

Laser Safety Training on the MRL Compass Site

A guide for researchers in the MRL
Laser and Spectroscopy Facility

Last update 3/11/20 -- KW

Log in to Compass

My Illinois Compass 2g - x

https://compass2g.illinois.edu group_id=_1_1

IllinoisCompass 2g
POWERED BY BLACKBOARD LEARN

My Illinois Compass 2g Notifications Dashboard

My Announcements

No Institution Announcements have been posted in the last 7 days.

[more announcements...→](#)

Maintenance Schedule

Compass 2g system maintenance is scheduled for every Wednesday morning between 5 a.m. and 9 a.m. The system is generally unavailable during that time.

For status of the system please go to <http://status.illinois.edu>

Welcome to Illinois Compass 2g

Change Text Size High Contrast Setting

You are not logged in
If you are having problems logging in, please contact the CITES Help Desk at (217) 244-7000 or email consult@illinois.edu.

USERNAME:

PASSWORD:

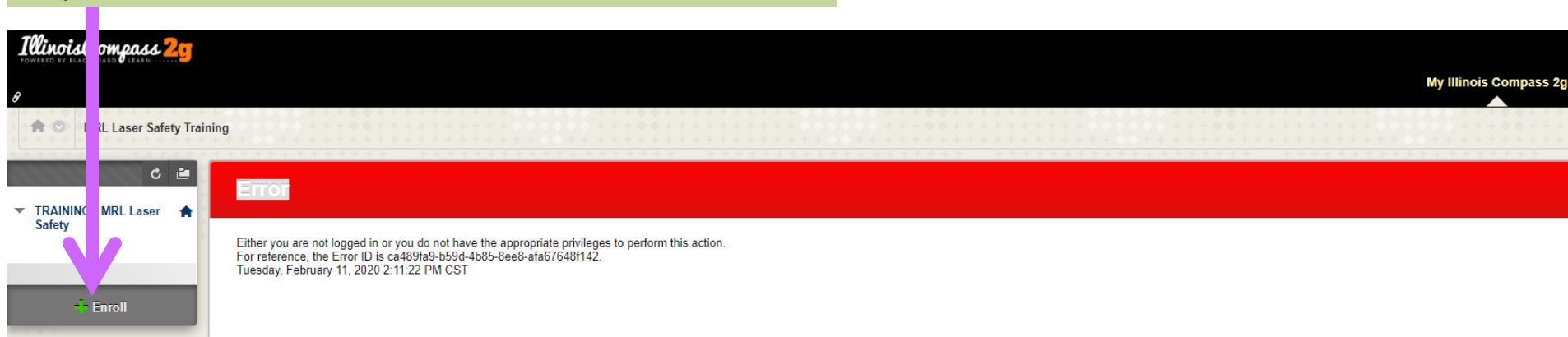
 [Forgot Your Password?](#)

Go to the LSF training course

go.illinois.edu/MRLlasersafety

Course name is TRAINING – MRL Laser Safety

If you see an error, click on the Enroll button



The screenshot shows the Illinois Compass 2g interface for the MRL Laser Safety Training course. The page title is "MRL Laser Safety Training". A red error banner is displayed across the top of the content area, with the word "Error" in white text. Below the error banner, the following message is shown: "Either you are not logged in or you do not have the appropriate privileges to perform this action. For reference, the Error ID is ca489fa9-b59d-4b85-8ee8-afa67648f142. Tuesday, February 11, 2020 2:11:22 PM CST". In the left-hand navigation menu, the "TRAINING MRL Laser Safety" section is expanded, and the "Enroll" button is visible at the bottom of the menu. A purple arrow points from the text above to the "Enroll" button.

LSF Safety Training (2 tasks)

1. Laser Safety Certificate Upload (DRS laser safety annual online training)
2. Read and agree to follow the instructions for the safe use of lasers in the LSF

MRL Laser Safety Training

MRL Laser and Spectroscopy Facility Safety Training Instructions

Here's how to complete MRL Laser and Spectroscopy Facility safety training to gain access to LSF labs:

- 1) Submit DRS (Division of Research Safety) Laser Safety Training certificate ("Laser Safety Certificate Upload" assignment)--repeat yearly to upload an up-to-date DRS Laser Safety Training certificate
- 2) Read and agree to follow the LSF safety instructions ("Instructions for the Safe Use of Lasers in the LSF")--this only needs to be done once

To upload a new annual DRS Laser Safety Training certificate, complete the "Laser Safety Certificate Upload" assignment again.

1 → **Laser Safety Certificate Upload**

Complete the annual online DRS laser safety training: <https://ovcrportal.research.illinois.edu/Training/Overview.aspx?TrainingId=130>

You will get a PDF certificate of completion when you finish the training session. **Download and save the PDF certificate, then upload it into this assignment.** If you have done this training within the last 12 months, you don't have to do it again until the training is 12 months old. To validate your previous training, just access your training record at <http://www.drs.illinois.edu/Training/Records> and upload the PDF.

Repeat this assignment annually to upload your most recent DRS laser safety certificate so your MRL LSF access will remain active.

This update is done manually and, therefore, is not immediate--to speed up the updating process, **please email soares@illinois.edu after uploading your certificate** (please remember to include your MRL user number in the email).

2 → **Instructions for the Safe Use of Lasers in the LSF**

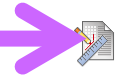
Please read these rules for the safe use of lasers at MRL and confirm your agreement to follow these procedures. Completion of this step only needs to be done once.

