



LASER STANDARD OPERATING PROCEDURE

Instructions:

- Use this form as a template to create a standard operating procedure for each process that utilizes Class 3B or Class 4 lasers. **NOTE:** *If your SOP(s) are already documented in another form, you may use your current document(s).*
- Train all laser operators on this procedure and ensure it is followed each time the laser or laser system is used.
- This procedure should be kept in a common location readily available to all laser operators.
- This procedure should always be available for submission to the Laser Safety Officer if requested.

1. LASER SAFETY CONTACTS

- Department/Division: _____ Building: _____ Room Number: _____
- Principal Investigator: _____ Phone: _____
- Primary Operator: _____ Phone: _____
- Laser Safety Officer/Coordinator: _____ Phone: _____
- Medical Emergencies: _____ Phone: _____

2. LASER DESCRIPTION

A. Application: _____

B. Specifications:

ACTIVE MEDIUM	BEAM TYPE (CW, PULSED, Q-SWITCHED)	WAVELENGTH	POWER	MPE	MIN. OD

C. Specific Non-Beam Hazards of this System (*check all that apply*)

- Chemical (dyes, solvents, etc.); attach SDS if applicable
- Electrical (high voltage, large current, etc.)
- Laser Generated Air Contaminants
- Compressed gases or cryogenic liquids
- Fire/ignition source
- Other (specify): _____

Briefly describe control measures for any items checked above:

LASER STANDARD OPERATING PROCEDURE

3. OPERATING AND SAFETY PROCEDURES

A. Startup Procedures (including manufacturer's recommended steps and the point at which laser protective eyewear must be donned):

B. Special Procedures (alignment, safety tests, maintenance tests, other):

LASER STANDARD OPERATING PROCEDURE

C. Operating procedures (power settings, Q-switch mode, pulse rate, other):

D. Shutdown procedures:

E. Emergency procedures:

LASER STANDARD OPERATING PROCEDURE

4. PERSONNEL PROTECTIVE EQUIPMENT

A. Eyewear

LASER EYEWEAR				
For This Laser...		...Wear This Eyewear		
TYPE	WAVELENGTH(S) (NM)	MANUFACTURER/ MODEL	OPTICAL DENSITY OD	REMARKS

B. Other Protective Equipment Required within Nominal Hazard Zone

ITEM	LOCATION	USAGE CONDITION

NOTE: *All laser operators are to follow this procedure each time the laser or laser system is used.*