

# UNIVERSITY OF HOUSTON

## Radiation Safety Manual

### Lasers Receipt, Setup, Documents, and Use

The Radiation Safety Officer must be notified when a laser arrives and when it is set up. The Radiation Safety Officer will request an amendment to the State Registration to add the laser within 30 days of installation. The Radiation Safety Officer will provide assistance to any Principal Investigator who has special situations.

The Radiation Safety Officer will require specific documentation for review. All records should be clearly identified, neatly organized, and kept together in one location in the lab. This will enable Principal Investigators to meet regulatory requirements and maintain compliance.

#### Normal Documentation

- ❑ Equipment Manuals
- ❑ Purchase records\*
- ❑ Receipt/Installation records\* (Includes transfers or donations)
- ❑ Written stand alone operational procedures for each Class IIIb and IV laser including start-up, shut-down, safety device by-pass, alignment, and emergency \*
- ❑ Calibration, maintenance, and modification records
- ❑ Safety glasses
- ❑ Safety devices (interlocks, warning lights, etc.)
- ❑ Other requested information

\* Copies of these documents are required to be sent to Radiation Safety at EHRM-1005.

Radiation Safety will inspect the laser setup before operation begins. The Principal Investigator may only turn on the laser for test procedures in the initial setup. All safety devices must be installed and operational. The laser **must not** be used without the final approval of the Radiation Safety Officer. The Radiation Safety Officer will give final approval for use upon full compliance.

Lasers must be inspected by Radiation Safety at initial installation, after a move, and every time maintenance or modifications affect the output. It is the responsibility of the Principal Investigator to promptly notify Radiation Safety. Door signage will always be supplied and posted by Radiation Safety.