



## Table of Contents

Introduction.....	2
Program Authority.....	2
Applicability / Scope.....	3
Laser Classifications.....	3
Roles / Responsibilities.....	4
Laser Safety Officer .....	5
Department Chairpersons .....	6
Laser Use Registration (LUR) .....	6
Laser Use Application (LUA) .....	6
Standard Operating Procedures .....	6
Laser Use Permit (LUP) .....	7
Authorized Laser Users .....	7
Laser Users.....	8
Visitors and Short-Term Researchers .....	8
Program Requirements / Procedures .....	8
Laser Safety Training Requirements .....	9
Initial & Refresher Training.....	9
Suspected Laser Incidents .....	9
Laser Safety Inspections .....	9
Consequences of Non-Compliance.....	10
Personal Protective Equipment (PPE) .....	10
Beam Management.....	10
Posting and Signs.....	11
Access Control .....	11
Substitution of Alternate Control Measures (Class 3B or 4) .....	11
Administrative Control Measures for Class 3B and Class 4 lasers.....	11
Engineering Control Measures for Class 3B and Class 4 lasers .....	12
Record Keeping Requirements .....	12
Non-Beam /Ancillary Hazards .....	12



# Applicability / Scope

7 K \S U R R J U D

&OVD O BW \ V W H P W L V L W R K Q O V H Q R U P D Y O Q V H R S W Q V H J K W  
O L W K D G H F S D R W H F X Q B I Q G H G Y R Z H Z Y G L H Z W E H D R I S O D V V  
O O D Z L W R S F D D V G L N H D P L D S R W H L Q W L D O O \ K D J D U G R X V

&OVD O BW \ V W H S R W H Q W D I D O O R G V H R P Y L H Z E Q Q G L W L R Q V E X V  
W K H S U R E D E L F O W Q M E W P D O G W K H F R G D W X R D V B I X V B H  
V W U D L J K W O R V Z D U G V H U V O S V V Y L R X G O D V L G M K F D W H D R L D O O  
' H S H Q G L Q J R Q S R Z H U D Q G E H D P D U H D W K H \ F D Q E H P R F  
Y L H Z H G R U Z K H Q V W D U L Q J G L U H F W O \ D W W K H E H D P Z L W K  
Z K H Q Y L H Z H G Z L W K R S W L F D O D L G V

&OVD O BW \ V W H H H K D J V U R L Q W H D E H Z D Q V S H F W G I O H F W L R Q V  
H M Q R P R P H Q W I S R V X U B V I H X W O W D W L R I Q U P W X W H



& OVD % DGF OVD VO DW VK DEOR S HUB V ZL WKKZHU LQVDS SURYDO RI WKH  
/62 7KH/62 VK D O MHD XWK RURL WHUP IRSDW D WDR/DPH

### Department Chairpersons

'HSDUWPHQW FKDLUSHUVRQV DUSHWKIR/SIR]B VIMKOVHUR JLO DVVX  
ODVHUV ZLWKLQ WKHLU GHSDUWPHQW RSHUDWH WKR VH C  
SURJUDP

### Laser Use Registration (LUR)

\$Q\RQH LEUL&OJD V VRU JUHDWHU ODVHUVRQWKE PLEB V SX V DVHU  
5HJLV V USWLRUP WR WKH 5DGLDWLRQ 6DIHW\ 2IILFH 7KH /8  
W 16 \$ 5DGLDWLRQ W DVFTM HUNL RHD D QGKSDVGIU SRLQWHUV ZLO  
UHJLVWHUHG

### Laser Use Application (LUA)

\$ /DVHMH \$SSOLZ \$ DWK E O FRP SEQ HWKRGV H VHHNLQJ RWR XVH D  
ODVHU DW 7KH 8QLYHUVLVW\ RI 6RXW E \ \$ O V S H F 2 3 D L B QG PXVW E

