**Laser Safety Standard Operation Procedure (SOP) Outline**

**\*\*INSTRUCTIONS: PLEASE DELETE RED TEXT BEFORE SUBMITTING SOP\*\***

* **Please create a unique SOP for each laser on your permit**
  + **Duplicate lasers do not require unique SOPs**
  + **Lasers that are connected in a system and will never be separated can be included on the same SOP**
* **Fill out all of the information that you can**
  + **If a section cannot be completed, writing “N/A” or deleting the section are both acceptable**
* **This format is not required to be used**
  + **If the following information is included, any format can be used:**
    - **Laser location (Including a diagram of the room)**
    - **Laser information (Including S/N, Model #, Manufacturer, etc.)**
    - **Operating procedures**
    - **Special procedures (alignment, etc.)**
    - **Hazard analysis and control**
    - **Emergency contact info**
  + **Using all of the sections on this template and adding new ones as needed are strongly encouraged.**
* **\*This document is for the safety of YOU and YOUR LAB. Any student, guest, or user should be able to safety use this laser after being trained with this document.**

1. Introduction
   1. Location of laser (site, building, room)
   2. Diagram of room layout
   3. Laser information
      1. S/N
      2. Model #
      3. Manufacturer
   4. Description of each laser
      1. Classification
      2. Lasing medium
      3. Beam characteristics
      4. Divergence
      5. Aperture diameter
      6. Pulse length
      7. Repetition rate
      8. Maximum output
   5. Application of the beam
2. Hazards
   1. Identify beam and non-beam hazards
   2. Analysis and control
3. Controls
   1. Access Controls (door interlocks, signs, etc.)
   2. Beam Controls (key locks, enclosures, shutters, etc.)
   3. Electrical Controls on High Voltage
   4. Eye protection types
   5. Any medical surveillance requirements
   6. Other controls as needed
4. Operating Procedures
   1. Initial preparation of laboratory
      1. key position
      2. warning lights on
      3. interlocks activated
      4. identification of all personnel present
   2. Personnel protection requirements acknowledged by persons present
   3. Target area
   4. Countdown procedure
   5. Shutdown procedure
   6. Special procedures
      1. Emergency procedures
      2. Alignment procedures
5. Training
   1. Environmental Health & Safety Training
   2. Specific training for laser use
   3. Maintenance and repair training if applicable
6. Responsibilities
   1. Supervisor for normal operations
   2. Emergency coordinator
   3. Operators and other personnel
7. Miscellaneous
   1. Visitor regulations at site
   2. Other as applicable