Help for Students Using Compass

Laser Safety Certificate Upload (do every year)

1a. Click “Laser Safety Certificate Upload”

1a



Laser Safety Certificate Upload

Complete the annual online DRS laser safety training: https://ovcrportal_research.illinois.edu/Training/Overview.aspx?TrainingId=130

You will get a PDF certificate of completion when you finish the training session. **Download and save the PDF certificate, then upload it into this assignment.** If you have done this training within the last 12 months, you don't have to do it again until the training is 12 months old. To validate your previous training, just access your training record at <http://www.drs.illinois.edu/Training/Records> and upload the PDF.

Repeat this assignment annually to upload your most recent DRS laser safety certificate so your MRL LSF access will remain active.

This update is done manually and, therefore, is not immediate--to speed up the updating process, **please email soares@illinois.edu after uploading your certificate** (please remember to include your MRL user number in the email).

b. Click “Browse My Computer” next to “Attach File”

Upload Assignment: Laser Safety Certificate Upload

ASSIGNMENT INFORMATION

Points Possible
180,924

Complete the annual online DRS laser safety training: https://ovcrportal_research.illinois.edu/Training/Overview.aspx?TrainingId=130

You will get a PDF certificate of completion when you finish the training session. **Download and save the PDF certificate, then upload it into this assignment.** If you have done this training within the last 12 months, you don't have to do it again until the training is 12 months old. To validate your previous training, just access your training record at <http://www.drs.illinois.edu/Training/Records> and upload the PDF.

Repeat this assignment annually to upload your most recent DRS laser safety certificate so your MRL LSF access will remain active.

This update is done manually and, therefore, is not immediate--to speed up the updating process, **please email soares@illinois.edu after uploading your certificate** (please remember to include your MRL user number in the email).

1b

ASSIGNMENT

Text Submission

Attach Files

c. Upload your DRS Laser Safety Training certificate, then click “Submit”

ADD COMMENTS

Comments

When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.

Cancel Save Draft

1c

Instructions for the Safe Use of Lasers in the LSF

2a. Click “Instructions for the Safe Use of Lasers in the LSF”



Instructions for the Safe Use of Lasers in the LSF

Please read these rules for the safe use of lasers at MRL and confirm your agreement to follow these procedures. Completion of this step only needs to be done once.

b. Click “Begin”

Begin: Instructions for the Safe Use of Lasers in the LSF

INSTRUCTIONS

Force Completion This test can be saved and resumed later.
Multiple Attempts This test allows multiple attempts.
Click Begin to start. Instructions for the Safe Use of Lasers in the LSF. Click Cancel to go back.

Click Begin to start. Click Cancel to quit.

Cancel Begin

2b



c. Read and understand the MRL LSF laser safety rules, including the DRS webpage “Laser Hazards and Control Measures” (<https://www.drs.illinois.edu/Page/SafetyLibrary/LaserHazardsandControlMeasures>)

d. Certify your understanding of the LSF rules by selecting the bottom option and clicking “Save and Submit”

1 NEVER LOOK DIRECTLY INTO ANY LASER BEAM, REGARDLESS OF POWER.
2. The lab door safety lamp “LASER IN USE” must be illuminated when operating any laser. Before you turn a laser on, make sure the lamp is on. Only personnel who have had safety training may enter the lab when the lamp is on.
3. The lasers are operated in a well-defined area called the NHZ. The curtains defining the NHZ must be closed before a laser is turned on.
4. Remove all unnecessary shiny reflecting surfaces from the beam path, or put samples or optical components on a shelf against the east wall.
5. Appropriate protective eyewear should ALWAYS be worn when working with lasers. NEVER wear sunglasses or contact lenses.
6. When using invisible (ultraviolet < 400 nm or infrared) lasers, appropriate protective eyewear should ALWAYS be worn.
7. Install beam blocks to keep all beams within the parable. They are easy to knock over, especially in the lab.
8. When a laser beam must be sent between tables, use beam blocks to keep the beam from hitting people.
9. Any accident should be reported immediately to the Laser Safety Officer.
10. Any laser malfunction should be described in the log.
11. Do not leave an operating laser system unattended.
12. Never leave an unblocked invisible laser beam unattended.
13. When turning a laser on, check to make sure the beam will fall on a beam block. Block the beam and close system shutters before turning off the laser.
14. Work with maximum ambient room light to keep the pupil of your eye from becoming any larger than necessary. The larger the pupil, the easier it is to damage the retina.
15. NEVER OPERATE ANY LASER SYSTEM FOR WHICH YOU HAVE NOT BEEN TRAINED AND OFFICIALLY AUTHORIZED TO USE BY THE FACILITY STAFF.
16. Read in its entirety the Laser Hazards and Control Measures page published by the University of Illinois Department of Research Safety (<https://www.drs.illinois.edu/Page/SafetyLibrary/LaserHazardsandControlMeasures>)

2c: read and think about this

I don't understand these safety instructions or do not want to comply with them.
 I don't understand these safety instructions, but I will read and understand the importance of the above precautions and that I will follow these instructions when working in the Laser and Spectroscopy Laboratory.
 I understand that if I don't follow the above instructions I may lose the privilege of working in the MRL Facilities temporarily or permanently, subject to state regulations.
I also certify that I have read and understood the contents of the “Laser Hazards and Control Measures” webpage published by the University of Illinois Department of Research Safety.

Click Save and Submit to save and submit. Click Save All Answers to save all answers.

2d

Save and Submit

LSF Instrument Training

- Welcome to the MRL Laser and Spectroscopy Facility!
- Your LSF Safety Training information will be entered into the MRL schedule system
 - This update is done manually and, therefore, is not immediate—to speed up the updating process, please email soares@illinois.edu after uploading your certificate (please include your MRL user number in the email)
 - After the information has been entered into the schedule system, you will be able to Request Training by selecting the instrument in the schedule system:
<https://cmmserv.mrl.illinois.edu/>
 - Renew the DRS Laser Safety training every year, and upload a new certificate