### Standard Operating Procedures

)RUDVHUV VWDQGDUG RSHUDWLQJ SURFHGXUDWLRQ 623V DU  
ODVHUV 7KHVH 623V PXVW

D GHVFULEH KRZ DUGV SROQG LQJ FRQWUROV DVVRFLDWHG ZL  
E GHVFULEH SURFHGXUHV IRU VWDUW XS VKXW GRZQ DO  
F GHVFDHEW\ SUHFDXWLRQV VWUD\ EHDP XQZDQWHG UH  
DYRLGDQFH RI WKH EHDP RQ D KRULJRQWDO SODQH ZL  
H\HZHDU KDQGVHWR VE HDIROLORJZHG  
G GHVFULEH KRZ WR UHVSROQG LQ DQ HPHUJHQF\ VLWXDWL  
H QVW ODVHU SURWHFWLYH H\HZHDU UHTXLUHPHQWV DQG  
I EH UHYLHZHG DQQXDOO\ E\ DOO XVHUV

\$WWDFK WKH 2SHUDWRU 5HYLHZ GRFXPHQWDWLRQWV WKH  
E\ WKH \$XWK R VLD Q G DOVHUV D VPH G V R Q WKH SHUPLW IRXQG  
WKH 623 WKH 623 JHG VLQFH SHUPLWWLQJ RU RYHU WKH \H  
QHZ /DVHUV HUBSGV G FRPSOHWH D QHZ /8 \$ V H U Q G V I R \$ S S O G F W  
WKH /62

^ Class 2 lasers other than handheld classroom laser pointers: We issue LURs for Class 2 open lasers used for teaching, alignment & demonstrations to simply inform us so that when concerned individuals report an unposted laser lab, we already have a record of the laser. This information is also of interest to some who want to know the number of lasers on campus (other than handheld pointers).





\$

# Laser Safety Training Requirements

Initial

## Consequences of Non-Compliance

:KHQ SUREOHPV DUH LGHQWLILHGR G XLWLVQ JPSOHLQDWSRRE QW LWRK  
/62 RU GHVLJQDWH ZLOO SUHSDUH DUH HHSRPHWQ GHV DFROULLQHF  
DFWL \$QQRPV LLDQPV VKDOO EH FRUUHFWHG LQ @ WLPHO\  
LQ WKH UHSRUW/HV7KHQ D@ZH RPUD\ HLW XHSU LSHVSHRPLB QI RQO R]  
FRQILUPDWLRQ RI FRPSOLDQFH

,Q WKH HYHQW RI DQ\ VHULRXV YLRODMHLRQ2 RZL @Q VEFURLYHUW  
PDWWHU WR WK\$X DW RULQ \$VGRQ RPHXWIKULU WR Q,Ò D@Ð`R)

8 )2 ð0 DW0







ZLWK & ODDWHUV PXVW EH PDGFRPIERKRWSEWHEPDIWQURLOV  
KDJDUGV LQ WKH ODVHU ODE LQFOXGH WKH VWRUDJH DQG  
FRPSUHVHVG DQWKHFULRSERQVERQHSZDMMQDQLOHIFLRPDWLRQ IO  
3URSHU VWRUDJH DQG FRQWURO RI WKHVH VRXUFHV VKRXC

