

# Laser Safety

Bureau of Radiation Control  
Compliance Binder

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<sup>M</sup> Sections which require routine maintenance  
(All documents must be kept for 3 years)

<sup>C</sup> Cosmetic Facilities Only

*This template serves as a model route of achieving compliance. The use of this template is advised but not required by the Department.*

## Department Contact Information

### Non-Ionizing Compliance

Phone: 602-255-2515  
email: [nonion@azdhs.gov](mailto:nonion@azdhs.gov)

### Bureau of Radiation Control

4814 South 40<sup>th</sup> Street  
Phoenix, AZ 85040  
Office: 602-255-4845  
Web: [www.azdhs.gov/nonion](http://www.azdhs.gov/nonion)



Attach copy of  
Inspectors  
business card  
here for direct  
contact.

## Section 1. Guidance on Application for Registration

Facility Type	Payment to submit			Forms to submit						Ref.
	Fee Category	Charge per Fee Category	Fee Category Definition/Calculation	BRC-NIR (one per location)	BRC-NIMI (one per unit)	Medical Director Acknowledgment; <i>Include License &amp; Training Record</i>	LSO Acknowledgement; <i>Include Training Record</i>	Operator Training, FDA Variance, FAA Variance, & Show Details	Registration Division	Registration can be combined with:
Ultraviolet Tanning (UT) Ultraviolet Medical (UM)	F1	\$50	Per Unit	✓	✓				II	-
Laser Industrial (LI) Laser Projector (LP)	F2	\$300	1-10 units	✓	✓		✓ ✓		III	-
	F3	\$600	11-49 units	✓	✓		✓ ✓		II	-
	F4	\$1,000	50+ units	✓	✓		✓ ✓		I	-
Laser Light Show (LL)	F5	\$500	Site fee	✓	✓		✓ ✓	✓	II	-
Laser Medical (LM) -Includes: Chiro, Optham, Pod Laser Hospital (LH) Laser Dental (LD) Laser Veterinary (LV)	F6	\$100	Per Unit	✓	✓	✓ ✓	✓ ✓		II	F15
Laser Cosmetic (LC) -Includes: Cosmetic use OR Cosmetic and Medical use	F7	\$100	Per Unit	✓	✓	✓ ✓	✓ ✓		II	F8, F15
Cosmetic Radiofrequency (RC)	F8	\$100	Per Unit	✓	✓	✓ ✓			II	F7
Industrial Radiofrequency (RF) -Includes: RF, Microwave	F9	\$150	1-5 units	✓	✓				III	-
	F10	\$350	6-20 units	✓	✓				II	-
	F11	\$600	21+ units	✓	✓				II	-
Medical Radiofrequency (RM) -Includes: RF, EC, Diathermy	F12	\$100	Site fee	✓	✓	✓ ✓			II	F6, F7

All forms are available on our website [AZDHS.GOV/NONION](http://AZDHS.GOV/NONION) under Nonionizing Forms

**Note:** Appropriate and full payment must be included with new registrations. We currently do not have the ability to accept new applications online, so please send your COMPLETE new application with payment via physical mail.

## Section 2. Required Postings (There are 3 in total)

1. Include a copy of your Registration after this page, in addition to its posting on the wall.

Reference Image of Registration:

AR 606-10 (Rev. Dec. 2013) Page 1 of 1

ARIZONA RADIATION REGULATORY AGENCY  
4814 South 40<sup>th</sup> Street, Phoenix AZ 85040

Notice of Registration Certificate for Ionizing Radiation Machine

1. Name of Registrant: RAD BUSTERS  
2. Facility Address: 4814 South 40<sup>th</sup> Street, Phoenix, AZ 85040  
3. Type of Facility: REGULATION  
4. Expiration Date: OCTOBER 31, 2018  
5. Registration Number: 88-1234

Amendment Number	Reference	Renewal
1	AR 606-10	1
2	AR 606-10	1
3	AR 606-10	1
4	AR 606-10	1

