AUTHORIZATION PROCESS

- The principal investigator (PI) must complete the Application for Use of Class 3B and Class 4 Lasers (pdf). The PI is defined as the authorized user who assumes responsibility for the control and safe use of the laser.
- Refer to Section C of the Laser Safety Manual for more information on completing the application.
- Attend a Laser Safety Training session and successfully complete the Laser Safety exam.
- Contact Occupational Medicine (515-294-2056) located at G11 TASF to schedule a preliminary baseline eye exam. See Section J of the Laser Safety Manual for more information.
- Ensure that laser specific training has been provided to each worker that will be using the laser(s). See Section F of the Laser Safety Manual for the topics to be covered. A copy of the training contents and an attendance record must be maintained. This is the responsibility of the PI.
- Send the following documents to the EH&S Laser Safety Officer at EH&S, 2809 Daley Drive /3660
  - Application for Use of Class 3B and Class 4 Lasers
  - Standard Operating Procedures
  - Radiation / Laser Worker Application for each worker
  - Training Certificate/Eye Exam documentation for each worker
- Contact EH&S at 515-294-5359 to schedule an initial Laser Hazard Assessment.

EH&S APPROVAL OF AUTHORIZATION

- EH&S will review the documents and complete the Laser Hazard Assessment. After any associated corrective actions have been completed, the PI will receive the laser authorization

RETRAINING/AUDITS

- Retraining is required every three years and is available at the EH&S Learning Center website.
- EH&S will audit the laser authorization annually. This process will include a laser hazard assessment. A copy of the Laser Hazard Assessment Criteria is available for your use.