



# EHSA Laser Registration Guide



# Table of Contents

---

Title	Page
Accessing the PI Equipment Module .....	03
The Laser Registrations Page .....	04
How to Register Class 3b or 4 Lasers (steps 1-3) .....	05
How to Register Class 3b or 4 Lasers (steps 4-9) .....	06
How to View Existing Authorized Laser-using PIs or Laser Workers .....	07
How to Add an Authorized Laser-Using PI to a Laser .....	08
How to Add an Authorized Laser Worker to a Laser .....	09
How to Add a Document or Photo of the Laser .....	10
How to Generate a Laser List .....	11

# 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.

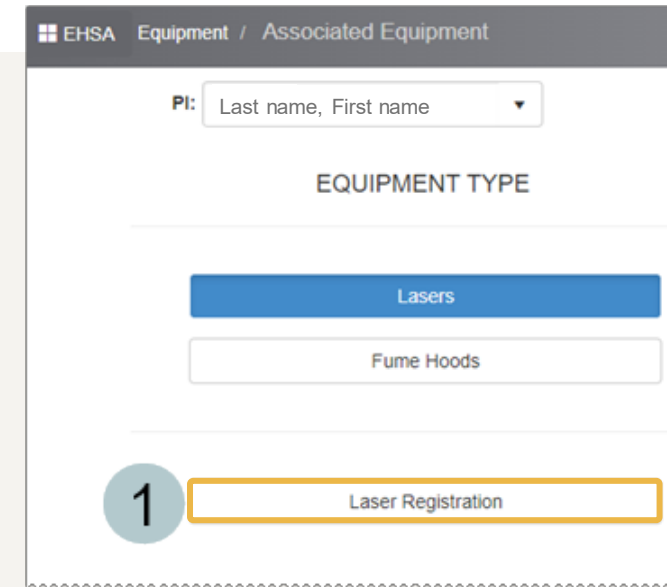
1 Under **Equipment Types**, select **Laser Registration**.

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



EHSA Equipment / Associated Equipment

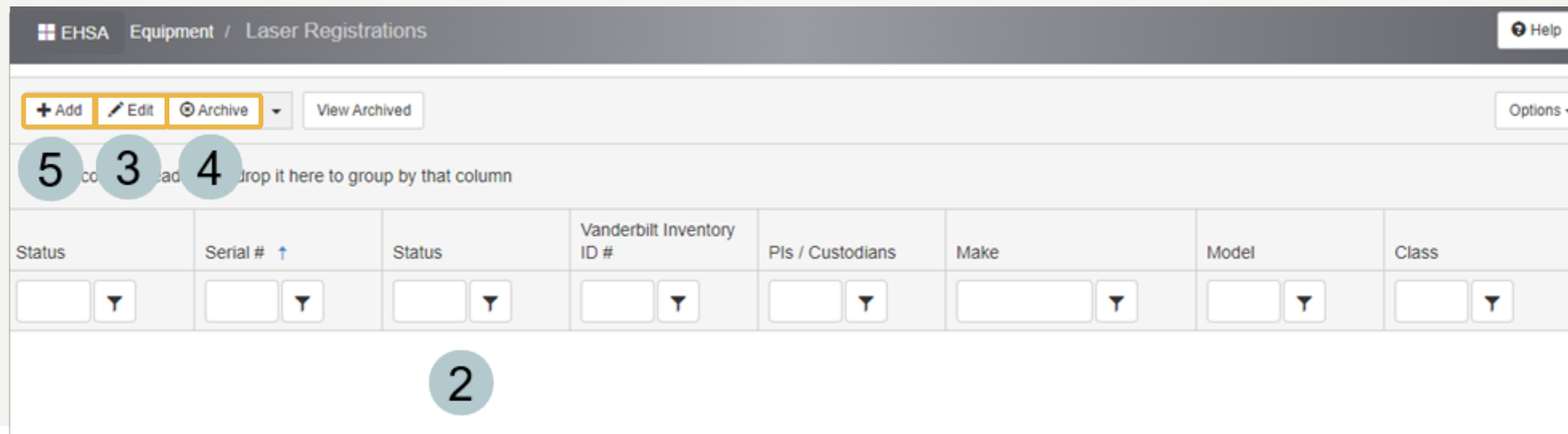
PI: Last name, First name

EQUIPMENT TYPE

Lasers

Fume Hoods

1 Laser Registration



EHSA Equipment / Laser Registrations

+ Add Edit Archive View Archived Options

5 3 4 drop it here to group by that column

Status	Serial # ↑	Status	Vanderbilt Inventory ID #	PIs / Custodians	Make	Model	Class
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2

# 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)

\*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 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 'EHS A Equipment / Add Laser Properties' form. At the top, a navigation bar includes the EHS A logo, the title 'Equipment / Add Laser Properties', and buttons for 'Save', 'Cancel', and 'Help'. A circular callout '9' is positioned over the 'Save' button.

The main section is titled 'Laser Registration Properties'. It features a 'Mode of Duration' section with three radio buttons: 'Continuous' (selected), 'Q-Switch', and 'Pulsed'. A circular callout '4' is placed over the 'Continuous' button. Below this is a table with columns: 'Emission Level (Cont)', 'Max Output (Cont)', 'Emission Wavelength', 'Beam Diameter', 'Beam Divergence', 'Max. Permissible Exposure', 'Optical Density', and 'Comments'. A circular callout '5' is over the table area. Above the table are buttons for '+Add', 'Edit', and 'Delete', with a circular callout '6' over the '+Add' button. A circular callout '7' is over the 'Options' dropdown menu.

Below the table is the 'Laser Properties' section. It contains a '\* Serial Number' field with 'N/A' pre-filled, with a circular callout '8' over the field. To the right of this field is the text 'Temporal Characteristics: Continuous'. Below the serial number are input fields for 'Max Output (W)', 'Average Power (W)', 'Emission Wavelength' (with a unit 'nm'), 'Beam Measured At' (with radio buttons for '1/e' and '1/e²'), 'Beam Diameter' (with a unit 'mm'), and 'Beam Divergence' (with a unit 'mrad'). A large 'Comments' text area is on the right side of this section.



# 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
<a href="#">Detach</a>	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

4

Last name, First name

Last name, First name

Last name, First name

Last name, First name

Attach

Attach

Attach

Attach

5

\*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.

The screenshot displays the 'Photos & Files' section of the Laser Registration interface. It includes a header with the title 'Photos & Files' and a list of actions: '+ Add', 'Edit', 'Delete', and 'View Document / File'. Below this is a table with columns for 'Upload Date' and 'Photo / File Name'. A modal window is open, showing a 'Date' field with a calendar icon, a 'Photo / File Name' field, and a 'Select Document / File For Upload...' button. At the bottom of the modal are three buttons: 'Save Document / File', 'Cancel', and 'Use Camera'.

**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 illustrates the process of generating a Laser Listing report through the EHS system. It shows the 'Equipment Reports' dropdown menu with 'Laser Listing' selected, the 'Report Parameters' window with the PI field auto-generated, and the final 'Laser Listing' report output.

**Equipment Reports**

- Fume Hood Listing
- Laser Listing**
- Meter Listing
- X-Ray Listing
- Manage Report Menu

**Report Parameters**

P.I./Supervisor: Test, PI

Cancel View Report

**Laser Listing**

6/12/2023 Test, PI

Serial #	Manufacturer	Model Type	Department	Building Name	Lab/Room	Inspection Freq.	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 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)