Registration Information

Unit Number	Manufacturer	Model Name of Model Number	Machine Type & Sub-type	Number of X-Ray Tubes/CT	Beam
1	SIEMENS	ARCADIS	Mobile C-Arm Fluoroscopic	1	Mobile
2	SIEMENS	ACOMARTIS	Stationary Radiographic	1	X-ray
3	SIEMENS	BIOLIGHT 16	Stationary CT	1	CT
4	HOLGIC	HORIZON C	Stationary Bone Densitometer	1	Not Provided

POST IN ACCORDANCE WITH R12-1-1002

Staff Init: XX Date: March 24, 2017 Brian D. Ciolek, Agency Director

2. Post this notice in an area all employees have access to.

Reference Image of Notice to Employees:

Arizona Department of Health Services  
**NOTICE TO EMPLOYEES**

STANDARDS FOR PROTECTION AGAINST RADIATION, NOTICES, INSTRUCTIONS, AND REPORTS TO WORKERS' INSPECTIONS

**YOUR EMPLOYER'S RESPONSIBILITY**

1. Apply these rules to work involving sources of radiation.
2. Post or otherwise make available to you a copy of the AR 606-10 rules, forms, and operating procedures which apply to work you are engaged in, and explain their provisions to you.
3. Post notice of radiation working conditions, proposed inspection of unit, and other notices.

**YOUR RESPONSIBILITY AS A WORKER**

1. Limit an exposure to radiation and radioactive material in medical and occupational areas.
2. Measure to be taken after accidental exposure.
3. Personal monitoring, controls, and equipment.
4. Caution signs, labels, and safety interlock equipment.
5. Equipment records and reports.
6. Options for workers regarding AR 606-10 inspections, and related matters.

**REPORTS ON YOUR RADIATION EXPOSURE HISTORY**

1. The Department's rules require that your employer give you a written report if you receive an exposure in excess of the applicable limit set forth in the rules or in the license. The form (which for approval to employees are set forth in Article 6 of the

**REQUIREMENTS**

Inspections dealing with the matters outlined above can be sent to this:

Arizona Department of Health Services  
Bureau of Radiation Control  
4824 S. 47<sup>th</sup> Street, Phoenix, Arizona 85008  
(602) 963-2140  
<http://dhs.az.gov/radiation/bureau/>

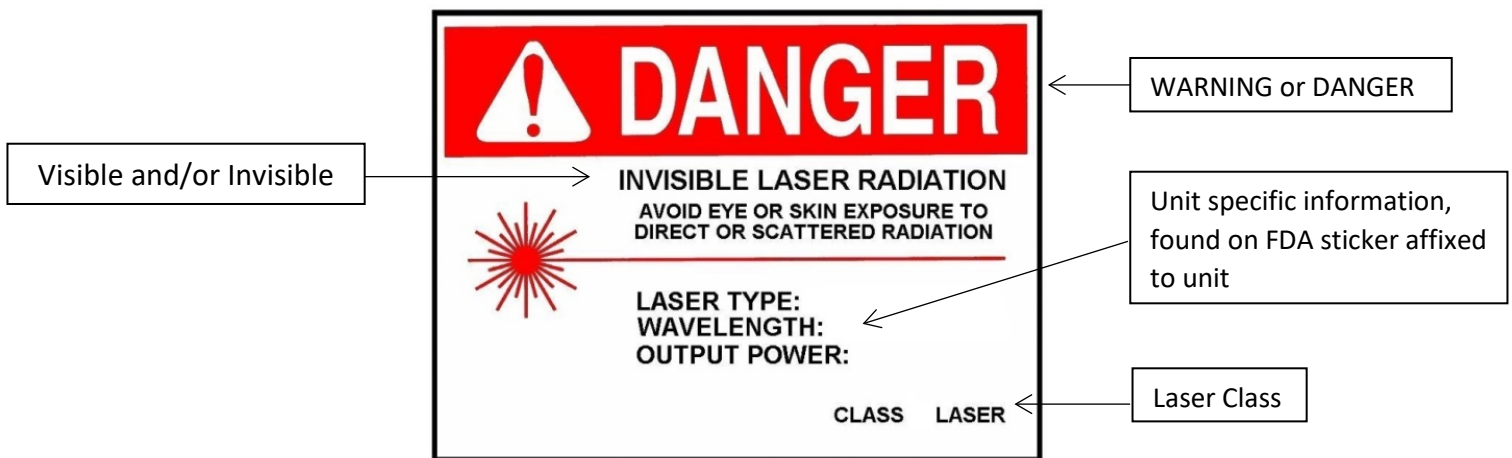
IN ACCORDANCE WITH A.A.C. R12-1-1002, COPIES OF THIS NOTICE SHALL BE POSTED IN SUCH A MANNER TO PERMIT EMPLOYEES WORKING IN OR FREQUENTING ANY PORTION OF A RESTRICTED AREA, USED FOR ACTIVITIES LICENSED OR REGISTERED PURSUANT TO ARTICLE 6 OF THE AGENCY'S RULES, TO OBSERVE A COPY OR COPIES ON THE WALL TO OR FROM THEIR WORK AREA.

