Acquiring or Altering a Laser System

All IME undergrads, grad students, postdocs, and research staff are required to complete several training courses before they can begin working with Class 3b or Class 4 lasers.

1) Notify the Laser Safety Officer of the decision to purchase, modify, or fabricate a laser or laser system that can be classified as a Class 3b or Class 4 laser. Lasers may not be put into operation prior to review and approval by the Laser Safety Officer.

2) Register all Class 3b and Class 4 lasers with the Laser Safety Officer
   Laser Registration Form: [http://safety.uchicago.edu/files/Laser%20Registration%20Form.pdf](http://safety.uchicago.edu/files/Laser%20Registration%20Form.pdf)

3) Identify hazards and implement appropriate safety control measures (i.e. warning signs, shielding, eye protection, safety interlocks).
   Hazard Evaluation Form: [http://safety.uchicago.edu/files/Hazard%20Evaluation%20Form.doc](http://safety.uchicago.edu/files/Hazard%20Evaluation%20Form.doc)

4) Establish a standard operating procedure, an emergency operating procedure, and an alignment procedure. A copy of these procedures must be maintained in the laboratory.
   SOP Template: [http://safety.uchicago.edu/files/SOP%20Template.doc](http://safety.uchicago.edu/files/SOP%20Template.doc)
   EOP Template: [http://safety.uchicago.edu/files/EOP%20Outline.doc](http://safety.uchicago.edu/files/EOP%20Outline.doc)

5) Complete the necessary training and documentation before working with the laser equipment in your laboratory.

6) The Laser Safety Officer will provide copies of a laser inventory list and a training roster. The laser inventory list must be posted outside of the room where the laser system is located. A copy of the training roster should be maintained inside of the room.