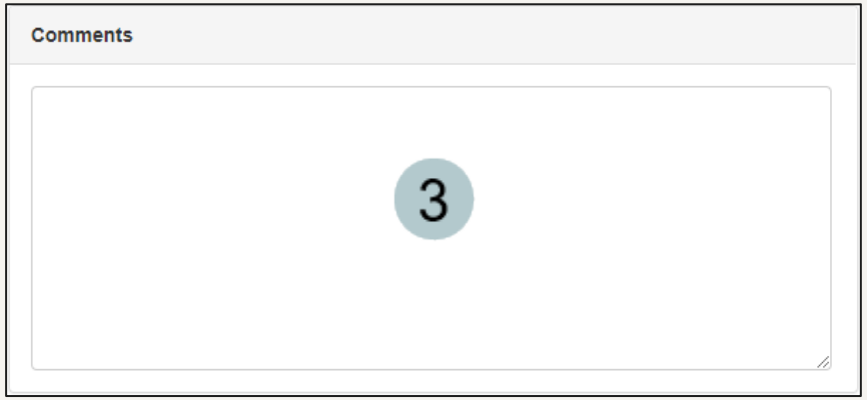
1. On the **Laser Registrations Page**, four (4) sections of laser related information will be available to fill out. Those fields with a red asterisk (*) are required.

   *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*.

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





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*.

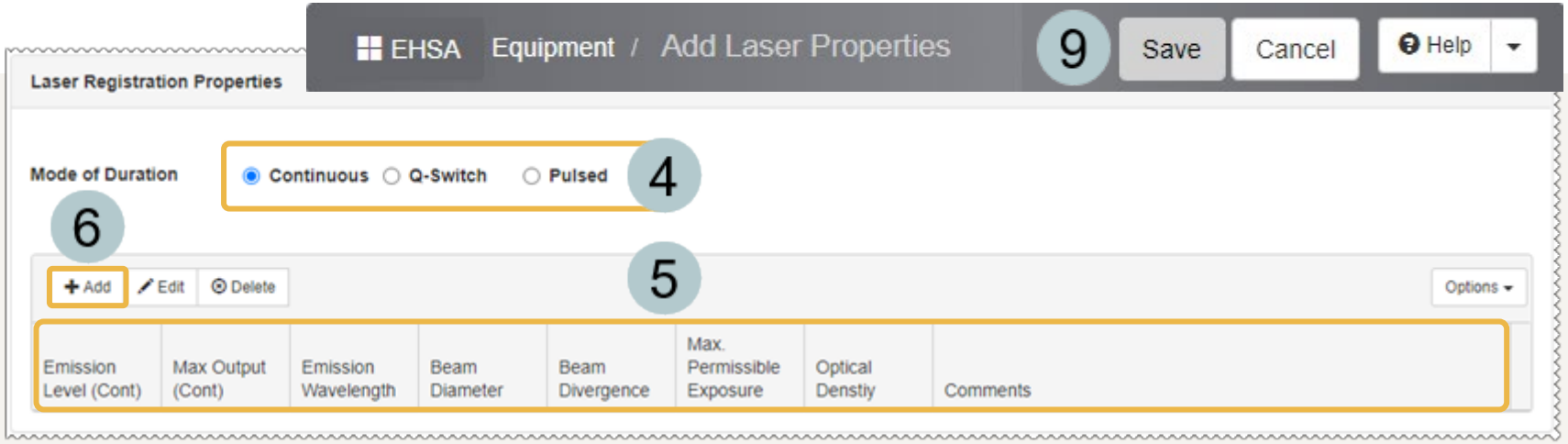
5 When clicking the radio button for a mode, the column names will change accordingly.