Note: if you need a copy of your registration or notice to employees, please contact our office. We will send you one free of charge.

3. Per A.A.C R9-7-1429, a Laser Danger Sign must be posted in the area(s) in which the laser is in use.
  - a. Sign must be labeled with the following:
    - i. "Invisible" and/or "Visible" Laser Radiation
    - ii. "Warning" or "Danger"
    - iii. Appropriate wavelength/power/class

Sign must follow ANSI format. (Link to generate your own compliant Danger Sign below)

<http://lasertraining.org/DangerSigns.html>



⇒ **NOTE: ONLY POST LASER SIGN WHEN LASER IS IN USE** ⇐

### Section 3. Laser Eyewear Inspection Log (6-MONTHS)

Date	Eyewear Identifier	Initials	Comment

**R9-7-1435. Laser Protective Eyewear**

- A. A registrant shall require that protective eyewear, as specified by the LSO, be worn by an individual who has access to: 1. Class 4 laser radiation; or 2. Class 3b laser radiation.
- B. A registrant shall, through the LSO, provide protective eyewear that is:
  - 1. Marked with a label that indicates the optical density protection afforded for the relevant laser wavelength;
  - 2. Maintained so that the protective properties of the eyewear are preserved;
  - 3. Inspected at intervals that do not exceed six months to ensure integrity of the protective properties; and
  - 4. Removed from service if the protective properties of the eyewear fall below the optical density on the label.
- C. A registrant shall maintain records of protective eyewear maintenance, inspection, and removal from service for five years.



## Section 5. Injury Reporting Policy and Injury Reports

### **WHAT TO INCLUDE IN THIS SECTION**

1. Laser/IPL Injury Reporting Policy (Included on following page. Must be signed).
2. Copy of all injury reports.
3. Record of correspondence with the Department pertaining to any reported injuries sustained at this facility.

### **IF YOUR FACILITY ALSO HAS RADIOFREQUENCY UNITS**

Visit our website [AZDHS.GOV/NONION](http://AZDHS.GOV/NONION), click on 'Nonionizing Forms' to retrieve a copy of:

