

Standard Operating Procedure for: Laser Cutter Use and Maintenance

Contact(s): _____ Building: _____

For applications working with laser cutters, all personnel managing or using the device must be trained on BGSU's Laser Safety Procedures on Laser Cutting. Any questions should be transferred to the managing Department and/or the Laser Safety Officer within the Department of Environmental Health and Safety.

Designated Area for Work:

- All _____ work shall be done [WHERE].

Process to conduct work:**Personal Protective Equipment required:****Special Handling Procedures and Approved Cutting Materials:****Maintenance Schedule:****Laser Cutter:**

Task	Frequency	Responsible Party (Department/Service Personnel)
Clean table, enclosure, top door and beam window, mirrors, and lens.	<i>{Refer to Manufacturer's Manual}</i>	
Check for loose parts, maladjusted belts, or other abnormalities.	Prior to each use.	
Clean bearings, tracks, fan filter, and belt.	<i>{Refer to Manufacturer's Manual}</i>	
Lubricate lead screws.	<i>{Refer to Manufacturer's Manual}</i>	
Clean exhaust and duct.	Annually	

Ductwork, Filters, and Ventilation:

Task	Frequency	Responsible Party (Department/Service Personnel)
Visual inspections of ductwork, filtration, and ventilation systems.	Periodic	
Clean duct, cooling inlets/outlets	Annually	
Replace filter (if applicable)	<i>{Refer to Manufacturer's Manual}</i>	

Accident Procedures

- In the event of an accident or emergency, immediately vacate and secure the area. Contact BGSU Police (911) and Environmental Health and Safety at 419-372-2171.