Laser

# Appendix A

## Laser Pointer Safety Guidelines

~~SSOLFDE~~ ~~FODW~~ ~~QFODV~~ ODVHU SRLQWHUV XVHG IRU FODVV  
SUHVHQWDLRQV VKDOO EH RSHUDWHG XQGHU WKH JXLGH  
DQG & ~~ODD~~WHU GHYLFHV VKDOO QRW EH XVHG LQ LQVWUXFW  
\$ FODV ODVHU SRLQWHUV ~~DJKWD~~ ~~SRZ~~ ~~EO~~ RXWSXW QRW WR H[F  
7KLV ~~UZO~~ ~~OFD~~ ~~QVHG~~ DDPDJH EHIR ~~PM~~ ~~XWR~~ ~~QR~~ ~~PUL~~ ~~HI~~ ~~Q~~ ~~PD~~ ~~SR~~ ~~VH~~  
VHYHUH H\H KDJDUGV ZKHQ YLHZ ~~E~~ ~~BR~~ ~~WK~~ ~~UR~~ ~~V~~ ~~F~~ ~~J~~ ~~K~~ ~~S~~ ~~R~~ ~~S~~ ~~W~~ ~~D~~ ~~L~~ ~~Q~~ ~~F~~ ~~E~~ ~~I~~ ~~L~~ ~~Q~~ ~~R~~  
,I WKH EOLQN UHIOH[ LV GHOD\HG ORQJHU WKDQ PV V  
PD\ RFLXUHUJH ~~OF~~ ~~W~~ ~~S~~ ~~L~~ ~~F~~ ~~D~~ ~~O~~ 5 ~~PO~~ ~~DM~~ ~~H~~ ~~V~~ ~~L~~ ~~S~~ ~~R~~ ~~I~~ ~~D~~ ~~O~~ ~~V~~ ~~P~~ ~~R~~ ~~V~~ ~~W~~ ~~K~~ ~~D~~ ~~U~~ ~~P~~ ~~O~~ ~~H~~ ~~V~~  
HYHQ ZLWKRXW ~~EX~~ ~~W~~ ~~Q~~ ~~N~~ ~~U~~ ~~H~~ ~~V~~ ~~H~~ ~~I~~ ~~V~~ QRW ]HUR  
7KH LQWHQGHHG XVH RI ODVHU SRLQWHUV FDUULHV D YHU\  
/DM ~~G~~ ~~D~~ ~~I~~ ~~H~~ ~~W~~ \ & ~~R~~ ~~P~~ ~~D~~ ~~S~~ ~~V~~ ~~R~~ ~~Y~~ ~~H~~ ~~G~~ ~~O~~ ~~S~~ ~~R~~ ~~L~~ ~~Q~~ ~~W~~ ~~S~~ ~~U~~ ~~L~~ ~~V~~ ~~L~~ ~~Q~~ ~~R~~ ~~V~~ ~~H~~ ~~Q~~ ~~K~~ ~~H~~ ~~O~~ ~~V~~ ~~S~~ ~~X~~ ~~U~~ ~~S~~ ~~R~~ ~~V~~ ~~H~~  
LQVWUXFW ~~Q~~ ~~L~~ ~~S~~ ~~O~~ ~~D~~ ~~O~~ ~~H~~ ~~Q~~ ~~W~~ ~~D~~ ~~L~~ ~~R~~ ~~Q~~ ~~D~~ ~~L~~ ~~G~~ ~~V~~  
/DEHOLQJ ~~R~~ ~~I~~ ~~7~~ ~~K~~ ~~H~~ ~~L~~ ~~S~~ ~~Q~~ ~~W~~ ~~H~~ ~~U~~ ~~H~~ ~~U~~ ~~I~~ ~~R~~ ~~U~~ \H YLFHV DQG ~~H~~ ~~S~~ ~~T~~ ~~I~~ ~~C~~ ~~U~~ ~~R~~ ~~O~~ ~~R~~ ~~J~~ ~~L~~  
PDQXID ~~V~~ ~~W~~ ~~X~~ ~~U~~ ~~S~~ ~~U~~ ~~R~~ ~~Y~~ ~~L~~ ~~G~~ ~~H~~ ~~F~~ ~~R~~ ~~U~~ ~~U~~ ~~H~~ ~~F~~ ~~W~~ ~~O~~ ~~D~~ ~~E~~ ~~H~~ ~~O~~ ~~L~~ ~~Q~~ ~~J~~ ~~I~~ ~~R~~ ~~U~~ ~~W~~ ~~K~~ ~~H~~ ~~L~~ ~~U~~ ~~O~~ ~~D~~ ~~V~~  
KDJDUG V\PERO ODVHU FODVVLILFDWLRQ DQG PD[LPPX SP  
LQIRUPDWLRQ VKRXOG EH FOHDUO\ YLVLEOH RQ WKH ODV  
SURYLGH RSHUDWLQJ DQG VDIHW\ LQVWUXFWLRQV