4. Radiofrequency Injury Reporting Policy (Must be signed).



## Laser Injury Reporting Policy

In accordance with A.A.C. R9-7-1436

- A. A registrant shall notify the Department by telephone within 24 hours of any incident that has caused or may have caused:
  - 1. Permanent loss of sight in either eye; or
  - 2. Third-degree burns of the skin involving more than 5 percent of the body surface as estimated by the rule of nines.
- B. A registrant shall notify the Department by telephone within five working days of any incident that has or may have caused:
  - 1. Any second-degree burn of the skin larger than one inch (2.54 centimeter) in greatest diameter; or
  - 2. Any third-degree burn of the skin; or
  - 3. An eye injury with any potential loss of sight.
- C. Each registrant shall file a written report with the Department of any known exposure of an individual to laser radiation or collateral radiation within 30 days of its discovery, describing:
  - 1. Each exposure of the individual to laser or collateral radiation that exceeds the applicable MPE; and
  - 2. Any incident that triggered a notice requirement in subsections (A) or (B).
- D. Each report required by subsection (C) shall describe the extent of exposure to each individual including:
  - 1. An estimate of the individual's exposure;
  - 2. The level of laser or collateral radiation involved;
  - 3. The cause of the exposure; and
  - 4. The corrective steps taken or planned to prevent a recurrence.

Submit all necessary exposure reports to:

BUREAU OF RADIATION CONTROL  
Nonionizing Compliance Program  
[NONION@AZDHS.GOV](mailto:NONION@AZDHS.GOV)

**As the Laser Safety Officer, I attest that I have read the above laser injury reporting requirements and will uphold this responsibility assigned by my title to implement it fully for this registration.**

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Facility Name

Registration Number

---

LSO Printed Name and Title

---

LSO Signature

Date Position Assumed

**NOTE:** Complete this document and maintain it in your radiation safety program file. It will be reviewed during your unannounced State audits.



## Section 6. Training Records

### WHAT TO INCLUDE IN THIS SECTION

#### Medical Facilities

1. Operator training records for ALL Operators AND Medical Director
2. Current License for Medical Director, confirming prescribing authority
3. Laser Safety Officer (LSO) Training Records

#### Cosmetic Facilities

1. ONE of the following trainings for ALL Medical Directors AND Health Professionals (P.A., R.N., N.P., M.D., D.O., N.M.D., Dentist with specialty in oral/maxillofacial surgery):
  - a. 24-hour laser/IPL training from a Bureau approved school  
(list available on our website)
  - b. Any 24-hour laser/IPL training prior to October 1, 2010
2. Current Arizona Medical License for Medical Director
  - a. Medical director MUST be a health professional with prescribing authority  
(ONLY INCLUDES: M.D., D.O., N.M.D, N.P, or Dentist with specialty in oral/maxillofacial surgery)
3. Laser Safety Officer (LSO) Training Records

#### Industrial Facilities

1. Training records for all Operators
2. Laser Safety Officer (LSO) Training Records

**Note:** The Bureau offers **qualification approval letters** which serve to document the qualifications for which supporting records have been submitted and accepted by the Bureau. The possession of an approval letter is not mandatory, but serves as notice of confirmation of meeting required definitions pursuant to the applicable rules, regulations, and statutes during inspections and applications. APPLICATIONS AVAILABLE ON THE BUREAU WEBSITE UNDER NONIONIZING FORMS.

## Section 7. Laser Safety Committee

*(Required for Hospital registrations only)*

### **WHAT TO INCLUDE IN THIS SECTION**

\*\*If your facility does not require a Laser Safety committee, as defined in the reference below, you may omit this section.

1. If your facility does require a Laser Safety Committee, use this section to file your meeting minutes and related topics.
2. Include in this section a list of approved users by the committee with date of approval for each user.

\*\* REFERENCE: A.A.C. R9-7-1440(C)

*In a medical facility where several medical disciplines or a number of different practitioners use Class 3b and Class 4 lasers, a registrant shall form a Laser Safety Committee to govern laser activity, establish use criteria, and approve operating procedures, as follows:*

1. *With regard to membership of the committee the registrant shall include at least one representative of the Nursing staff, the LSO, one management representative, and one representative of each medical discipline that uses the lasers;*
2. *The committee shall review actions by the LSO related to hazard evaluation and the monitoring and control of laser hazards; and*
3. *The committee shall approve or deny requests by potential operators and ancillary personnel to operate or assist in the operation of a laser under the direction of a licensed practitioner*

