

## EHSA GUIDE: LASER INVENTORY REVIEW

Principal Investigators and Permit Contacts can **review and verify their registered laser inventory** and Laser Use Authorization (LUA) through the [UW Environmental Health and Safety Assistant](#) (EHSA) database.

If your laser is not listed in the inventory or LUA, please register your laser with Radiation Safety or email [Radiation Safety](#).

For EHSA access, email [Radiation Safety](#). More information about [EHSA](#) is available online.

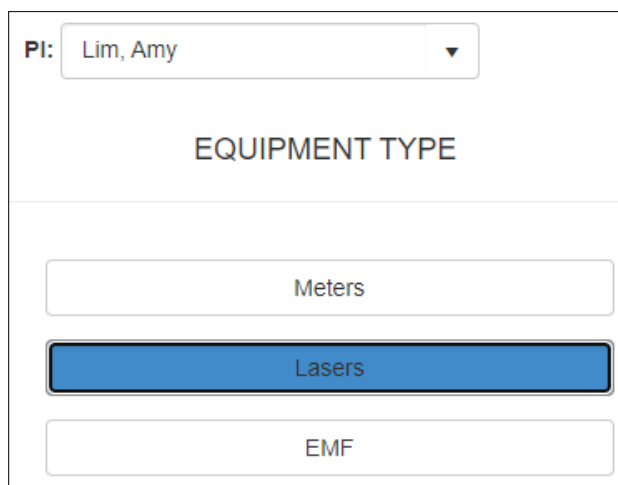
Basic, read-only information about your equipment inventory can be viewed in EHSA. The location for viewing this information is the same regardless of the equipment type.

### Navigate to Home Screen:

1. Login to [UW Environmental Health and Safety Assistant](#) (EHSA).
2. If you have just logged in, you will already be on the home screen. If you are elsewhere, click "**Home**" at the top left of the browser window.
3. On the home screen, click on the red "**Equipment**" icon



4. Buttons will appear on the left side of the browser window, showing the types of equipment associated with you or your PI in EHSA. Click the **Lasers** button to display the list of equipment on the right side of the window.

A screenshot of a web interface. At the top, there is a dropdown menu labeled "PI:" with the text "Lim, Amy" and a downward arrow. Below this is a section titled "EQUIPMENT TYPE" in all caps. Underneath the title are three buttons: "Meters", "Lasers", and "EMF". The "Lasers" button is highlighted with a blue background and a dark blue border, while the other two buttons have a light grey background and a thin border.

- Review the list of lasers provided and confirm the accuracy of the laser inventory.

Serial #	Manufacturer	Model	Type	Class
Active				
1435	SLOC	RLM635TA-100FC	DPSS	3B
1123	Laser Glow Technologies	R471005GX	DPSS	3B
1124	Laser Glow Technologies	R471005GX	DPSS	3B
1125	Laser Glow Technologies	LRS-589-CFN-00100-05	DPSS	3B
1432	Laser Glow Technologies	R581005FX	DPSS	3B

- Record any discrepancies on the laser inventory list, including disposal, inactive/storage status, loaners, transfers, changes in lab room number, relocations, incorrect serial numbers (RSO Laser #), or incorrect location/room numbers.
- If your laser is not listed in the inventory list, it has not been registered. Please refer to the ***EHSA Laser Registration Guide*** to register your laser.
- Click on a row for an equipment to view its recorded history in a table below the list. This history includes information such as calibrations, inspections, etc.

Red Equipment is Overdue + Add History

Date ↓	History Type	Status	Results	Next Due
12-19-2024	Registration	Complete	N/A	
<i>08-17-2023</i>	<i>Laser Inventory Review</i>	<i>Complete</i>	<i>Pass</i>	<i>08-17-2024</i>
04-10-2019	Hazard assessment	Complete	N/A	

- Next, select **any active** laser record in the upper section. Once an active equipment record is selected, the row will be highlighted, and the history of the device will be provided in the lower section. Examples of overdue inventory review will be in *italic red* as shown below.

- Next, select + Add History to open the **Add History** window:

**Add History** [X]



History Type: Laser Inventory Review

Date: 9/13/2024

Result: Pass

Comments: Certification: I affirm that the laser inventory has been accurately accounted for, and I have informed the EH&S Radiation Safety of any changes to this inventory.

[Add History] [Document Icon] [Cancel]

- a) Select **Laser Inventory Review** from the **History Type** dropdown.
- b) The Date, Result, and Certification in the Comments fields will be auto populated.
- c) **For managing *single* laser:** Select the  to complete the inventory verification. The history record will be saved automatically.
- d) **For managing *multiple* lasers:** Select the  to open the **Additional Equipment History** window.
  - o Identify the lasers that do not require any modifications.
  - o Select the accurate lasers or click on “Select All”.

**Additional Equipment History** [X] [Select All]

<input checked="" type="checkbox"/>	0262	Melles Griot
<input checked="" type="checkbox"/>	0280	Coherent Inc
<input checked="" type="checkbox"/>	0309	New Wave Research
<input checked="" type="checkbox"/>	0299	Coherent Inc
<input checked="" type="checkbox"/>	0300	Coherent Inc
<input checked="" type="checkbox"/>	0310	Continuum
<input checked="" type="checkbox"/>	0311	Melles Griot
<input checked="" type="checkbox"/>	0312	Melles Griot

[Cancel] [OK]

- Click **the OK** button to confirm the selection of lasers and the information will be saved automatically.



- Notify or email Radiation Safety at [radsaf@uw.edu](mailto:radsaf@uw.edu) about any inaccuracies or required changes.

## ADDITIONAL INFORMATION

More information about [Laser Safety](#) and additional [EHSA](#) guides are available on the Environmental Health & Safety website.

Please contact the UW Laser Safety Officer at [radsaf@uw.edu](mailto:radsaf@uw.edu) with any questions about lasers or changes to laser inventories.