## Operating Safety Guidelines

*No person should ever intentionally stare into a laser beam.* \$ ODVHU EHDP VKRXOG QH  
LQWHQWLRQDOO\ GLUHFWHG WRZDUG RQHVOI RU GLUHF  
GLUHFWHG WRZDUGV ~~W~~ ~~K~~ ~~H~~ ~~L~~ ~~S~~ ~~Q~~ ~~W~~ ~~H~~ ~~F~~ ~~W~~ ~~H~~ ~~G~~ ~~R~~ ~~Z~~ ~~D~~ ~~O~~ ~~O~~ ~~I~~ ~~L~~ ~~U~~ ~~R~~ ~~E~~ ~~N~~ ~~H~~ ~~U~~ ~~K~~ ~~M~~ ~~D~~ ~~X~~ ~~G~~  
VXUIDFHV VXFK DV JODVV PHWDO DQRX ~~E~~ ~~G~~ ~~K~~ ~~H~~ ~~U~~ ~~D~~ ~~K~~ ~~L~~ ~~R~~ ~~I~~ ~~K~~ ~~O~~ ~~N~~ ~~G~~ ~~I~~ ~~Z~~ ~~I~~  
GLUHFWLQJ WKH ODVHU EHDP ,QGLVFUB ~~P~~ ~~L~~ ~~Q~~ ~~D~~ ~~O~~ ~~D~~ ~~V~~ ~~X~~ ~~V~~ ~~H~~ ~~S~~ ~~P~~ ~~D~~ \  
ODVHU ~~S~~ ~~R~~ ~~S~~ ~~O~~ ~~V~~ ~~R~~ ~~K~~ ~~U~~ ~~E~~ ~~L~~ ~~W~~ ~~H~~ ~~G~~ ~~L~~ ~~E~~ ~~S~~ ~~V~~ ~~R~~ ~~I~~ ~~C~~ ~~F~~ ~~N~~ ~~D~~ ~~O~~ ~~O~~ ~~F~~ ~~W~~ ~~L~~ ~~L~~ ~~Q~~ ~~C~~ ~~H~~ ~~Z~~ ~~L~~ ~~Q~~ ~~J~~ ~~R~~ ~~I~~ ~~W~~ ~~I~~  
DLGV LQFOXGH WHOHVFRSHV ELQRFXODUV YLHZLQJ RSWL  
'LUHFWLQJ DQ\ ODVHU EHDP DW DQR ~~W~~ ~~K~~ ~~X~~ ~~J~~ ~~H~~ ~~S~~ ~~M~~ ~~V~~ ~~R~~ ~~O~~ ~~H~~ ~~P~~ ~~I~~ ~~D~~ ~~R~~ ~~E~~  
ODVHU ~~J~~ ~~X~~ ~~L~~ ~~Q~~ ~~M~~ ~~L~~ ~~F~~ ~~W~~ ~~W~~ ~~Q~~ ~~J~~ ~~D~~ ~~Q~~ \ ODVHU EHDP DW DQ\ PRLQJ YHKL  
ZLGH ~~G~~ ~~H~~ ~~D~~ ~~P~~ ~~V~~ ~~W~~ ~~U~~ ~~L~~ ~~N~~ ~~H~~ ~~V~~ ~~F~~ ~~D~~ ~~O~~ ~~D~~ ~~V~~ ~~H~~ ~~J~~ ~~O~~ ~~D~~ ~~H~~ ~~R~~ ~~H~~ ~~W~~ ~~K~~ ~~D~~ ~~W~~ ~~L~~ ~~Q~~ ~~W~~ ~~H~~ ~~U~~ ~~I~~ ~~H~~ ~~U~~ ~~H~~ ~~V~~ ~~Z~~ ~~L~~ ~~W~~  
YLVLRQ DQG DELOLW\ WR ~~D~~ ~~D~~ ~~V~~ ~~R~~ ~~L~~ ~~Q~~ ~~D~~ ~~D~~ ~~V~~ ~~I~~ ~~D~~ ~~O~~ ~~R~~ ~~I~~ ~~O~~ ~~S~~ ~~L~~ ~~P~~ ~~I~~ ~~L~~ ~~Q~~ ~~F~~ ~~H~~ ~~O~~ ~~D~~ ~~K~~ ~~D~~ ~~W~~  
DPD[LPPX ~~S~~ ~~R~~ ~~I~~ ~~Q~~ ~~S~~ ~~W~~ ~~M~~ ~~R~~ ~~I~~ ~~L~~ ~~Y~~ ~~H~~ \HDUV LQ IHGHUDO SIUR ~~L~~ ~~O~~ ~~H~~ ~~R~~ ~~Q~~ ~~D~~ ~~Q~~ ~~F~~  
FRXQW 7KH 8 6 & RDVW \*XDUG FRQVLGHUV ~~W~~ ~~R~~ ~~E~~ ~~D~~ ~~K~~ ~~W~~ ~~R~~ ~~I~~ ~~G~~  
Z ~~D~~ ~~H~~ ~~W~~ ~~R~~ ~~E~~ ~~D~~ ~~@~~ ~~0~~ ~~1~~ ~~0~~ ~~A~~ ~~1~~ ~~#~~ ~~P~~ ~~@~~ ~~J~~ ~~M~~ ~~D~~