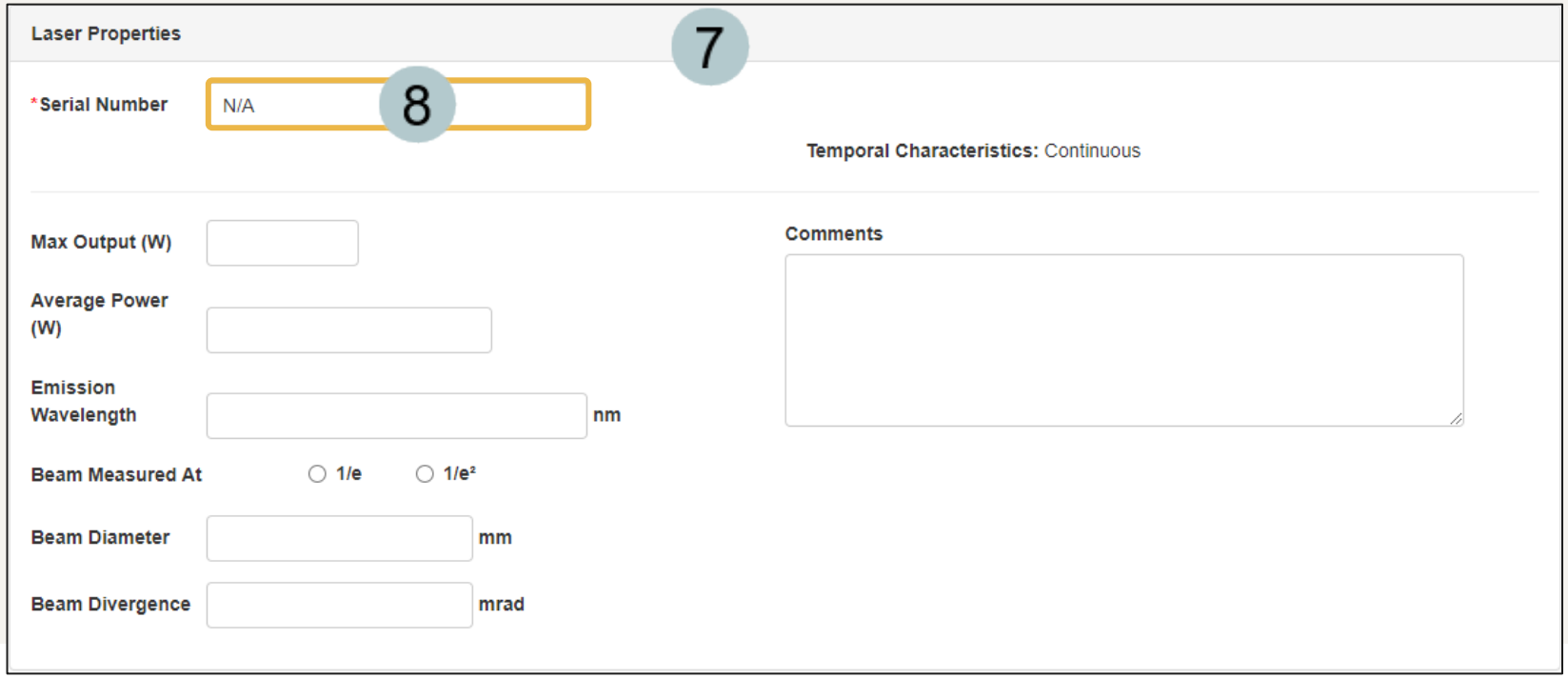
6 Click +Add for additional laser properties pertaining to the mode selected.

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.



