

## 01. POLICY STATEMENTS

01.01 Individuals at the university will use lasers in accordance with law and the regulations of the Texas Department of State Health Services (DSHS) contained in 25 Texas Administrative Code §289.301, Texas Regulations for the Control of Laser Radiation Hazards.

01.02 A laser is defined as an electronic device that emits stimulated radiation to energy density levels that could reasonably cause bodily harm. A laser may also produce an intense, coherent, directional beam of light by stimulating electronic or molecular transitions to lower energy levels. The term "laser" also includes the assembly of electrical, mechanical, and optical components associated with the laser. A laser can be a component of a product or system.

## 02. LASER SAFETY COMMITTEE

02.01 The Laser Safety Committee will review and monitor the use of laser radiation at the university. This committee is appointed by and directly responsible to the president.

02.02 The Laser Safety Committee consists of a department chair or school director, the laser safety officer, the director of Environmental Health, Safety and Risk Management and additional members as deemed appropriate.

02.03 Members of the Laser Safety Committee are appointed by the president in the following manner:

a. By June 15 of each year, the dean of the College of Science will submit to the president, via the provost and vice president for Academic Affairs, recommendations for:

- 1) A qualified person to serve as chair of the committee for the succeeding academic year,
- 2) A qualified person to serve as laser safety officer, and
- 3) other committee members as deemed appropriate by the dean.

b. The committee meets at the beginning of each academic year and at such other times as are deemed necessary by the chair of the committee.

## 03. DUTIES OF THE LASER SAFETY OFFICER

03.01 The laser safety officer is the delegated authority for the daily implementation of policies regarding the safety use of lasers. The laser safety officer shall:

a. Insure that each user of lasers is in compliance with Texas Regulations for the Control of Laser Radiation Hazards, §289.301;

- b. Maintain records as required by the above mentioned regulations;
- c. Stop any operations not in compliance with the above mentioned regulations; and
- d. Conduct periodic surveys to verify the current inventory of covered lasers.

04. PROCEDURES FOR PROCUREMENT OF LASERS

04.01 Class 3b and Class 4 lasers require authorization for use, each account manager considering the procurement of a laser (with the exception of laser printers) shall include the LSO in the planning stage prior to procurement to assure proper compliance with state regulations.

04.02 Each Class 3b or Class 4 lasers at Texas State require the following:

- a. Authorization to use requires prior approval by the LSO/LSC.
- b. Notification of the LSO within 30 days of receipt. Notification includes completion of a laser registration and laser transaction forms.
- c. A transaction form is required to be completed and submitted to the LSO within 30 days for laser receipt, transfer or disposal.
- d. Required forms are available at: <http://www.fss.txstate.edu/ehsrm/forms/laserforms.html>.
- e. The account manager shall supply the information as delineated on the form to the LSO.
- f. Any violations of 25 TAC§289.301, Texas Regulations for the Control of Laser Radiation Hazards shall be immediately reported to the account manager and the LSO.

05. REVIEWERS OF THIS Program

05.01 Reviewers of this Program include the following:

<u>Position</u>	<u>Date</u>
Director, Environmental Health, Safety & Risk Management	June 1 E4Y
Laser Safety Officer	June 1 E4Y

06. CERTIFICATION STATEMENT

This program has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Director, Environmental Health, Safety and Risk Management; senior reviewer of this Program

Vice President for Finance and Support Services

President