## Section 8. Certified Cosmetic Laser Technologist Certificates (For COSMETIC FACILITIES ONLY)

### **WHAT TO INCLUDE IN THIS SECTION**

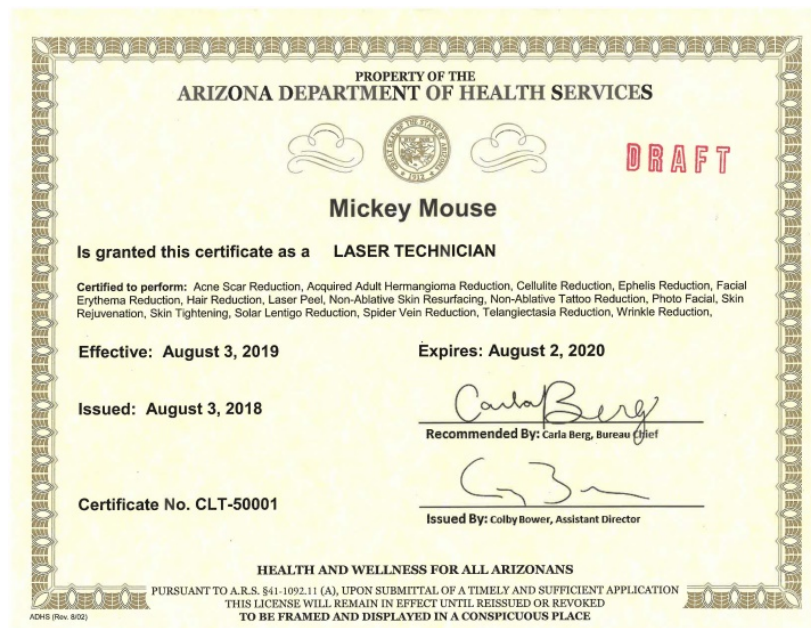
Copies of all your Certified Laser Technologists (CLT) Certificates, in addition to their postings on the wall. Assure that they are all current. Below is the contact information for the Bureau of Special Licensing, should you have any questions regarding certificates.

### **CONTACT: Bureau of Special Licensing**

Phone: 602-364-2079  
Email: Special.Licensing@azdhs.gov  
Web: www.azdhs.gov/clt  
Mailing: Attn: Bureau of Special Licensing  
150 North 18<sup>th</sup> Avenue, Suite 410  
Phoenix, AZ 85007

CLT License Verification Website: <https://ptl.az.gov/app/mrtbe/certificatesearch.shtml>  
(Or go to AZDHS.GOV/CLT and click on 'Search Current Issuance or Renewal Status')

*Reference Image of CLT Certificate:*



## Section 9. Cosmetic Policies and Procedures

(For COSMETIC FACILITIES ONLY)

### WHAT TO INCLUDE IN THIS SECTION

1. Medical Directors ANNUAL review of each protocol listed below
2. Medical Directors BIENNIAL observation of each Certified Laser Technologist performing hair removal, if applicable.

Resources available online: [AZDHS.GOV/NONION](https://www.azdhs.gov/nonion) (click on 'Nonionizing Forms')

- Template logs for the above documentations
- 'Roles by Credential' guidance document to outline what individuals are permitted to do based on their credentialing.

**NOTE:** The Medical Director must be on site for all cosmetic procedures other than hair reduction. On-site is defined as in the same building.

### ***Procedures which require ANNUAL review if being performed:***

1. Hair Reduction
2. Skin Rejuvenation
3. Non-Ablative Skin Resurfacing
4. Spider Vein Reduction
5. Skin Tightening
6. Wrinkle Reduction
7. Laser Peel
8. Telangiectasia Reduction (Spider Veins)
9. Acquired Adult Hemangioma Reduction
10. Facial Erythema Reduction (Facial Redness)
11. Solar Lentigo Reduction (Age Spots)
12. Ephelis Reduction (Freckles)
13. Acne Scar Reduction
14. Photo Facial
15. Additional procedures as approved by the Department after consultation with other health professional boards:
  - Cellulite reduction
  - Tattoo removal

## Section 10. What to Expect During an Inspection

### **WHAT TO INCLUDE IN THIS SECTION**

No documentation requirements.