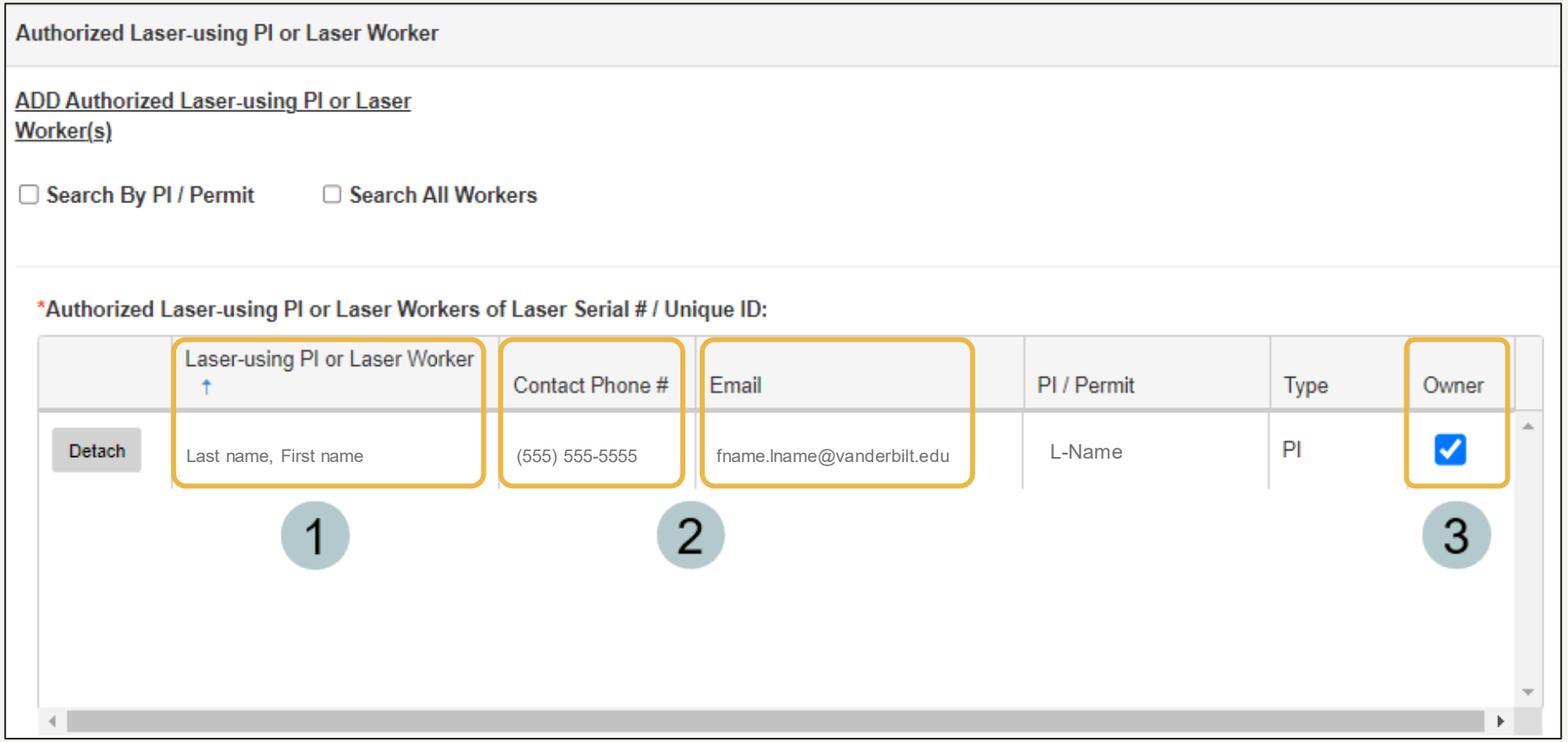


How to View Existing Authorized Laser-using PIs or Laser Workers

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.

