

Registering a New Laser in MISP

Issue: 12/19/2025

1. Click on the **Equipment** icon.



2. Click on **Laser Registration** to register a new laser.

PI: ▼

EQUIPMENT TYPE

No Equipment Found

Grayed Equipment is Archived						
Serial #	Manufacturer	Model	Type	Next Due	Frequency	Options

Red Equipment is Overdue				
Date	History Type	Status	Results	Next Due

Note: Any lasers that have been previously registered to your lab will be shown in the box on the right-hand side (shown below). If you currently do not have any registered lasers, the box will be blank (shown above).

PI: ▼

EQUIPMENT TYPE

Grayed Equipment is Archived													
Serial #	Manufacturer	Model	Type	Class	Next D	Options							
<p>Active</p> <table border="1"> <tr> <td>M240221020</td> <td>Coherent, Inc.</td> <td>Obis 488nm LS 120mW LASER SYSTEM, FIBER</td> <td></td> <td>Class 3B</td> <td></td> <td></td> </tr> </table>							M240221020	Coherent, Inc.	Obis 488nm LS 120mW LASER SYSTEM, FIBER		Class 3B		
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Red Equipment is Overdue				
Date	History Type	Status	Results	Next Due

3. Click **+Add** in the upper left-hand corner to add a new laser to your inventory.

The screenshot shows the top navigation bar with buttons for '+ Add', 'Edit', 'Archive', and 'View Archived'. Below this is a table with a header row containing 'Status', 'Serial # ↑', 'Status', 'PIs / Custodians', and 'Make'. Each header cell has a dropdown arrow icon. Below the header is a row of empty input fields, each with a dropdown arrow icon.

4. Fill out all the required fields and any other applicable information and then click **Save**.

The screenshot shows the 'Add Laser Registrations' form. At the top right, the 'Save' button is highlighted with a red box. Below the navigation bar is a blue notification box with the text: 'Please fill out all the required field below. Once you click Save, the info will be sent over to the Laser Safety Officer who will reach out with any questions. Please note: Type in your laser's Make, if it is not listed.' The form is divided into two main sections: 'Laser Registration Information' and 'Service Information'. The 'Laser Registration Information' section includes fields for '*Serial #', 'Status' (radio buttons for 'In Use' and 'Stored'), '*Make' (dropdown), 'Model', 'Fixed / Mobile' (radio buttons for 'Fixed' and 'Mobile'), 'Class' (dropdown), and 'Description'. The 'Service Information' section includes 'Date Manufactured' (calendar icon), 'Inoperable' (checkbox), and 'Additional Features' (checkbox for 'Binary').

5. Once you click **Save** the info will be sent over to the Laser Safety Officer to review. They will reach out with any questions.