



Penn State Abington Makerspace  
Rydal 002  
(267) 670-1945, wrc11@psu.edu

**Emergencies**

**Immediately notify local emergency services by dialing 911 for serious incidents (e.g., injuries requiring professional medical attention, fires, explosions, etc.).**

Environmental Health and Safety (EHS) is always available for notification of incidents and/or consultation regarding laboratory safety issues. They can be contacted by dialing 814-865-6391. Their website is located at [www.ehs.psu.edu](http://www.ehs.psu.edu).

**I. Scope, Purpose, and Keywords**

Scope: Operation of Brother PE800 Embroidery Machine by members and staff

Purpose: Safe operation of the tool

Keywords: Embroidery, sewing, textile

**II. Hazard Assessment**

*All hazards associated with this procedure should be identified in this section of the SOP.*

<b>Hazard</b>	<b>Required Engineering Controls and/or PPE</b>
Needle puncturing skin	Avoid placing hand near active needle
Loose material in hoop creates jams	Ensure material is secured in hoop
Tangled thread can create jams and other hazards	Keep spools organized and free of tangles
Pinching or other damage to skin	Do not touch moving parts of machine



**III. Procedures**

*All required safety procedures designed to protect those performing this procedure should be included in this section.*

**A. Equipment Required:**

1. Brother PE800 Embroidery Machine
2. Spools of thread
3. Material in material hoop

**B. Safety Precautions:**

1. Exercise caution when handling needles. Always replace needles with the power off.
2. Keep fingers away from the needle area during operation.
3. Dispose of worn-out needles properly in designated sharps containers.
4. Use caution when hooping materials to avoid injuries to fingers and hands.
5. Ensure fabrics are securely hooped to prevent slippage during operation.
6. Keep thread spools organized and free from tangles to prevent thread jams.
7. Do not touch moving parts of the machine, especially while in operation.
8. Check that the embroidery area is clear of any obstructions.

**C. Machine Startup:**

1. Power on the Brother PE800 Embroidery Machine using the designated power switch.
2. Wait for the machine to initialize and display the main menu on the LCD screen.

**D. Material Setup:**

1. Load the embroidery design file onto a USB drive compatible with the machine.
2. Insert the USB drive into the designated port on the machine.
3. Securely hoop the fabric or material to be embroidered.
4. Thread the machine following the threading guide provided in the user manual.

**E. Machine Configuration:**

1. Select the desired embroidery design from the USB drive using the machine's control panel.
2. Adjust the design placement and size as needed.
3. Set the appropriate thread colors and configurations according to the design.

**F. Test Run:**

1. Conduct a test run on a scrap piece of fabric to ensure proper alignment and tension.
2. Inspect the test embroidery for any defects or issues.



**G. Production Run:**

1. Once satisfied with the test run, start the production run of the embroidery design.
2. Monitor the machine during operation for any abnormalities.
3. Ensure the thread tension is consistent throughout the production run.

**H. Maintenance:**

1. Regularly clean the machine, removing any lint or debris.
2. Lubricate the machine according to the maintenance schedule in the user manual.
3. Keep the needle and bobbin area free from obstructions.

**I. Shutdown:**

1. Upon completion of the embroidery job, press the power button to turn off the machine.
2. Unplug the machine from the power source.
3. Remove the hoop and any remaining thread from the machine.

**J. Emergency Procedures:**

1. In the event of a machine malfunction or error, consult user manual for troubleshooting steps.
2. If issues persist, contact the manufacturer's customer support for assistance.

**Note:** This SOP is a general guideline. Always refer to the manufacturer's user manual for specific instructions and recommendations tailored to the Brother PE800 Embroidery Machine model.

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**IV. References**

*Include referenced protocols, Safety Data Sheets (SDS) and any other references in this section.*

User Manual:

[https://support.brother.com/g/b/manualtop.aspx?c=us&lang=en&prod=hf\\_pe800eus](https://support.brother.com/g/b/manualtop.aspx?c=us&lang=en&prod=hf_pe800eus)

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**V. Revision History**

*Document prepared date and author identification*

This document was created and prepared on 12/30/2023

by williamCromar, Program Coordinator