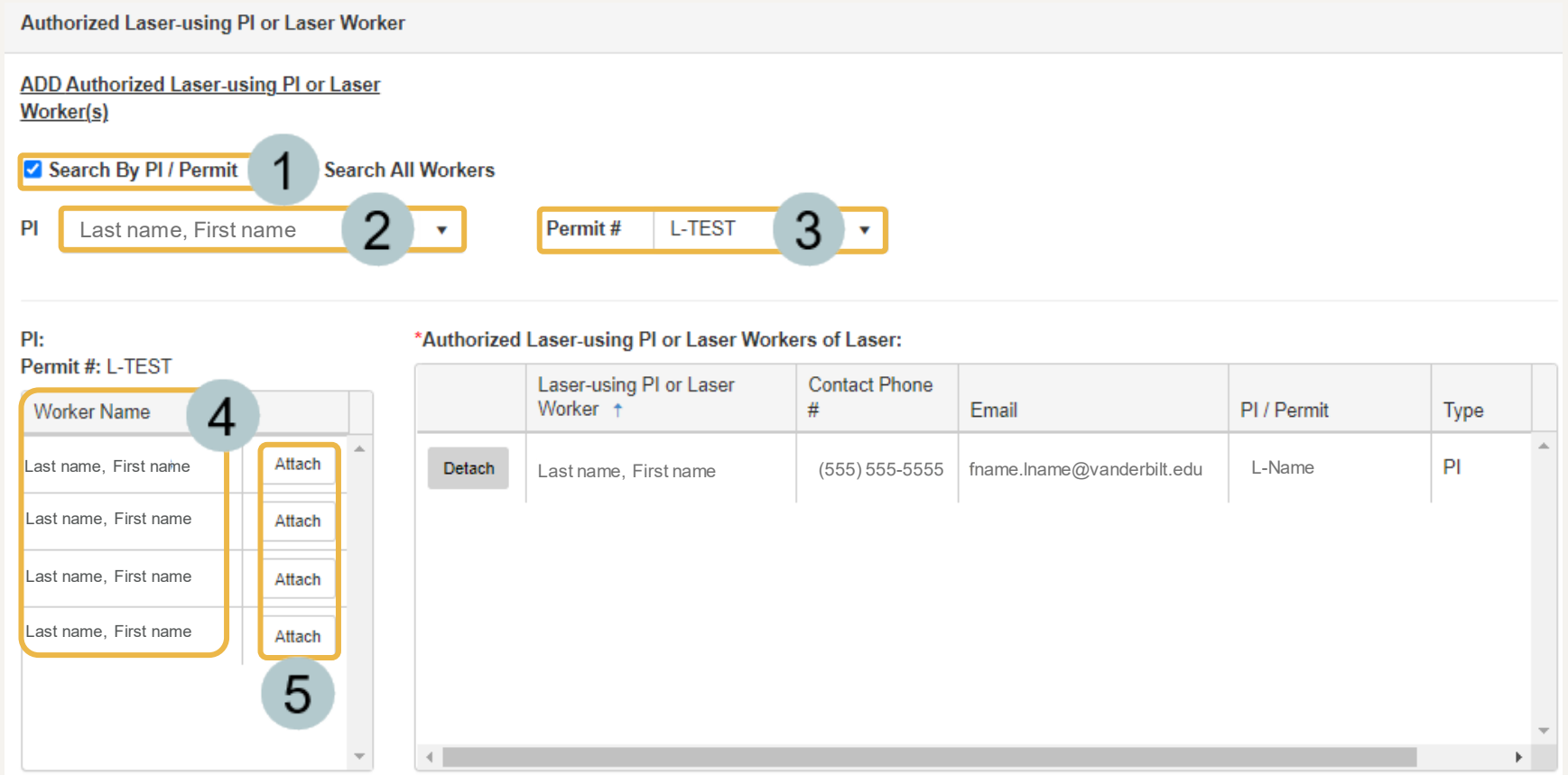
3. Check the **Owner** box if this person owns the laser.



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.

