



Additional regulations for the Laser labs

Safety rules

1. Always turn on the laser warning sign when the lasers are on.
2. Note the main wavelengths in dangerous regions you are using on the door. If major alignment work is to be done the lab responsible (a second person in case of the lab responsible) has to be informed about the procedure and time. The additional warning signs have to be put on the door during the alignment.
3. Keep doors closed at all times for safety reasons and to maintain constant temperature.
4. Unless currently operating the lab, you are not allowed in the lab with the flashing “laser on” sign without permission from the persons working in the lab. Knock (use the bell) first, wait for the reply! If none reply is given you might use the mobile number signed on the door to contact the labresponsible.
5. If you are not among the persons running the laser at the moment safety goggles are mandatory while entering the room.
6. Safety goggles have to be stored outside the lab in the shelves. Always take them out of the lab and put them there if you leave.
7. For the persons running the laser at the moment safety goggles should be worn whenever feasible. Only the lab responsible persons may decide when no glasses are needed! When working at high powers in the IR region (e.g. 1.06 μm from a Nd:YAG laser) protective glasses must always be worn.
8. Wrist-watches and other highly reflective objects (jewelry, belt buckles, etc.) must be removed before commencing work with laser beams. Large glass areas in laboratories (e.g. glass cupboard doors) must be covered with paper or other non-reflective material.
9. Block all unwanted reflections. Ensure that no laser beams or reflected light goes towards the doors. (Use black-out curtains, for example). Do not place any new components in the beam path without first determining the path(s) of the new reflection(s). The laser beam must be temporarily blocked before inserting new components. Check for unwanted reflection with e.g. the IR viewer
10. A check-in form must be filled and countersigned for each lab.

Lab rules

1. Always ask permission of lab responsible before you borrow anything from another lab. Not used equipment shall be stored in the external storage (steady state lab). Even if you can borrow the equipment from another lab, consider the necessity to purchase it.
2. Check the set-up you have in the lab before leaving it for the day. Switch OFF those units which should not be left ON permanently, and/or could be inadvertently damaged (such as by switching room lights ON). Put notes on the doors every time additional warning is necessary.
3. Since there are optics in every lab, avoid doing anything that results in the production of dust, smoke, or oil vapor.
4. Do not leave optics lying on the table; they are easily scratched by metal or covered by dust. Some parts cannot be cleaned! Store spare optics in the designated cabinets.
5. Do not clutter the optical table with mounts, holders, etc., others need them too. Store spare parts in the designated cabinet.
6. Be especially careful with non-linear crystals. Keep those which are not in use in the desiccators. Remember, crystals and gratings can not be cleaned. One touch – no crystal! Wear gloves if I doubt.
7. There are no cleaning personnel to take care of the labs. Clean after yourself! Labs should be cleaned regularly by those who are working there.
8. All tools (and measuring instruments) taken from the workshop have to be returned as soon as possible (using it once per week is no continued use!)