



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.

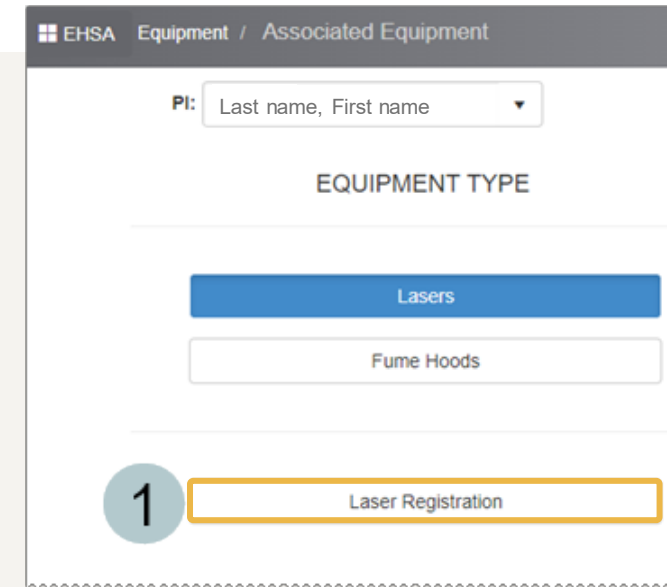
1 Under **Equipment Types**, select **Laser Registration**.

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



EHSA Equipment / Associated Equipment

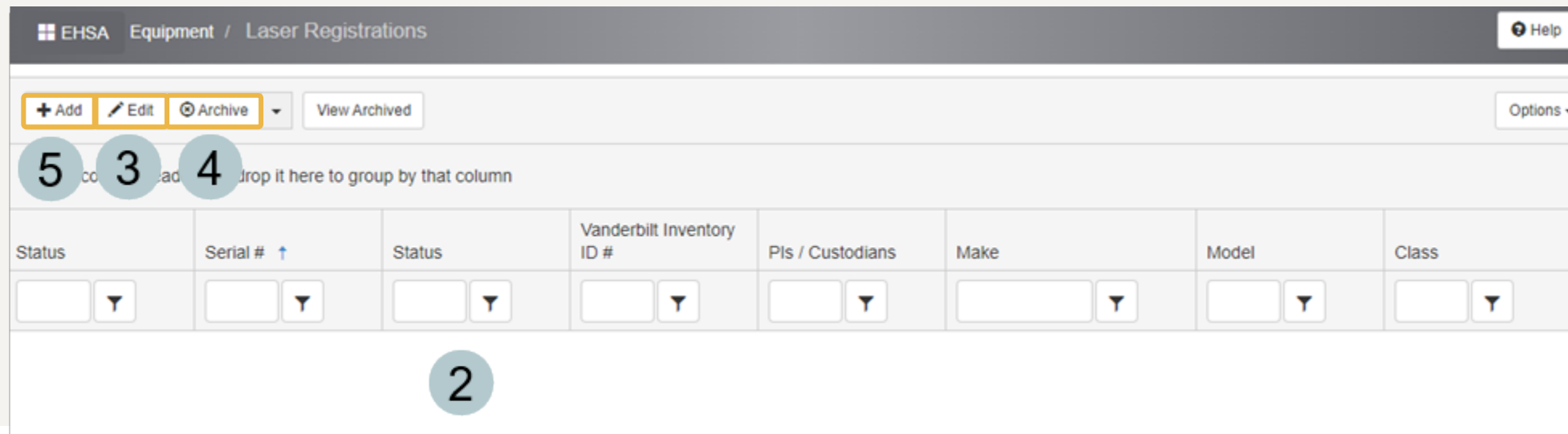
PI: Last name, First name

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

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.*

- 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 form 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, marked with an asterisk, and a circular callout '8' over it. To the right, 'Temporal Characteristics: Continuous' is displayed. Below these 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.
- 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
Detach	Last name, First name	(555) 555-5555	fname.lname@vanderbilt.edu	L-Name	PI	☒

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
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 page. At the top, there are buttons for '+ Add', 'Edit', 'Delete', and 'View Document / File'. Below these is a table with two columns: '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, there are three buttons: 'Save Document / File', 'Cancel', and 'Use Camera'.

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 'Test, PI' entered, and the final 'Laser Listing' report for 'Test, PI'.

Equipment Reports Dropdown:

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

Report Parameters:

P.I./Supervisor: Test, PI

Buttons: Cancel, View Report

Laser Listing Report:

6/12/2023 Laser Listing Vanderbilt University

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 for more information.

EHS Assist – Additional Info

Find additional EHS Assist guides here:

<https://www.vanderbilt.edu/facilities/ehs/ehsa>

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