



Laser Application Instructions

Foreword: There is a distinction between “laser products and instruments” and laser devices. Laser products and instruments are certified by manufacturers in accordance with FDA/CDRH requirements. Therefore, it is possible for a manufacturer to sell a device with an embedded Class 3B or 4 laser as a lower Class laser product. The classification of the laser product will be displayed on a certification label on the instrument. For purposes of registration at Harvard University, laser products that are classified below Class 3B are subject to reduced permitting requirements. All Class 3B or 4 laser products and any Class 3B or 4 laser devices require all of the laser parameters to be provided in the **Laser Permit Application** on the next page.

Instructions: To apply for a new permit or make changes to an existing laser permit the responsible person should complete the **Laser Permit Application** return to Radiation_Safety@harvard.edu.

For the registration of FDA/CDRH certified laser products and instruments (excluding Class 3B and Class 4), only the Manufacturer Name, Instrument Model Number and Serial Number, and the Building/Room # (Instrument Location) are required, however users should provide additional laser beam information when available.

For all other Lasers Registrations, the following information is required in the application:

1. The Principle Investigators name and contract information, including the name of the alternate permit holder and Safety contact who will be responsible for the laboratory in applicant’s absence.
2. List all of the required laser parameters in Section 1 and 2 for each Class 3B or Class 4 laser for which possession authorization is requested.
3. Laser safety eyewear information including wavelength attenuated in nm, Optical Density (OD), quantity, and manufacturer name. For pulsed lasers, ensure the eyewear has been rated to perform at the pulse length by the manufacturer.
4. All laser users are required to complete laser safety training. Laser product and instrument users must complete a onetime training “**Enclosed Laser Instruments Safety**” and laser device users must complete the initial training “**Laser Safety**”, and the biennial refresher.
5. List all of the laser users. This is not required for core facilities.
6. Pre-assignment [laser eye examination](#) (optional).
7. For all Class 4 laser systems, prepare a laser Standard Operating Procedure (SOP) using the [online template](#) and send back to Radiation_Safety@harvard.edu for approval.
8. A description of the laser application and special concerns of the laser safety.

Contact the RSS at 617.496.3797 or radiation_safety@harvard.edu with any questions.

Revision Date: 22 March 2019

Laboratory Safety

46 Blackstone Street, Cambridge, MA 02139 | T: 617.496.3797 | F: 617.496.5509
www.ehs.harvard.edu | email: lab_safety@harvard.edu

- New
 - Amendment
 - Renewal
 - Transfer
- Received:

Harvard University
Application for a Permit to use Non-Ionizing Radiation Devices



Return to: Harvard University Radiation Protection Office
 46 Blackstone Street, Cambridge, MA 02139
 Facsimile: (617) 496-5509

Authorized User: (Permit Holder)	(Last)	(First)	(M.I.)	Degree(s):
Appointment:	School:			Dept:
Office Address: (Bldg.)	(Room)	(Street Address)	(City)	Telephone:
e-mail address:				Facsimile:
Alternate Permit Holder:	(Last)	(First)	(M.I.)	Alternate's Telephone:
Alternate's e-mail Address:				Alternate's facsimile:
Laser / NIR Safety Contact:	(Last)	(First)	(M.I.)	Contact's Telephone:
Contact's Title (Lab Safety Officer, Admin, etc):				
Contact's e-mail address:				Contact's Facsimile:

SECTION 1: LASER SYSTEM EQUIPMENT

Manufacturer	Model No.	Serial No.	Building / Room #	Laser Media (e.g. Nd:YAG)	Laser Class
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

SECTION 2: LASER OPERATING PARAMETERS

Mode (CW/Pulsed/Q-Switch)	CW Power or Pulsed Average Power (W)	Energy Output (J) Per Pulse	Pulse Length (s)	Pulse Repetition Rate (Hz)	Wavelength (nm)	Beam Diameter (mm)	Beam Divergence (mrad)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

SECTION 3: LASER EYEWEAR

Wavelength Attenuated (nm)	Optical Density (OD)	Quantity	Manufacturer

SECTION 4: LASER SAFETY TRAINING

Name	Expected Training Completion Date

SECTION 5: PRE-ASSIGNMENT LASER EYE EXAMINATION

Name	Expected Eye Examination Completion Date

SECTION 6: LASER OPERATION PROCEDURES

- Attached with this application.
- Will be set up before (Date):

SECTION 7: STATIC ELECTRIC OR MAGNETIC FIELD DEVICES

Manufacturer	Model Number	Serial Number	Building / Room #	Device Type (NMR, MRI, Magnet)	Field Associated with Device (Tesla, V/m, A/m)	List the Purpose of the Device

SECTION 8: RADIOFREQUENCY RADIATION (RFR) PRODUCING DEVICES

Manufacturer	Model Number	Serial Number	Device Type (Radio Antenna, Radar, Oven, Electrosurgical Device)	Frequency of RFR Source (MHz)	Source Power (Watts)	List the Purpose of the Device

SECTION 9: AUTHORIZED USER LABORATORY EXPERIENCE WITH NON-IONIZING RADIATION DEVICE

Non-ionizing Radiation Equipment Used	Name of Institution	Duration of Experience (mos/hrs)	Date(s), beginning with most recent

SECTION 10: LABORATORY WORKERS USING NON-IONIZING RADIATION EQUIPMENT

NAME: (Last, First, Middle Initial)	Degree(s)	Harvard EH&S Training Complete? (Y/N)	Other Formal Related Training (in hours)	Laboratory Experience with Equipment (in hours)

SECTION 11: DESCRIBE INTENDED USE AND SPECIAL CONCERNS FOR NON-IONIZING RADIATION DEVICE (S)

SECTION 12: CERTIFICATION AND SIGNATURE

I have received, read, understand, and agree to follow the requirements of the Harvard University Radiation Safety Manual.

Signature of Applicant

Date