### **HOW TO USE THIS SECTION**

Provided within is the inspection template for 'Medical and Cosmetic Laser, IPL, and RF Facilities' because it is the most common type of registration. To view any of our other modality inspection templates, visit our website [AZDHS.GOV/NONION](http://AZDHS.GOV/NONION) and click on 'Inspection Guidance'.

These templates serve as both an outline of what to expect to be audited as well as a method of conducting internal audits for maintaining compliance between State inspections, ideally preventing violations. Each item on the template is accompanied by its corresponding A.A.C. R9-7 regulation, for reference.

## Nonionizing Medical & Cosmetic Laser/IPL/RF Survey Notes

Audit Information				
<input type="checkbox"/> Inspection <input type="checkbox"/> Investigation <input type="checkbox"/> Unregistered Facility <input type="checkbox"/> Other:				
Inspector(s)		Date		
Facility Information				
Facility Name				
Facility Address				
Registration Number		Amendment Posted		Expiration Date
Machine Registration				
<b>Current</b> 1401(A)	<b>Correct</b> 1401(C)	<b>Posted</b> 1002	<b>Has Rental Units</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Findings Letter				
Address Letter To				
Spoke With				
Letter Delivery Method	<input type="checkbox"/> Email <input type="checkbox"/> Physical Mail <input type="checkbox"/> Include Copy of Registration <input type="checkbox"/> Leave Behind Compliance			
Letter Delivery Address				
Inspection Findings				
<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Item(s) of Concern <input type="checkbox"/> Recommendation(s)				
Adverse Observations During Inspection				
Adverse Observation	Inspector Remark			
General Inspection Notes:				

Pending Review

<b>Laser (Medical and Cosmetic)</b>	<input type="checkbox"/> Section N/A	<b>Rule</b>	<b>YES</b>	<b>NO</b>	<b>NO Record</b>	<b>N/A</b>
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Signage and Unit Labeling

Hazard Sign Posted	1429	--
ANSI Format (Warning/Danger, Output, Wavelength, Class)	1427(A)	--
“Visible and/or Invisible Laser Radiation” Statement	1427(B)(C)	--
Each laser Labeled with Class (F), Output/Wavelength (G), “AVOID EXPOSURE” (H)	1427(F)(G)(H)	--

Eyewear

Available and Worn	1435(A)	--
Correct Wavelength	1435(B)	--
Protective Properties Preserved	1435(B)	--
Inspected every 6 months	1435(B)	--
5 Years of Records (3 years of records accepted during inspection)	1435(C)	--

Records

Operating Procedures (user manual acceptable if it is used as SOP)	1440(E)	
Calibrating Per Manufacturer Recommendations in User Manual	1440(B)	--
Calibration/Service Records	1403(B)(4)	--
Injury Reporting Policy	1436	→IOC
Injuries Reported to Bureau	1436(C)	
Injury Reports Available	1421(D)(3)	
LSO Designated	1434(A)	--
LSO Trained	1421(E)	
Operator Training	1403(B)(1)	
Laser Safety Committee: Exists, Reviews & Approves (Hospital Only) Members include: Nurse, LSO, Mgmt., & member from each discipline.	1440(C)	

<b>Laser (Cosmetic Only)</b>	<input type="checkbox"/> Section N/A	<b>YES</b>	<b>NO</b>	<b>NO Record</b>	<b>N/A</b>
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Operator Qualifications and Responsibilities

