

APPENDIX C

SUGGESTED FORMAT FOR LASER STANDARD OPERATING PROCEDURE (SOP)

The ANSI Z136.1 recommends written SOPs for activities involving Class 3b lasers, and requires written SOPs for Class 4 lasers and laser systems. A SOP should be a concise document that gives safety instructions specific to the laser and associated equipment.

Laser Identification & Characteristics

Department _____ Room _____
Primary Investigator _____
Laser Type _____ Laser Class _____
Manufacturer _____
Maximum Power (Watts) _____ Maximum Energy (Joules) _____
Operational Wavelengths (nm) _____ Beam Size @ aperture (mm) _____
Chose one: continuous wave ___ single pulsed <1 Hz ___ repetitively pulsed >1 Hz ___
The calculated Nominal Hazard Zone for this laser is: _____
and the area of the NHZ has been demarcated.

2. Hazards associated with this laser (check all that apply):

Eye _____
Skin _____
Electrical _____
Air contaminants _____
Other _____ Please describe: _____

3. Control Measures. For each hazard listed above briefly state the control measures to be used.

Specific type of eye and/or skin protection used _____
Description of entryway controls _____
Reference to equipment manuals _____
NHZ procedures: _____
Shutdown procedures _____
Other controls in place _____

Alignment Procedures for this Laser (see procedures section of OSEH Guideline for assistance)
(list here or attach)

De-energization procedures when working on exposed electrical parts (see OSEH Lockout/Tagout Guideline for assistance)
(list here or attach)

4. Training Requirements. All users of this laser must first received the following training:

OSEH Laser safety training and

_____ (note lab specific training here)

All training for this laser is provided by: _____

5. Emergency Procedures. List actions to be taken in case of emergency and personnel to be contacted.

6. Approved Personnel. List all individuals who are approved to operate the laser without supervision.

_____	_____
_____	_____
_____	_____

Note: A hazard evaluation is also required by ANSI for Class 3b and 4 lasers and associated equipment. This should be kept on file or attached to your SOP.