ENVIRONMENTAL HEALTH AND SAFETY
RADIATION SAFETY
INTERNAL OPERATING PROCEDURE

LASER SAFETY:
ITEMS of NON-COMPLIANCE

IOP 10.0
Revision 05
1. **OBJECTIVE**

The objective of this procedure is to provide guidance for the Laser Safety Officer and individuals whom issue items of non-compliance and seek their resolution. This procedure is intended for the resolution of issues in Class 3B and Class 4 laser research laboratories.

2. **INSTRUCTIONS**

2.1 **Items of Non-Compliance**

   a. **Level 1 Deficiency Lab:**

      A Level 1 deficiency laboratory is a laboratory which has been issued a survey report with a minor item of non-compliance, such as:

      i. Evidence of eating, or drinking in the lab (if there are chemicals, biological materials or radioactive materials)
      ii. Missing Standard Operating Procedure
      iii. Missing labels or postings
      iv. Not completing refresher training on time

      A level one laboratory will be issued a survey report with an item of non-compliance sent to the Authorized User, and the Radiation Safety Committee will be notified. The survey report should be returned to the RSO within 30 days with corrective actions.

   b. **Level 2 Deficiency Lab:**

      A level 2 deficiency lab is a laboratory which has been issued a survey report with a moderately serious item of non-compliance such as,

      i. Laser safety goggles not worn when using a laser
      ii. A laser operator using lasers without the completion of Laser Operator Training
iii. Operating a laser without proper engineering controls, such as curtains, barriers, or a laser-in-use light
iv. Not resolving a level 1 deficiency

A level 2 deficiency will be issued a survey report with an item of non-compliance with a copy sent to the Authorized User, the department Chair. The Radiation Safety Committee Chair and the Radiation Safety Committee will be notified. The survey report should be returned with corrective actions within 30 days. Two level 1 items of non-compliance in one year will be treated as a level 2 deficiency laboratory.

c. Level 3 Deficiency Lab:

A level 3 deficiency lab is defined as a laboratory with the most serious item of non-compliance, such as:

i. A laser eye or skin injury
ii. Ordering a laser without EHS approval or without a laboratory set up for laser use
iii. Use of lasers outside without the authorization of the LSO, such as on the street or out the window
iv. Use of lasers for malicious intent, including aiming a laser at another person or oneself.
v. Failure to correct a level 2, or 3 deficiency within 30 days

A level 3 deficiency laboratory will be issued a survey report with an item of non-compliance to the Authorized User, and a copy sent the department Chair, and the Radiation Safety Committee Chair. The laboratory will be asked to “stop work” with lasers, and the Authorized User will be required to meet with the Radiation Safety Committee to request reinstatement of his/her laser use. A written response will be required, including steps taken to prevent reoccurrence. The SOP will be revised by the Authorized User and reviewed by the LSO.

Three level 1 or two level 2 items of non-compliance in one year will be treated as a level 3 deficiency laboratory. A level 2 and a level 1 item of non-compliance in one year will also be treated as a level 3 deficiency laboratory.
3. **FORMS AND ATTACHMENTS**

3.1 None.

4. **SUMMARY OF CHANGES**

4.1 Revision 01: Effective date May 10, 2012- Initial Issuance.

4.2 Revision 02: Level 3 Deficiency Lab, Effective: Jan. 28, 2014.

4.3 Revision 03: See 2.1, a, i, Effective: May 21, 2014.

4.4 Revision 04: See 2.1, a, iv and 2.1, C, iv, Effective: October 1, 2015

4.5 Revision 05: See 2.1 b iv, 2.1 c v, Effective Oct 21, 2016

Approved By: _____________________________ _____________

Laser Safety Officer           Date