All operators CLTs or Health Professionals (HP=Oral Surgeon, MD, NMD, RN, DO, PA)	1438(B)(1) / (C)(1)	--
CLT Certificate Posted and Current	1438.01(H)	
HP's have 24-Hr Training from BRC Approved School (any 24-Hr before 10/1/2010)	1438(A)(1)	
Key removed when not in use	1438(E)	--

Medical Director & Delegates

Is HP with prescribing authority (Oral Surgeon, NP, MD, DO, NMD)	§§ 32-3232/3233	--
Has 24-Hr Training from BRC Approved School (or 24-Hr before 10/1/2010)	1402 (med dir)	
Hair Removal Observation (6 months)	1438(B)(5)	
Hair Removal Protocol Signed (Annual)	1438(B)(3)	
Direct Supervision for Other Cosmetic Procedures	1438(C)(1)(a)	
Protocol signed for Other Cosmetic Procedures (Annual)	1438(C)(3)	

<b>Radiofrequency</b>	<input type="checkbox"/> Section N/A	<b>YES</b>	<b>NO</b>	<b>NO Record</b>	<b>N/A</b>
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Unit in a controlled area	1404(A)	--
Operator Training	1403(B)(1)(2)	
List available and correct (medical only)	1421(D)(5)	--
Injury Reporting Policy (1408), Injury Reports Available (1403)(B)	1408 & 1403(B)	

# Section 11. Department Correspondence

## **WHAT TO INCLUDE IN THIS SECTION**

File any correspondence with the Department in this section.

*Examples of Department Correspondence include:*

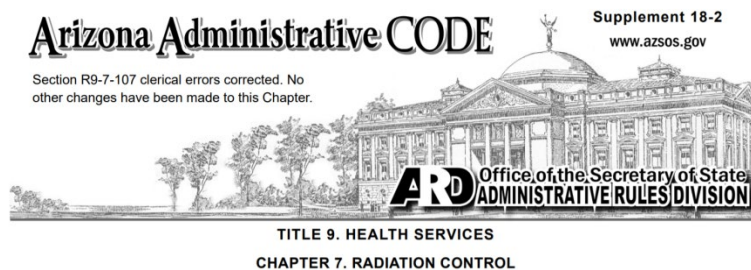
- *Any forms, applications, etc..., that you submit to our office*
- *Any notices we send you*
- *Notice of Preliminary Findings*
- *Notice of Violation*
- *Notice of Compliance*
- *Deficiency Notices*
- *Courtesy Renewal, Amendment, etc., Reminders*
- *Etc...*



## Section 12. Nonionizing Rules

Available online at:

[https://apps.azsos.gov/public\\_services/Title\\_09/9-07.pdf](https://apps.azsos.gov/public_services/Title_09/9-07.pdf)



As a registrant in possession of any radiation source, both material and machine, you are subject to any and all applicable regulations within the Arizona Administrative Code, Title 9, Chapter 7. Visit the Rules tab of our website to access “A.A.C. Title 9, Chapter 7” to view the full chapter.

As a guidance for nonionizing registrants, identified below are the broad sections of 9 A.A.C. 7 Article 14, Registration of Nonionizing Radiation Sources and Standards for Protection Against Nonionizing Radiation:

- 1401: Registration
- 1402: Definitions
- 1403: General Safety Provisions
- 1404-1410: Radiofrequency (RF), and RF Incidents
- 1412-1416: Ultraviolet Tanning (UV), and UV Incidents
- 1421-1436: Laser Safety, and Laser Incidents
- 1437: Special Lasers
- 1438-1438.01: Cosmetic Use Lasers (also subject to 1440)
- 1439: Laser and IPL Training Programs
- 1440: Medical Use Lasers
- 1441: Laser Light Show Demonstrations
- 1442-1444: Laser MPE, Measurement Instrumentation, and Classification Measurements
- Appendix C: Subjects taught by a Laser and IPL Training Program
- Appendix D: Subjects taught by a Laser Safety Officer (LSO) Training Course