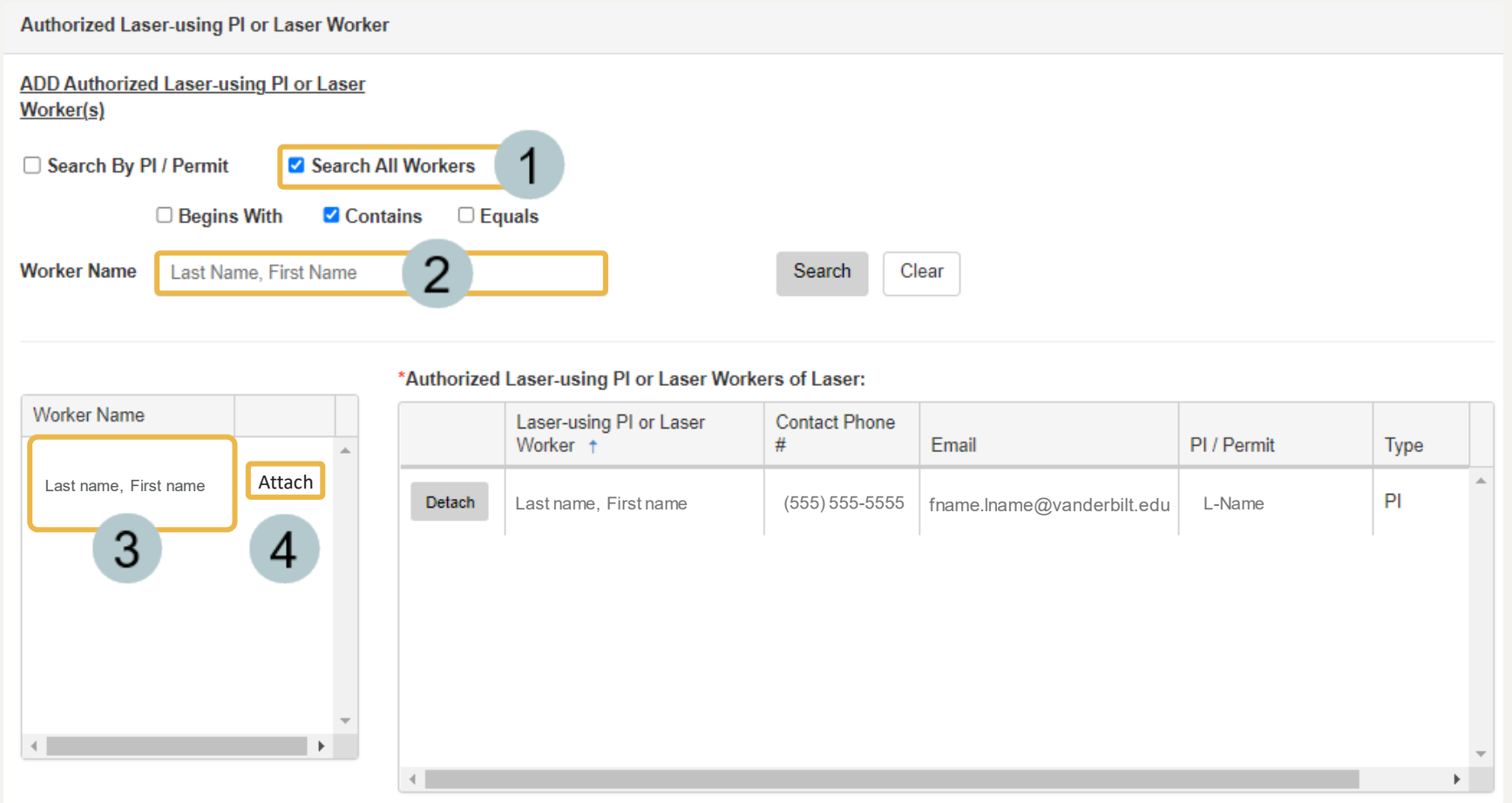
1. Click **Search By PI /Permit**.
2. Select the **PI** from the dropdown list.
3. **Permit #** will autogenerate with the PI's Laser permit.
4. The list of individuals will appear here.
5. Click the Attach button to add the Laser-using PI to the laser.



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.

