



SUGGESTED SOP FORMAT

1. System Description.

This includes the laser type, intended application, location, wavelength, power of CW lasers, energy per pulse, pulse duration, and repetition rate of pulsed lasers, output beam diameter, and beam divergence (if known).

2. Hazards.

List the hazards associated with the laser. This includes eye and skin hazards from direct or scattered radiation, electrical hazards, laser generated air contaminants, and any other recognized hazards.

3. Control Measures.

For each hazard listed above, briefly state the control measures to be used. It is important to include the following in this section:

- A Laser protective eyewear is required for all personnel whenever the laser is operational in a class 4 state. Include the specific type of eyewear that is approved.
- B A brief description of the laser controlled area and entryway controls.
- C A reference to the equipment manual.
- D Either alignment procedures or a reference to attached alignment guidelines.

4. Training Requirements.

The specific training requirements of approved personnel should be stated.

5. Emergency Procedures.

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

6. Approved Personnel.

List by name all individuals who are approved to operate the laser in a class 4 state without supervision. This may be a separate document or an attachment to the SOP.

Note: A hazard evaluation is also required by ANSI. This should be kept on file by the LSO. It may be attached to the SOP if desired, but this is not required.