



College of Physicians & Surgeons of Alberta (CPSA)

Class 3b/4 Laser Equipment Companion Manual

Last revised: May 2020, replacing September 2017

Companion Document Class 3b/4 Laser

1.0 Owner Responsibilities

- **Radiation equipment cannot be used until a CPSA registration certificate has been issued.**
- Register equipment according to CPSA step-by-step instructions
- Recertify equipment according to CPSA step-by-step instructions
- Ensure a copy of the original CPSA *Certificate of Registration* for equipment is on-site at the facility w it is registered
- Pay the one-time registration fee(s) and subsequent annual renewal fee(s) in a timely manner
- Submit annual confirmation of laser equipment profile(s) with/without changes back to CPSA
- Notify CPSA of equipment that is discarded, stored, sold, leased, or transferred* within 30 days:
 - Complete and submit Notification of Change form with section "C" completed
 - Return original CPSA *Certificate of Registration*
 - If required, advise CPSA of new owner name and/or new location
- If equipment is sold, *OWNER* responsibility is to inform the new owner to register with CPSA prior to operating
- Inform CPSA prior to resuming use of stored equipment
- Stored equipment must be re-tested by an Authorized Radiation Protection Agency (ARPA) and new CPSA certificate issued when:
 - Certificate's expiry date has lapsed
 - OR**
 - Placed in storage for longer than **one month**
- Notify CPSA of relocated equipment - Complete and submit Notification of Change form with section "B" completed
- Notify CPSA of equipment modifications - Complete and submit Notification of Change form with section "A" completed
 - Re-testing may be required

2.0 FAQ's

- **Why do class 3b/4 lasers require registration?**
 - Class 3b/4 lasers are classified as designated radiation equipment, as per Section 8 of the Radiation Protection Regulation
- **Why does CPSA register laser equipment?**
 - We are a Radiation Health Administrative Organization (RHAO) in contract with Alberta Labour & Immigration to administer the Radiation Equipment Program which is responsible for registering physician owned/operated x-ray equipment and class 3b/4 lasers
- **If a laser is owned by the facility and used by a CPSA registered physician, is it registered at CPSA?**
 - Yes
- **If a laser is owned by the facility and used by other personnel (i.e. estheticians, nurses) but not a physician, is it registered at CPSA?**
 - No, if the facility is not physician-owned it is registered with the Alberta Association for Safety Partnerships (AASP)
- **If a CPSA physician only uses the laser occasionally, is registration still required?**
 - Yes
- **What is an ARPA?**
 - Authorized Radiation Protection Agency – facility and equipment inspectors
 - ARPA's are a completely independent, **separate regulatory-identified group**.
 - ARPA's are not employed by CPSA, or under contract with CPSA
- **What happens if an ARPA deems our facility and/or equipment non-compliant?**
 - The non-compliance report is submitted to CPSA.
 - CPSA sends a follow-up letter to owner indicating registration/recertification process **will not** continue and equipment **must not** be used until:
 - Non-compliance issues resolved and ARPA may need to re-test for compliance
 - Report submitted and
 - CPSA registration certificate issued
 - **It is the sole responsibility of the owner to work with the ARPA to achieve facility and/or equipment compliance.**

- Once compliance is achieved the ARPA will notify the CPSA; the registration/recertification process will continue.
- **Can I submit CPSA equipment registration applications to the ARPA?**
 - No.
- **Compliance verification testing is required when:**
 - A new laser is purchased.
 - Existing equipment or the facility's structure is modified.
 - Existing equipment is relocated within the same facility.
 - Existing equipment is transferred to another facility.
- **How do I determine if a laser is class 3b/4?**
 - Read the manufacturer's labels on equipment, or read owner manual.
- **Can individuals other than physicians use lasers for hair removal?**
 - Yes. The registered owner is responsible for ensuring all personnel who use the laser are appropriately trained as per manufacturer/vendor instructions/requirements.
- **Why can't I register laser equipment using the paper-based verification form?**
 - Only lasers in a recertification cycle can take advantage of the paper-based compliance verification process.
- **Why can't equipment be operated without a registration certificate?**
 - Operation without a valid CPSA registration certificate is in direct contravention of the *Radiation Protection Act*.
 - A stop-use directive will be issued; a fine may be levied on prosecution from Alberta Labour.
- **Do temporary/loaner lasers require registration?**
 - Yes; restrictions are placed on the CPSA registration certificate.
- **How do I maintain laser equipment registration?**
 - Registered owners receive profiles of all active equipment from CPSA.
 - Owners are required to review/update profiles – with or without changes – to CPSA.
 - Reviewing equipment profiles is **not the same process** as recertifying equipment.
- **What happens if equipment is not recertified by the expiry date on the certificate?**
 - Certificate expiry is in contravention of the *Radiation Protection Act*; a stop-use directive is issued and remains in effect until recertified by the CPSA.

- **How do I know when equipment is expiring?**
 - Certificates have an expiry date located on the bottom of the left side.
 - It is the **owner's responsibility** to ensure equipment is re-tested, recertified and new certificate issued prior to the expiry date.
- **What is the difference between a mobile and a portable laser?**
 - There is no difference.
- **Can I register one laser to more than one facility?**
 - Yes.
- **For additional information on:**
 - Registration
 - Recertification
 - Equipment modification/relocation
 - Decommissioned equipment
 - ARPA listing
 - Fees

Please refer to the CPSA Class 3b/4 Laser Equipment web page - www.cpsa.ca/accreditation/laser-equipment