# Appendix B

## Selection of Laser Safety Eyewear

\$SSURSULDWH ODVHU SURWHFWWEYH FH DZLDGDPQWLW HE B QZRU  
RSHQ EHW

# Appendix C

6DPSS06 = &RPSOLDQW &RQWVMDQUBWHQMRU  
&ODVMDVIRQWURODUHGLQUH6DJQ

6DPSS06 = &RPSOLDQW &RQWVMDQUBWHQMRU  
&ODVMDVIRQWURODUHGLQUH6DJQ

6DPSSOH \$16, = &RPSOLDQW &RQWVMDQUBWHQMRU  
&ODVMDVIRQWURODUHGLQUH6DJQ

# Glossary

\$PHULFDQ 1DWLRQDO \$PHULFDQ UGHF KQVFDW XEVRG \ ZKLFK UH  
6WDQGDUG IRU WKH 6DIH 8VH RI /DVHUV DQG = 6WDQGD  
)DFLOLWLFHFWKDUULDW IRU WKH = ; QVWDQGDUG RIH \$PHULFDQ

\$XWKRULJHGHFDV S ULPDU \ ODVHU XVHU ZEK RV KHD V/DEHHUQ 6DSH  
&RPPHWWHFRUN ZLWK ODVHUV DW WKH 8QLYHUVLW \ RI 6RXW

\$YHUDJH ±3RZH D YHUDJH SRZHU RI D SXOVHG ODVHU LV WK  
- SXOVH DQG WKH SXOVH UHSHWLWLRQ IUHTXHQF \ +] RU  
LQDZWWV - VHF

\$YHUVLRQ 50HSRQVH RI WKH H\HOLG H\H PRYHPHQW SXSL

/DMU/LJKW \$PSOLILFDWLRQ

5HWLQDO +D#2S@5FEDLQWLRQ ZLEWKZDYHOHQDQIGWKHP ZK  
SULQFLSDO KDJDUCHMLQ\ VXDOO\ WR WKH

6SHFXODUWLRQ XOWV ZGHQWDLQEDWLRQ RHIDP VXUWFOHZE

# Emergency Contact

# Index

\$FFHV &RQWURO  
\$GPLQLVWUDWLYH &RQWURO 0HDVXUHV  
\$OWHUQDWH &RQWURO 0HDVXUHV  
\$PHULFDQ 1DWLRQDO 6WDQGDUGV ,QVWLWXWH  
\$QFLOODU\ +D]DUGV  
\$SSHQGL[ \$  
\$SSHQGL[ %  
\$SSHQGL[ &  
\$SSOLFDELOLW\  
\$XWKRUL]HG /DVHU 8VHU

\$XWKRUL]HG /DVHU 8VHUV

\$YHUDJH 3RZHU  
\$YHUVLRQ 5HVSQRVH  
%HDP 0DQDJHPHQW  
%OLQN 5HIOH[

&DVV

&DV0

&DVV

&DV0

&ODVV %

&DV5

&ODVV

&RKHUHQW 5DGLDWLRQ

&ROODWHUDO 5DGLDWLRQ +D]DUGV

&RPSUHVVHG \*DV

&RQVHTXHQFHV

&RQLQXRXV :DYH

&UVRJHO +D]DUGV

LIIXVH 5HIOHFWLRQ

(OHFWULFDO +D]DUGV

(PEHGGHG /DVHU

GV

!P@ €GxQRp0` 5UHÀ@ €5D D p QR R€ G GÀPQ1P0VÀ @% W€