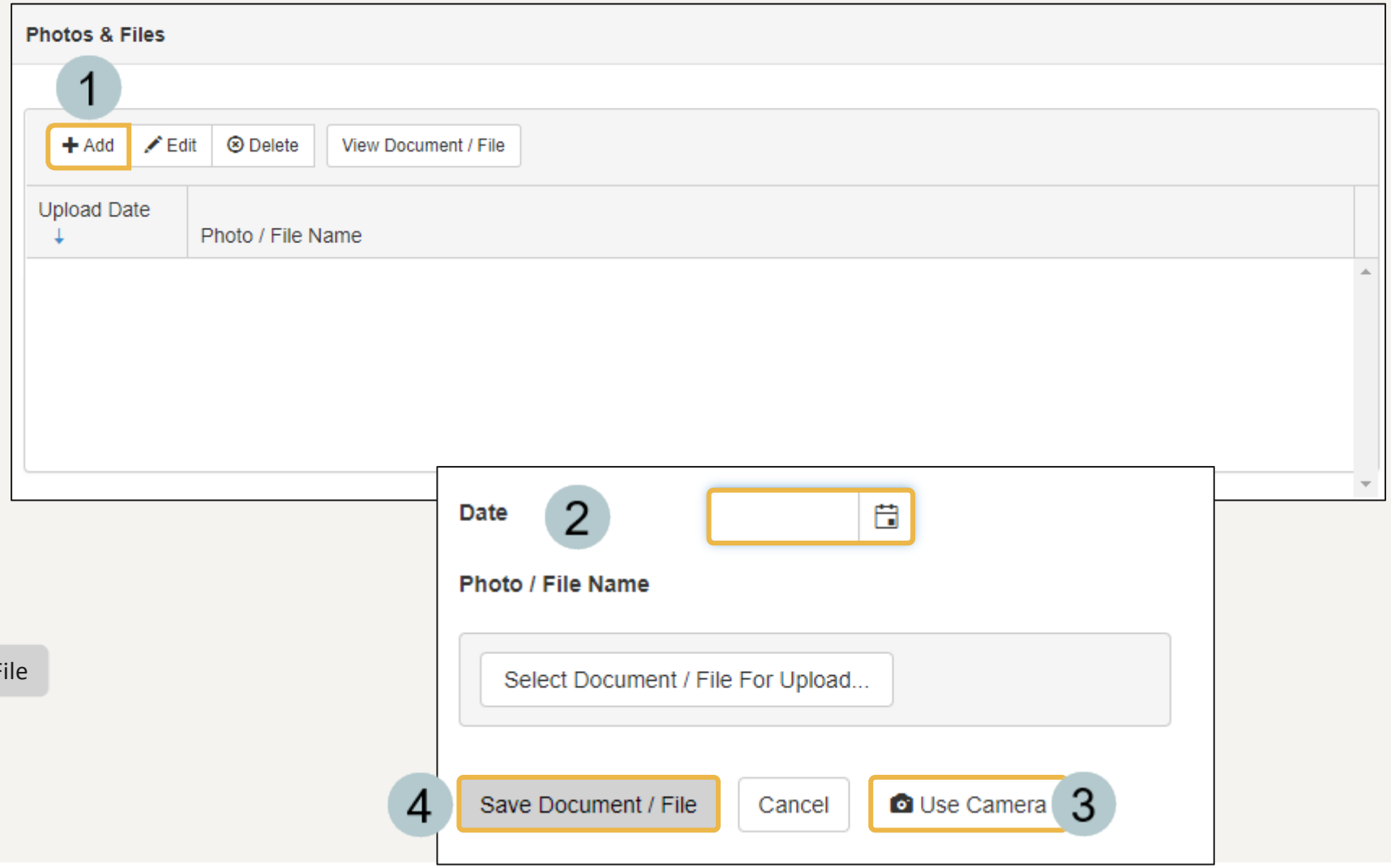
1. Click **Search All Workers**.
2. Type in a **Worker Name**.
3. The list of workers will appear here.
4. Click the Attach button to add the Laser Worker to the laser.



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.

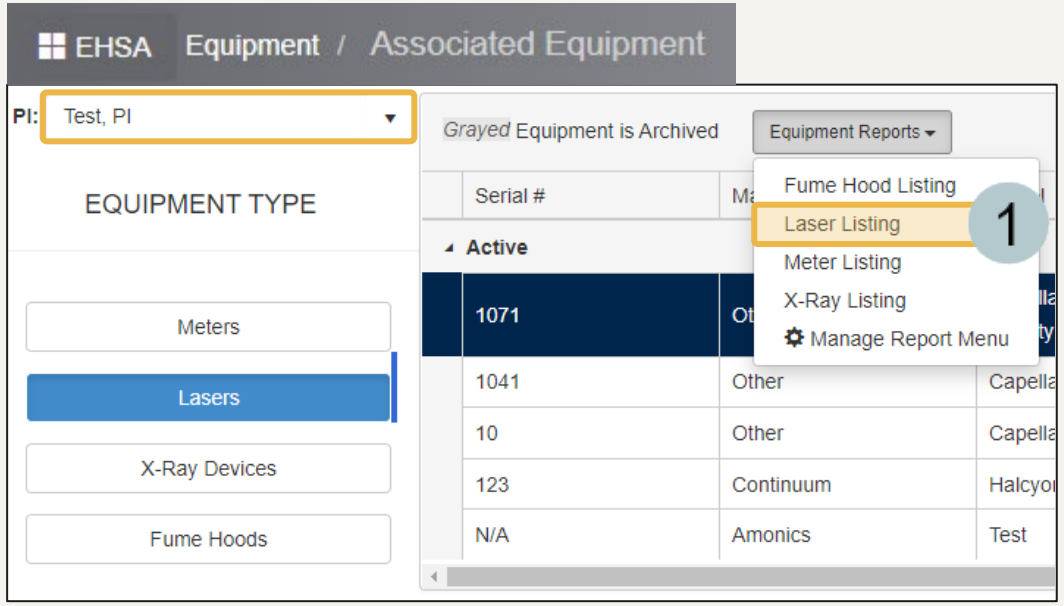
1. To add a photo or document click the + Add button.
2. The date can be added along with the ability to **Select Document/ File For Upload**.
3. Click the Use Camera button if you would like to use your device's camera to capture an image.
4. Once completed click the Save Document / File to continue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

