

Interplanetary Initiative User Manual

Last Updated: 10/19/2021

Rev: 1.0.10

Table of Contents

Contact Information:	3
Map of the Lab	4
Github Wiki:	4
Typical Topics and who to Contact (highest priority to lowest priority):	4
COVID-19 & General Lab Protocols:	5
COVID-19 Policy:	5
Student/User Policies:	5
Visitor/Non User Policies:	5
Training Requirements for Lab Access:	5
Submission Process of Training Transcript:	6
Volunteer Form Submission:	7
Clean Room Rules & Code of Conduct:	9
Lab Agreement	10
Lab Training Checklist:	10
Lab guidelines:	10
Equipment Guide:	11

Contact Information:

	Name	Email	Phone Number
Lab Supervisor	Danny Jacobs	djacob2@asu.edu	
II Lifeguard	Chandler Hutchens	chhutch@asu.edu	(224) 234-2089
II Lifeguard	Christopher McCormick	camccor7@asu.edu	(520) 661-2791
II Lifeguard	Matthew Adkins	mtadkins@asu.edu	(317) 508-1586
II Lifeguard	Ashley Lephram	alepham@asu.edu	(480) 646-2230
II Lifeguard	Ben Weber	bdweber1@asu.edu	(541) 731-3307
Special Projects Engineer	Joe DuBois	jdubois2@asu.edu	(602) 502-9907

Typical Topics and who to Contact (highest priority to lowest priority):

- Hazards that Occur in the Lab
 - Immediately contact any of the Lifeguards that are in the lab.
 - If the situation cannot be resolved with Lifeguards, contact the Lab Supervisor.
- Lab Injury
 - Notify present Lifeguard.
- Broken Equipment
 - Notify present Lifeguard.
- Lab Access and Availability
 - Any of the Lifeguards
- Specifications of the Lab (available equipment, number of people allowed).
 - Any of the Lifeguards

COVID-19 & General Lab Protocols:

COVID-19 Policy:

As Arizona State University responds to COVID-19; we require **all individuals** entering the Lab to wear a mask at all times, observe and follow the **6 people per room** rule, maintain **6 ft distance** and follow the **CDC health & safety guidelines**.

Student/User Policies:

Students are allowed to access the lab only during open hours or when an Interplanetary Initiative staff member (II Lifeguard) is present. Students/Users must have an Interplanetary Initiative Staff member (II Lifeguard) present during access.

Visitor/Non Member Policies:

Visitors & non-members (people who have not received the proper training to be in the lab) **must show their photo ID** and their names and other pertinent information will be noted down in the visitors sheet. They are only allowed access to the main room unless there is an explicit exception for the given individual.

Training Requirements for Lab Access:

At the bare minimum in order to have Lab Access, the following trainings **must** be completed:

- Fire Safety Training
- Laboratory Safety Training
- Waste Management Training
- Compressed Gas

For Student Workers, Faculty and Staff use the Career Edge Training Links:

- [Fire Safety Training](#)
- [Laboratory Safety Training](#)
- [Waste Management Training](#)
- [Compressed Gas](#)

For Students, use the following Training Links:

- [Fire Safety Training](#)
- [Laboratory Safety Training](#)
- [Waste Management Training](#)
- [Compressed Gas](#)

All of this training can be found at ASU [Career Edge Enrollment](#), however if you have difficulty finding said training please contact us for help.

Submission Process of Training Transcript:

To verify that you have completed the required training, we ask that you upload a screenshot of your Transcript using the **following** [form](#). An example screenshot is presented below:

Transcript: Christopher McCormick

Use the transcript to manage all active training. Note that upon completion, your active course will be IMMEDIATELY moved to the completed tab. Four years after completion, the completed tab will be automatically moved to the archived tab.











