

Laser Inspection Criteria

| Category | Criterion |
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| Documentation | Chemical/biological/radiological material inventories are current and on file at EH&S. |
| | Access to the facility is controlled. |
| | ALL radioactive materials (including sources, samples, waste and equipment) are secured from unauthorized removal or use. |
| | Room corridor doors are closed unless held open by alarm-deactivating magnets. |
| | Appropriate signage is present on the entry door and within the lab (i.e. emergency contacts, appropriate biosafety level, radiation safety rules, IDPH, equipment markings). |
| | Emergency action plan is posted. |
| | Current safety training records are available. |
| | Current safety manuals are available in lab or online, as appropriate. |
| | Standard Operating Procedures (SOPs) have been developed for use of hazardous (chemical/biological/radiological) materials and/or equipment. |
| | Safety Data Sheets (SDSs) for chemical/biological hazardous materials are available. |
| | The annual radioactive material inventory has been completed. (Inventory system is in place. Workers can locate the items in inventory.) |
| | Safety Surveys are being conducted and documented. |
| | Hazard Inventory Form is complete and on file for each employee. |
| | Laser users have completed a baseline eye exam. |
| | An up to date radiation use authorization is available in the lab. |
| Laser SOP has been approved by the LSO. | |
| General Safety | Work practices are being performed safely. |
| | Good housekeeping is in evidence. (Exits and aisles are unobstructed. Areas are clean, uncluttered and trash is properly disposed.) |
| | Food, beverages, tobacco products, and cosmetics are absent from work areas. |
| | Sink, soap, and towels are available for hand washing. |
| | Electric items are used correctly (i.e. cords in good condition, breakered UL power strips, high wattage equipment plugged in directly, no extension cords and no tandem power strips). |
| | Suitable personal protective equipment is available, worn, in good shape, left in the lab and stored properly. |
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| Equipment | Fire extinguishers are charged and unobstructed. |
| | Appropriate spill control kit is available. |
| | Appropriate first aid kit is available. |
| | Eyewash and safety shower are available, unobstructed and eyewash flushed monthly (documented) by occupants. |
| | Fume hoods are certified annually and used properly. |
| | Refrigeration equipment is properly labeled. |
| | Vacuum equipment is protected with a trapped or filtered properly. |
| | Secondary containment is being used with liquid hazardous materials and mercury containing equipment. |
| | The radioactive material or radiation producing device usage log is available and up to date. |
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| Laser | Laser optical viewing instruments are equipped with filters to keep exposures below MPE limit. |
| | Laser viewing portals in the protective housing are equipped with filters to keep escaping light below MPE limit. |
| | Laser protective housing is present and used. |
| | Laser protective housing interlocks work. |
| | Laser beam attenuator/shutter is operational. |

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| | Laser entry way and control panel warning lights and/or alarms work. |
| | Room door is interlocked with the laser system. |
| | Laser is equipped with a removable master key switch and is inoperable when key is removed or has a secure system log in. |
| | Class 4 Laser: the emergency stop is identified and operable. |
| | Class 4 Laser: a key control system is in place for interlock override system. |
| | Class 4 Laser: interlock lights are operational. |
| | Laser: the path is either above or below normal eye level (i.e. <4.5ft. Or >6.5ft.). |
| | Laser: diffuse and specular reflection hazards have been assessed and minimized. |
| | Laser: secondary beams are terminated. |
| | Laser: the beam is enclosed as much as possible and the housing is interlocked with the laser system. |
| | Laser: doors and windows are closed and covered. |
| | Laser: protective eyewear is available, designed for proper wave length, and of proper optical density. |
| | Laser: ventilation is appropriate (i.e. general, local, and near target). |
| | Laser: the beam backstop is appropriate (i.e. fire resistant, diffuse reflectivity, low reflectivity). |
| | Laser: Biological usage has been reviewed by the EH&S Biosafety group. |
| | The beam ports are closed or filtered. |
| Chemicals and Storage | |
| | Containers (including waste) are appropriately labeled, with names spelled out and closed when not in use. |
| | Incompatible chemicals are being stored separately and all chemicals are stored by hazard category. |
| | Flammable liquids are being stored correctly. (>1gal in approved containers, >10gal (accumulative) in flammable cabinet) |
| | Peroxide formers are properly labeled (yellow sticker), dated and disposed of by expiration date or tested as directed by policy. |
| | Gas cylinders are secured, away from heat sources, and capped when not in use. |
| Unwanted Materials | |
| | Waste materials are being stored in a satellite accumulation area (SAA) at or near the point of generation, identified and complying with EH&S signage and picked up within 90 days. |
| Supplemental Information | |
| | No deficiencies noted at this time. |
| | Additional Comments. |
| | No deficiencies were noted in this space at the time of this survey. |