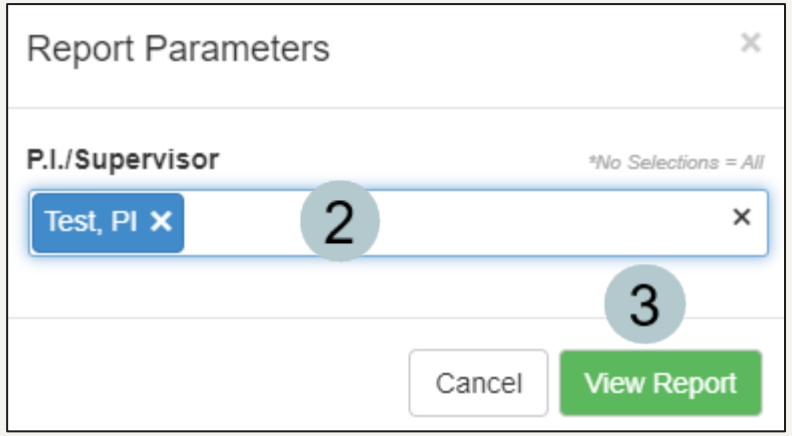


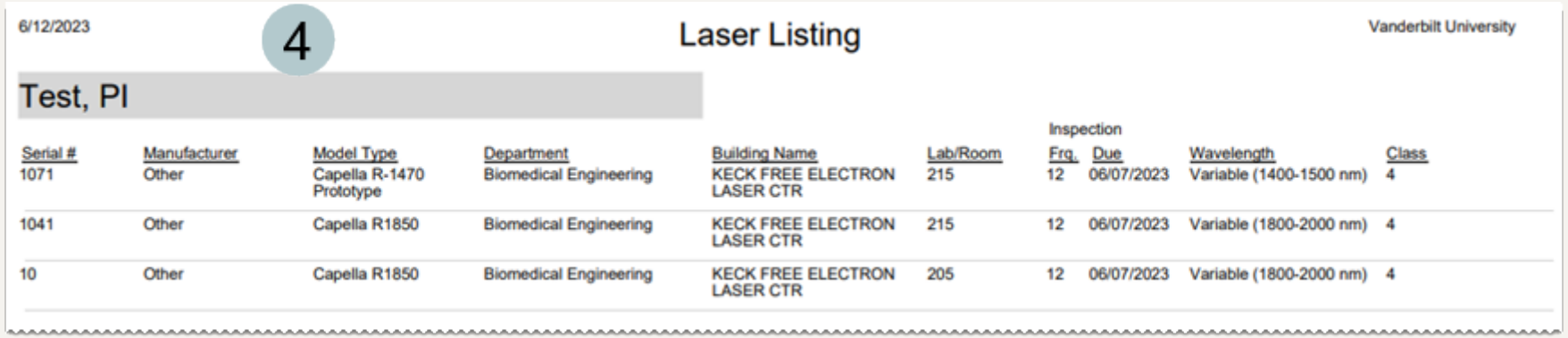
How to Generate a Laser List

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

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