Interplanetary Initiative User Manual

Last Updated: 10/19/2021

Rev: 1.0.10

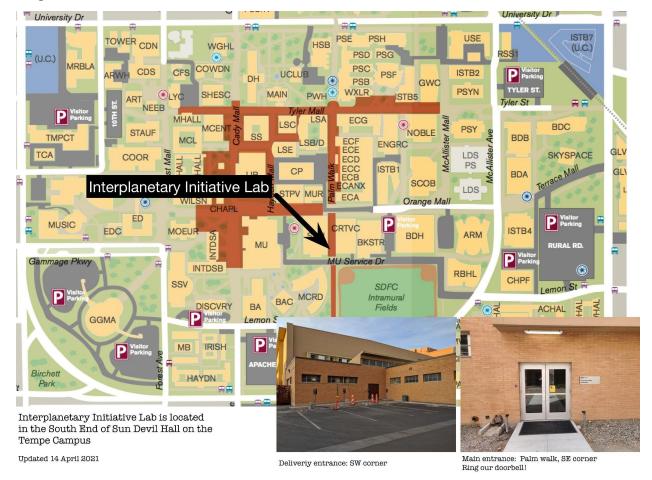
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Contact Information:

	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.

Github Wiki:

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

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

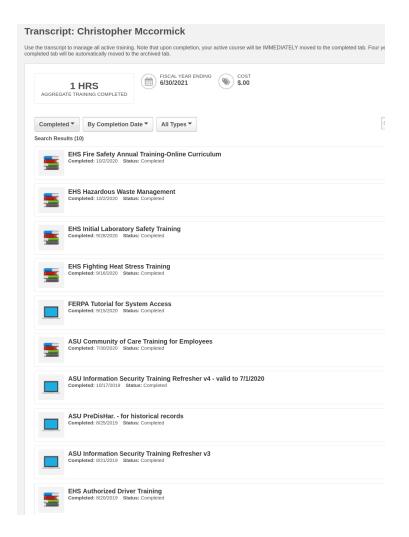
For Students, use the following Training Links:

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

All of this training can be found at ASU <u>Career Edge Enrollment</u>, 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:



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.

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

Desk at (@email.asu.edu or ASURITE@asu.edu email address. e help with email delivery, please contact the ASU Help 855) 278-5080.
Please er	nter your name and email to begin the signing process.
Volunte	er
Your Nar	ne: *
Christo	oher McCormick
Your Em	ail: *
cameco	r7@asu.edu
signers n	ovide information for any other eeded for this document.
Name: *	
Daniel J	acobs
Email: *	
	o2@asu.edu
Safety I Name: *	Manager, Designee, or Department Head Rousset
dcjacob Safety I Name: * Jessica Email: *	Manager, Designee, or Department Head
dcjacob Safety I Name: * Jessica Email: * Jessica	Manager, Designee, or Department Head Rousset
dcjacob Safety I Name: * Jessica Email: * Jessica EH&S Name:	Manager, Designee, or Department Head Rousset Rousset@asu.edu
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dcjacob Safety I Name: * Jessica Email: * Jessica EH&S Name:	Manager, Designee, or Department Head Rousset Rousset@asu.edu

Clean Room Rules & Code of Conduct:

- Socks for shoes
- Close toed shoes
- User Clothing
 - Hair net
 - Lab coat
 - o 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
 - o 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 Traini	ing Checklist:
□ Fi □ La □ W □ Co	Il lab users must be current in the following training. Screenshot proof can be uploaded at this form re Safety Training aboratory Safety Training Vaste Management Training compressed Gas plunteer Form Submission Lab Training Tour (see any IILab staff)
Lab guide	lines:
ch ch fo cc ch co cc ch co cc ch cc	s lots of expensive equipment, some of it can be dangerous. These rules neck-in with II-staff at the time of entry allow ASU and CDC protocols and limit overcrowding lab spaces (6/room) recupy the facility only while II staff are on site. To more than the representation of the computation of the c
- Us - Sh Da	nunications and documentation se appropriate lab slack channels for communication nared Google Drive containing Lab Manual, Equipment Manuals, Project designs, and Material Safety ata Sheets abmit 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	
E '1	

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.