



# Laser Standard Operating Procedure Template

## Instructions

- Use this form as a template to create a standard operating procedure for each process that utilizes Class IIIB or Class IV 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, preferably the Lab Safety Binder.
- This procedure should be submitted to the Laser Safety via emailing [labsafety@uno.edu](mailto:labsafety@uno.edu)

## Laser Safety Contacts

Department/Division: \_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Ext. \_\_\_\_\_ Email: \_\_\_\_\_

Primary Operator: \_\_\_\_\_

Ext. \_\_\_\_\_ Email: \_\_\_\_\_

Laser Safety Officer: Samantha Pallas

Ext. x4759 Email: labsafety@uno.edu

Medical Emergency: \_\_\_\_\_

Ext. \_\_\_\_\_ Email: \_\_\_\_\_

## Laser Description

Application: \_\_\_\_\_

### Specifications:

Active Medium	
Beam Type (CW, Pulsed, Q-Switched)	
Wavelength	
Power	
MPE	
MIN. OD	

### 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:

## **Operating & Safety Procedures**

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

Operating Procedures (power settings, Q-switch mode, pulse rate, other):

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

Shutdown Procedures:

# Personnel Protective Equipment (PPE)

Emergency Procedures:

## Laser Eyewear:

Laser Type	
Laser Wavelength(s) (NM)	
Eyewear Manufacturer/Model	
Eyewear Optical Density (OD)	
Eyewear Remarks	

## Other Protective Equipment Required within Nominal Hazard Zone:

Item	Location	Usage Zone

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