# Interplanetary Initiative User Manual

Last Updated: 02/17/2022

Rev: 1.0.11

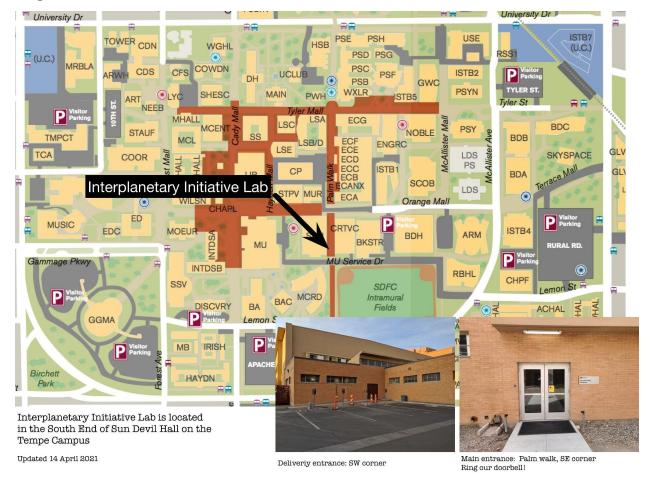
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# Contact Information

	Name	Email	Phone Number
Lab Supervisor	Danny Jacobs	djacob2@asu.edu	
II Lifeguard	Chandler Hutchens	chhutche@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 Lepham	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

# Map of the Lab



The above picture details where the entrance to the lab is located. Do note that these doors are locked, so please email <u>iilab@asu.edu</u> or ring the doorbell if you are at the palm walk entrance.

## Lab Website

This <u>website</u> contains some of the more technical information pertaining to the Lab.

## Typical Topics and Who To Contact

The following are ordered from highest priority to lowest priority:

- 1. Hazards Occuring 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.
- 2. Lab Injury
  - Notify the present Lifeguard.
- 3. Broken Equipment
  - Notify the present Lifeguard.
- 4. Lab Access and Availability
  - Any of the Lifeguards.
- 5. 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

#### Required Training Courses

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
- Machine Shop Training

For Student Workers, Faculty and Staff use the Career Edge training links:

- Fire Safety Training
- <u>Laboratory Safety Training</u>
- Waste Management Training
- Compressed Gas
- Machine Shop Training

For **Students**, use the following training links:

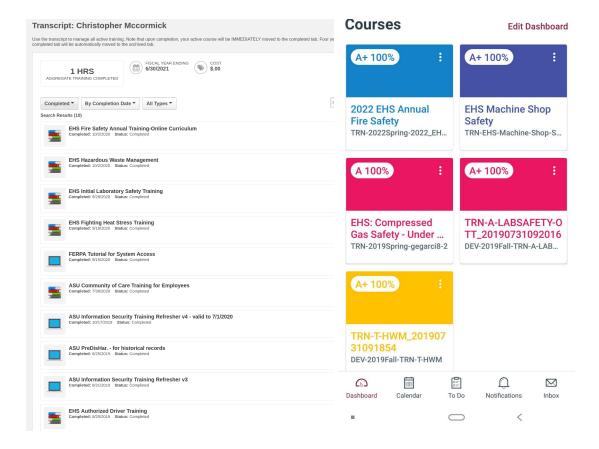
- Fire Safety Training
- <u>Laboratory Safety Training</u>
- Waste Management Training
- Compressed Gas
- Machine Shop Training

#### Submission Process of Training Transcript

For **Student Workers**, **Faculty and Staff**, to verify that you have completed the required training, we ask that you upload a screenshot of your *transcript* using the **following form**.

For **Students**, submit a pdf containing your canvas scores for the training courses using the following <u>form</u>.

Two example screenshots are presented below. The left image presents what a **student worker**, **faculty**, **and staff** should submit. The right image presents an example of what a **student** should submit.



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 <u>link</u> and navigate to the hyperlink containing the "Volunteers in labs" form. While filling out the form, mimic the following example.

The volunteer needs to complete the PowerForm signer	
nformation. Volunteer must provide a first and last name an complete required sections and sign.	d
Volunteer form automatically routes to the next individual lis a signer. All parties will receive a copy of the completed for	
f you are experiencing email delivery issues, try using an ASURITE@email.asu.edu or ASURITE@asu.edu email addre For more help with email delivery, please contact the ASU I Desk at (855) 278-5080.	
Please enter your name and email to begin the signing proc	ess.
Volunteer	
Your Name: *	
Christopher McCormick	
Your Email: *	
camccor7@asu.edu	
Please provide information for any other signers needed for this document.	
signers needed for this document.  Supervisor or PI	
signers needed for this document.  Supervisor or PI  Name: *	
Supervisor or PI  Name: *  Daniel Jacobs	
Supervisor or PI  Name: *  Daniel Jacobs	
Supervisor or PI  Name: * Daniel Jacobs  Email: * dcjacob2@asu.edu  Safety Manager, Designee, or Department Head	
Supervisor or PI  Name: * Daniel Jacobs  Emall: * dcjacob2@asu.edu  Safety Manager, Designee, or Department Head  Name: * Jessica Rousset	
signers needed for this document.  Supervisor or PI  Name: *  Daniel Jacobs  Emall: *  dcjacob2@asu.edu  Safety Manager, Designee, or Department Head	
Supervisor or PI  Name: *  Daniel Jacobs  Email: *  dcjacob2@asu.edu  Safety Manager, Designee, or Department Head  Name: *  Jessica Rousset  Email: *	
Supervisor or PI  Name: *  Daniel Jacobs  Email: *  dcjacob2@asu.edu  Safety Manager, Designee, or Department Head  Name: *  Jessica Rousset  Email: *	
Supervisor or PI  Name: *  Daniel Jacobs  Email: *  dcjacob2@asu.edu  Safety Manager, Designee, or Department Head  Name: *  Jessica Rousset  Email: *	
Supervisor or PI  Name: *  Daniel Jacobs  Emall: *  dcjacob2@asu.edu  Safety Manager, Designee, or Department Head  Name: *  Jessica Rousset  Email: *	
Supervisor or PI  Name: *  Daniel Jacobs  Emall: *  dcjacob2@asu.edu  Safety Manager, Designee, or Department Head  Name: *  Jessica Rousset  Email: *  Jessica.Rousset@asu.edu	

#### Clean Room Rules & Code of Conduct

- User Clothing
  - Socks for shoes
  - Close-toed shoes
    - Clean your shoes before entering by standing on a sticky mat kept outside the clean room.
  - Shoe coverings
  - o Facial hair covered (hair net) or shaven
  - Lab coat
  - o Gloves
  - o Do not touch hair or skin while in the cleanroom.
  - Hands washed, clothing clean
- Working in the Clean Room
  - Lab training must be completed before entering the room
  - o Any material brought into the lab should be cleaned to remove dust, dirt, and other particles
  - Leave stations neat after use, clean up after yourselves
  - o No food or drinks allowed in the room.
  - o Record in and out times outside of the lab
  - o If working with electronics, make sure to bring grounding equipment
  - 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 to contaminants.
  - Any material taken outside of the clean room gets bagged in an ESD safe bag
  - Have a storage plan in place for components in a clean room

# Lab Agreement

Updated 17 Feb. 2022

Edo Tuming Checknist
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  Machine Shop 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. As such, follow the following guidelines:  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
<ul> <li>Use appropriate lab slack channels for communication</li> <li>Shared Google Drive containing Lab Manual, Equipment Manuals, Project designs, and Material Safety Data Sheets</li> <li>Submit lab safety training screenshots &amp; this signed document to this form</li> </ul>
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.