1 HRS
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING
6/30/2021

COST
\$0.00

Completed ▾ By Completion Date ▾ All Types ▾

Search Results (10)

	EHS Fire Safety Annual Training-Online Curriculum Completed: 10/2/2020 Status: Completed
	EHS Hazardous Waste Management Completed: 10/2/2020 Status: Completed
	EHS Initial Laboratory Safety Training Completed: 9/28/2020 Status: Completed
	EHS Fighting Heat Stress Training Completed: 9/16/2020 Status: Completed
	FERPA Tutorial for System Access Completed: 9/15/2020 Status: Completed
	ASU Community of Care Training for Employees Completed: 7/30/2020 Status: Completed
	ASU Information Security Training Refresher v4 - valid to 7/1/2020 Completed: 10/17/2019 Status: Completed
	ASU PreDisHar. - for historical records Completed: 8/25/2019 Status: Completed
	ASU Information Security Training Refresher v3 Completed: 8/21/2019 Status: Completed
	EHS Authorized Driver Training Completed: 8/20/2019 Status: Completed

Keep in mind that we have the requirement that everyone must resubmit their training screenshot on a **semester** basis.

Volunteer Form Submission:

In addition to the training, an ASU online volunteer form must be submitted. See the following [link](#) and navigate to the hyperlink containing the “Volunteers in labs” form. While filling out the form, mimic the following example.

PowerForm Signer Information

The volunteer needs to complete the PowerForm signer information. Volunteer must provide a first and last name and complete required sections and sign.

Volunteer form automatically routes to the next individual listed as a signer. All parties will receive a copy of the completed form.

If you are experiencing email delivery issues, try using an ASURITE@email.asu.edu or ASURITE@asu.edu email address.
For more help with email delivery, please contact the ASU Help Desk at (855) 278-5080.

Please enter your name and email to begin the signing process.

Volunteer

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Supervisor or PI

Name: *

Email: *

Safety Manager, Designee, or Department Head

Name: *

Email: *

EH&S

Name:

Email:

BEGIN SIGNING

Clean Room Rules & Code of Conduct:

- Socks for shoes
- Close toed shoes
- User Clothing
 - Hair net
 - Lab coat
 - Gloves
 - Shoe coverings
 - Do not touch hair or skin while in the cleanroom.
- Hands washed
- Clothing clean
- Facial hair covered (Hair net) or shaven
- Leave stations neat after
- Clean up after yourselves
- Any material taken outside of the clean room gets bagged in an ESD safe bag.
- Any material bringing into the lab, clean to remove dust, dirt, and other particles
- Lab Training must be completed before entering on EHS website
 - Hazardous materials
 - Fire safety
 - Lab Safety Training
- Have a storage plan in place for components in clean room
- If working with electronics, make sure to bring grounding equipment
- No food or drinks allowed in room
- Record in and out times outside of the lab
- When using equipment, make sure to have read the manual outside the clean room and know specifically how to work items before experimenting.
- Ensure the clean room is at its specified clean. Make sure all is working, if not, notify an employee
- Use a knife or scissors to open sealed containers. Ripping or tearing open containers contaminants.
- Clean your boots before entering by standing on a sticky mat kept outside the clean room.

Lab Agreement

Updated 30 Mar. 2021

Lab Training Checklist:

All lab users must be current in the following training. Screenshot proof can be uploaded at this [form](#)

- ☐ Fire Safety Training
- ☐ Laboratory Safety Training
- ☐ Waste Management Training
- ☐ Compressed Gas
- ☐ Volunteer Form Submission
- ☐ IILab Training Tour (see any IILab staff)

Lab guidelines:

The lab has lots of expensive equipment, some of it can be dangerous. These rules

- ☐ check-in with II-staff at the time of entry
- ☐ follow ASU and CDC protocols and limit overcrowding lab spaces (6/room)
- ☐ occupy the facility only while II staff are on site.
- ☐ Promptly report accidents, damaged or ill-functioning equipment.
- ☐ wear appropriate PPE during equipment usage
- ☐ follow clean room code of conduct to ensure its cleanliness
- ☐ Be aware of how to communicate and find documentation
- ☐ Avoid eating food in the lab area. One can use the lounge area for lunch/dinner
- ☐ Do not place laboratory equipments in the refrigerator in kitchen

Lab Communications and documentation

- Use appropriate lab slack channels for communication
- Shared Google Drive containing Lab Manual, Equipment Manuals, Project designs, and Material Safety Data Sheets
- Submit lab safety training screenshots & this signed document to this [form](#)

By signing this form, I have read and understood the agreement and agree to comply fully.

Name _____

Email: _____

Signature/Initials: _____ Date: _____

Equipment:

Before using any equipment, notify a lifeguard of your activities. Remember, certain equipment requires operation by lifeguards only. If you feel at any point that you would be endangering yourself, others, or the equipment, let an II-Lifeguard assist you.