**Please follow the procedures below to obtain your Laser Lab access. You can request training to operate the laser system once your laser lab access is granted.**

1)  **Register online for Laser Safety Training Class.** Complete the [LASER SAFETY TRAINING REQUEST FORM](https://cfo.asu.edu/ram-training-form) at <https://cfo.asu.edu/ehs-radiation-safety-training>.  ONCE YOUR REGISTRATION IS RECEIVED, THE VISION FORM WILL BE SENT TO YOU IN PERSON BY THE RADIATION OFFICER, James Burnette.

2)  **Contact NATIONWIDE VISION CENTER** at 2040 E. Rio Salado Pkwy Suite 120 Tempe, AZ 85281, phone 480.966.4992 for a VISUAL ACUITY EXAM.  It is the individual’s responsibility to pay for the exam in advance. Upon completion of your eye exam, submit your original receipt to your department (or PI) for reimbursement.

3)  **Bring a copy of your receipt and a copy of your eye exam sheet to Laser Safety Training class** for verification or have copies faxed to the Radiation Safety Office (ORS) at 480.965.6609. Your point of contact is James Burnette.

Use the following information to fill the ‘Laser Training Request’ form. Laser Lab Location: Biodesign AL1-09; Lab Phone Number: 727-0124; PI (Owner) of the Unit: Su Lin.

4)  **For access to the Biodesign building and the Laser Lab**, send an email to Pattie.Madjidi@asu.edu and cc to slin@asu.edu with the following information: Full name, ASU affiliate ID, email address.  We will submit an access request form to Biodesign Security.

5)  **Visit Biodesign Safety office (BDA-108)** between 2 and 3 pm, Monday-Friday to get your BioDesign ID badge made. Usually you can do so 1 day after we submit your form. The responsible person is Russell Harper 480-965-3718(Blackberry: 480-297-9442).