

Interplanetary Initiative User Manual

Last Updated: 02/17/2022

Rev: 1.0.11

Table of Contents

Contact Information	3
Map of the Lab	4
Github Wiki	4
Typical Topics and Who To Contact	4
COVID-19 & General Lab Protocols	5
COVID-19 Policy	5
Student/User Policies	5
Visitor/Non Member Policies	5
Training Requirements for Lab Access	6
Required Training Courses	6
Submission Process of Training Transcript	6
Volunteer Form Submission	7
Clean Room Rules & Code of Conduct	8
Lab Agreement	9
Lab Training Checklist	10
Lab Guidelines	10
Lab Communications and Documentation	10
Equipment	10

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

Map of the Lab



Interplanetary Initiative Lab is located in the South End of Sun Devil Hall on the Tempe Campus

Updated 14 April 2021

Delivery entrance: SW corner

Main entrance: Palm walk, SE corner
Ring our doorbell!

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

Lab Website

This [website](#) 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](#)
- [Laboratory Safety Training](#)
- [Waste Management Training](#)
- [Compressed Gas](#)
- [Machine Shop Training](#)

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

- [Fire Safety Training](#)
- [Laboratory Safety Training](#)
- [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 [form](#).

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.

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 of 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: 8/29/2019 Status: Completed

ASU Information Security Training Refresher v3
 Completed: 8/21/2019 Status: Completed

EHS Authorized Driver Training
 Completed: 8/20/2019 Status: Completed

Courses

[Edit Dashboard](#)

A+ 100%

2022 EHS Annual Fire Safety

TRN-2022Spring-2022_EH...

A+ 100%

EHS Machine Shop Safety

TRN-EHS-Machine-Shop-S...

A 100%

EHS: Compressed Gas Safety - Under ...

TRN-2019Spring-gegarci8-2

A+ 100%

TRN-A-LABSAFETY-OTT_20190731092016

DEV-2019Fall-TRN-A-LAB...

A+ 100%

TRN-T-HWM_20190731091854

DEV-2019Fall-TRN-T-HWM

Dashboard

Calendar

To Do

Notifications

Inbox

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: *

Christopher McCormick

Your Email: *

camccor7@asu.edu

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

Supervisor or PI

Name: *

Daniel Jacobs

Email: *

dcjacob2@asu.edu

Safety Manager, Designee, or Department Head

Name: *

Jessica Rousset

Email: *

Jessica.Rousset@asu.edu

EH&S

Name:

Full Name

Email:

Email Address

BEGIN SIGNING

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
 - Facial hair covered (hair net) or shaven
 - Lab coat
 - Gloves
 - 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
 - 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
 - No food or drinks allowed in the room.
 - Record in and out times outside of the lab
 - 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

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
- ☐ 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

- 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.