**Laser Registration and Implementation Procedures**

Welcome to Environmental Health and Safety Laser registration. The following steps are required for all Class 3B and Class 4 lasers, and Class 1 with embedded Class 3B or Class 4 lasers. To complete the laser registration and be approved for laser use, please follow the steps below.

1. Complete Laser Registration Form
	1. Download the fillable [PSU Laser Registration form](https://ehs.psu.edu/laser-safety/laser-safety-program-forms)
	2. Fill out the registration form
	3. Email a copy to Austin Olson
	4. Print a copy for your record
2. Take the [EHS Laser Fundamentals and Safety Training](https://ehs.psu.edu/training?combine=&tid=146) and Quiz
	1. Follow the instructions at the end of the quiz to save and send a copy of the completion certificate
3. Write a laser safety SOP for the laser(s)
	1. See SOP template & Example.
		1. Click [Here](https://ehs.psu.edu/laser-safety/laser-safety-resources) for an SOP outline or example template
	2. The completed SOP is to be e-mailed to the laser safety officer, Austin Olson, for approval
	3. Print a copy for your record and training
4. Train all users in laser specific procedures and the SOP
	1. Document training on the [Laser Specific Documentation Training Form](https://ehs.psu.edu/laser-safety/laser-safety-program-forms)
5. Obtain Laser Eye Protection if needed
	1. A guide to selecting LEP can be found [Here](https://ehs.psu.edu/laser-safety/laser-safety-requirements-guidelines)
	2. Be sure to acquire enough for everyone who could be in the lab at the same time
6. Conduct an initial laser self-inspection using the "[Laser Inspection Form](https://ehs.psu.edu/laser-safety/laser-safety-program-forms)", print it out and put it in the laser binder. The laser safety officer will conduct audits of the laser binder. The self-inspection is only required on initial set-up. If you with to continue this practice to be prepared for in-person audits by the LSO, you may do so.

Notes: The laser safety SOP, all user EHS Laser Fundamentals and Safety training certificates, the laser specific training documentation form, and the initial self-inspection form must be kept together in a binder in the general vicinity of the laser. Although not required it is a good practice to have a printout of the Laser Safety Program Document in the binder also.

If you have any question regarding laser registration, please contact Austin Olson by email or phone at 814-865-1216 for more information.