

Sample Laser Standard Operating Procedure Template University of Arkansas

Laser: _____ Date: _____

Department/Division: _____

Location: _____

**This procedure shall be read and signed annually by all
persons Who use lasers listed in this SOP.**

1. LASER SAFETY CONTACTS:

University of Arkansas: EH&S Phone (479) 575-5448

Principal Investigator: _____

Phone: _____

Maintenance/Repair _____

Phone: _____

Medical

Emergencies: _____ Phone: _____

2. LASER DESCRIPTION

Attach latest laser system description. This includes the laser type, intended application, location, wavelength, output beam diameter, and beam divergence. For continuous wave (CW) lasers include the average power; for pulsed lasers include the energy per pulse, pulse duration, and repetition rate. Update as required.

3. LASER SAFETY PROGRAM

Clearly outline each category below:

- a) Hazards of this particular type of laser
- b) What actions are taken to mitigate those hazards
- c) Responsibilities of the laser operator(s)
- d) Laser Training received by all laser users
- e) Laser Registration Requirements
- f) Sign and Labeling Requirements
- g) Personnel Protective Equipment Requirements

h) Disposal Requirements and Procedures

4. OPERATING PROCEDURES

- a) Initial preparation of Laboratory environment for normal operation (key location, outside status indicator on, interlock activated, warning sign posted, personnel protective available, other):
- b) Target area preparation:
- c) Special Procedures (alignment, safety tests, maintenance tests, other):
- d) Operation procedures (power settings, Q-switch mode, pulse rate, other) are as follows:
- e) Shutdown procedures are as follows: