



Instructions

1. Complete and sign the attached application form.
2. Send the completed application form to ehs.info@ualberta.ca. They will contact you to arrange inspection if your facility is in Edmonton. There is no charge for the service if the equipment can be inspected by EHS.
3. If your facility is not in Edmonton you must contact one of the other Authorized Radiation Protection Agencies for compliance verification. There is a charge for their services. For more information, contact the Laser Safety Officer at 780 492-5655.
4. You will receive a compliance verification report from the agency performing the inspection of your equipment. You will be required to complete all recommendations to maintain a current registration certificate.
5. If you have any questions on how to complete the application form or a question concerning the inspection / registration process contact the Laser Safety Officer at 780 492-5655.

Note: Applications must be submitted at least 30 days prior to the date of anticipated equipment operation.

Part 1 General Information

A. Reason For Application

Equipment:	new modification relocation other: _____	Laboratory:	New Class 3B laser laboratory New Class 4 laser laboratory modification other: _____
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B. Owner Information

Name: _____	Address: _____
Phone: _____	E-mail: _____
Department: _____	

C. Type of Facility

research
 teaching
 dental
 medical
 veterinary
 other – specify
 below
 Specify: _____

D. Type of Designated Equipment

Class 3b laser or laser system (open or limited open beam)

Class 4 laser or laser system (open or limited open beam)

Confocal microscope: contains Class 3b laser

Confocal microscope: contains Class 4 laser

Part 2 Laser Equipment Information

Equipment can only be used or stored in the LSO- approved designated laser laboratories. Please see Laser Safety Lab Requirements on the EHS website. Each lab must be approved by the LSO.

A. Information on new laser(s) to be registered/added to the registration certificate

Serial #	UA Tag #	Manufacturer	Model	Pulsed (RP) or CW	Type/ Gain Media	Wavelength (nm) *list for each laser	Max average power (W)	Energy per pulse (J)	Pulse width (s)	PRF (Hz)	Beam diameter (mm)	Beam divergence (mrad)	Laser glasses OD for each λ	Building/ room	Laser class

For additional equipment, please add an extra sheet.

B. Additional information on laser safety glasses in the laboratory

Specifications (i.e. OD for each λ) visible on the frame or lens?	Answer: [Yes/No] If no – comment:
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C. Details of Proposed Equipment Use

D. Information on all lasers listed on the current registration certificate

(required for renewal of registration certificate or inventory taking)

Serial #	UA Tag #	Manufacturer	Model	Type (Gain media)	Status (storage/ operation/ decommissioned/ disposed)	Current location (Building and room #)	OD for each λ [nm]

Part 3 Personnel and Training

Surname	Given Name	CCID	EHS Laser Training Safety On-line (certificates must be on file in the lab)	EHS Laser Safety Refresher (certificates must be on file in the lab)
			Date DD/MMM/YYYY	Date DD/MMM/YYYY

The information on this form is being collected under the authority of Section 33c of the Alberta *Freedom of Information and Protection of Privacy Act* for the purpose of administering the radiation protection program through Environment, Health & Safety. Questions concerning the collection, use or disposal of this information should be directed to: Environment, Health & Safety, 2-10 MMB, University of Alberta, telephone 780-492-5655

Part 4 Signatures

By signing this application, the applicant certifies that the information provided in the form is true and correct to the best of her/his knowledge.

Applicant Signature

Date

Department Head Signature

Date