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**PROGRAM ADMINISTRATION**

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The authorization, structure, personnel, and responsibilities of individuals for the Laser Safety Program for Louisiana State University and Agricultural & Mechanical College at Baton Rouge are described in this Section. The names and telephone numbers of individuals currently engaged in the Laser Safety Program are listed in Section 1.

4.1 Authorization

Administrative authorization from the University is contained in Permanent Memorandum-30 (<http://www.lsusystem.edu/policies/permanentmemoranda/>) issued by the Office of the President as well as in Safety Procedures for Non-Ionizing Radiation (<http://www.radsafety.lsu.edu/NonIonizingRadiationSafetyProcedure.pdf>) prepared by the LSU System Radiation Safety Committee.

4.2 Laser Safety Officer (LSO)

The LSO is the individual designated by the LSU Radiation Safety Committee who has the authority and responsibility to establish, monitor, and enforce the laser safety program at Louisiana State University in Baton Rouge.

The LSO reports to the Director of the Radiation Safety Office and has the following duties and responsibilities (per Appendix A, ANSI Z136.1-2007):

* Review and approve applications for Class 3B and Class 4 lasers and laser systems. Approval of Class 3B or Class 4 lasers/laser systems shall be given only if the LSO is satisfied that laser hazard control measures are adequate.
* Approve standard operating procedures (SOPs).
* Verify classifications of lasers under the LSO’s jurisdiction.
* Maintain an accurate inventory of regulated lasers.
* Responsible for hazard evaluation of laser working areas and approve Laser Controlled Areas.
* Establish Nominal Hazard Zone (NHZ).
* Assure that the prescribed hazard control measures are implemented and maintained in effect.
* Approve Class 3B and Class 4 lasers Standard Operating Procedures (SOPs) as well as other procedures that may be part of the requirements for administrative and procedural controls.

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* Recommend or approve protective equipment, i.e. eyewear, barriers, screens, or anything that may be required to assure personnel safety. The LSO shall assure that protective equipment is audited periodically to assure proper working conditions.
* Review the wording on area signs and equipment labels.
* Review Class 3B and Class 4 laser installations, laser equipment, and protective equipment prior to use, including modifications to existing facilities.
* Assure that adequate laser safety training is provided to laser area personnel.
* Maintain necessary records.
* Periodically audit or survey by inspection for the presence and functionality of the laser safety features and control measures required for each Class 3B or Class 4 laser or laser system in the laser facilities.
* Accompany regulatory agency inspectors reviewing the program or investigating an incident and document as needed.
* Investigate and document laser incidents and accidents.
* Assure corrective action is taken where required and enforce compliance with the authority to suspend, restrict, or terminate the operation of a laser or laser system.

4.3 Radiation Safety Office

The Radiation Safety Office will administer the Laser Safety Program, under the authorization of the Radiation Safety Committee. The Radiation Safety Committee is charged with the responsibility and authority to control the use of lasers and laser systems on campus. In order to track laser inventory, personnel training, and Laser Controlled Areas, the Laser Safety Program uses an Approval System. The process begins with Laser Registration.

4.4 Laser Approval / Registration

All of Class 3B and Class 4 lasers or laser systems, whether constructed, purchased, or otherwise obtained, from outside or inside the University, must be registered with the LSO.

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Individuals who wish to use lasers or laser systems in research, development, teaching, or demonstration projects must obtain prior approval from the LSO by completing and submitting a Laser User Application ([www.radsafety.com](http://www.radsafety.com)) with an attached project outline to the LSO for review. .

The application and project outline include training and experience of the applicant, proper and sufficient equipment and facilities, adequate plans and

standard operating procedures for the use of lasers, and a complete description/classification of the laser or laser system and its use.

The LSO’s review may include discussions and site visits with specific suggestions for revision of the application.

Any changes (approval amendments) in the use of the laser, laser locations, significant modification of the laser system, and/or transfer of a laser require LSO notification. If you have any questions regarding changes to your original laser or laser use application, please contact the LSO at (225) 578-2747 or by email at [maryhaik@lsu.edu](mailto:maryhaik@lsu.edu).

* 1. Approval Amendments

Approval amendments must be filed with the LSO for the addition of new lasers, relocation of lasers, or other changes which significantly deviate from the original laser application submitted by the Approved Laser User. Please notify the LSO of all changes by calling (225) 578-2747 or emailing [maryhaik@lsu.edu](mailto:maryhaik@lsu.edu).

4.6 LSU Fabricated Lasers

All lasers that are fabricated or significantly modified must adhere to all applicable FDA and CRDH rules. These rules are typically much stricter than the laser safety requirements on campus. The Approved Laser User is responsible to assure that the LSO is notified prior to these lasers leaving the campus.

4.7 Removal from registration

Any laser that is rendered permanently inoperable or is transferred, may be removed from the Approved Laser User’s inventory and from registration upon notification and documentation to the LSO. Please notify the LSO of all changes.

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4.8 Others with specific responsibilities

4.8.1 The Approved Laser User is the Laser Supervisor and shall have the following responsibilities:

* Shall be responsible for the issuance of appropriate instructions and training materials on laser hazards and their control to all personnel who may work with lasers that are operated within the supervisor’s jurisdiction.
* Shall not permit the operation of a laser unless there is adequate control of laser hazards to employees, visitors, and the general public.
* Shall submit the names of individuals scheduled to work with lasers to the LSO and shall submit information as requested by the LSO for training completion and medical surveillance.
* When an Approved Laser User knows of, or suspects, an incident/accident resulting from a laser operated under his/her authority, he/she shall immediately notify the LSO and take corrective actions.
* If necessary, the Approved Laser User shall assist in obtaining appropriate medical attention for any employee involved in a laser incident/accident.
* Shall not permit operation of a Class 3B or Class 4 laser under his/her authority without prior approval by the LSO.
* Shall submit plans for Class 3B and Class 4 lasers installations or modifications of installations to the LSO for review.
* Shall be familiar with the standard operating procedures and ensure that they are provided to users of such lasers.
* The Approved Laser User is responsible for all safety precautions pertaining to the registered laser system.

4.8.2 Laser Operator Responsibilities

* Shall not energize or work with or near a laser unless authorized to do so by the supervisor for that laser (the Approved Laser User).
* Shall comply with safety rules and procedures prescribed by the Laser Supervisor and the LSO and be familiar with all applicable operating procedures.

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* Shall immediately inform the Laser Supervisor if he knows or suspects that an incident/accident has occurred involving a laser and that such

Incident/accident has caused, or could potentially have caused an injury. If the Laser Supervisor is unavailable, the Laser Operator shall notify the LSO promptly.

4.8.3 Department Chair Responsibilities for Abandoned Lasers

If an Approved Laser User leaves the University and his/her lasers and Laser Operators are not transferred to another Approved Laser User in a timely manner, the lasers and the Laser Operators will be transferred to the Department Chair until there is another Approved Laser User assuming the responsibilities.

4.8.4 Other Personnel Responsibilities

Anyone involved in purchasing a Class 3B or Class 4 laser or laser system shall contact the LSO.