**Laser Safety UPPS No. 04.05.08**

**Issue No. 1**

**Effective Date: 05/02/2022**

**Review Date: 10/01/2026 (E4Y)**

**Sr. Reviewer: Director, Environmental**

**Health, Safety, Risk, and Emergency**

**Management**

**POLICY STATEMENT**

*Texas State University is committed to providing proper guidance for safe handling and use of lasers and regulatory compliance.*

**01. BACKGROUND INFORMATION**

01.01 Individuals at Texas State 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 (TAC) §289.301, Registration and Radiation Safety Requirements for Lasers and Intense-Pulsed Light Devices](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=25&pt=1&ch=289&rl=301).

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. RADIATION AND LASER SAFETY COMMITTEE**

02.01 The Radiation and Laser Safety Committee (RLSC) will review and monitor university use of RAM, radiation producing machines and lasers. The RLSC responsibilities will conform with [25 TAC § 289](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=25&pt=1&ch=289).

02.02 The RLSC is comprised of at least five members to include a chair; the radiation/laser safety officer (RSO/LSO); representatives from each department that utilizes or handles radioactive materials, radiation producing devices, or lasers; and additional members who are experienced in dealing with radioactive materials, radiation producing machines, or lasers.

a. Duties of the RLSC:

1) review incidents presented by the RSO/LSO;

2) review programs and provide recommendations to RSO/LSO;

3) review and approve applications for use of RAM, radiation

producing machines and lasers including training and experience of

users.

02.03 The RLSC meets at least three times per year and at such other times as deemed necessary by the chair or the RSO/LSO. A quorum and the presence of the RSO/LSO is necessary for a vote.

**03. DUTIES OF THE RADIATION/LASER SAFETY OFFICER**

03.01 The RSO/LSO is the delegated authority for the daily implementation of policies regarding the safety use of lasers. The RSO/LSO shall:

1. ensure that each user of lasers is in compliance with [25 TAC §289.301](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=25&pt=1&ch=289&rl=301);

1. maintain records as required by [25 TAC §289.301](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=25&pt=1&ch=289&rl=301);

1. stop any operations not in compliance with [25 TAC §289.301](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=25&pt=1&ch=289&rl=301); and

1. 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 RSO/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:

1. Authorization to use will require prior approval by the RSO/LSO.
2. The RSO/LSO must be notified within 30 days of receipt. Notification includes completion of a laser registration and laser transaction forms.
3. A transaction form is required to be completed and submitted to the RSO/LSO within 30 days for laser receipt, transfer, or disposal.
4. Required forms are available on the EHSREM Laser’s [website](https://www.fss.txstate.edu/ehsrm/programs/lasers.htm).
5. The account manager shall supply the information as delineated on the form to the RSO/LSO.
6. Any violations of [25 TAC§289.301](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=25&pt=1&ch=289&rl=301) shall be immediately reported to the RSO/LSO.

**05. REVIEWERS OF THIS UPPS**

05.01 Reviewers of this UPPS include the following:

Position Date

Director, Environmental Health, October 1 E4Y

Safety, Risk, and Emergency

Management

Radiation and Laser Safety Officer October 1 E4Y

**06. CERTIFICATION STATEMENT**

This UPPS 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, Risk, and Emergency Management; senior reviewer of this UPPS

Vice President for Finance and Support Services

President