

# Interplanetary Initiative Lab User Manual

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## Contact Information

	Name	Email	Phone Number
<b>Lab Supervisor</b>	<b>Danny Jacobs</b>	<b>djacob2@asu.edu</b>	
II Lifeguard	Chandler Hutchens	chhutch@asu.edu	(224) 234-2089
II Lifeguard	Christopher McCormick	camccor7@asu.edu	(520) 661-2791
II Lifeguard	Ashley Lephram	alepham@asu.edu	(480) 646-2230
II Lifeguard	Ben Weber	bdweber1@asu.edu	(541) 731-3307
II Lifeguard	Sam Cherian	sjcheria@asu.edu	(602) 421-5888
II Lifeguard	Genevieve Cooper	gcooper@asu.edu	(623) 271-5804
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](mailto: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 fill out the form. While filling out the form, mimic the following example but update pertinent information.



Volunteer form and waiver

### Volunteer registration form

Volunteers at Arizona State University are individuals that work or perform activities under the direction and control of an ASU-authorized official and are not paid. Liability coverage is extended to volunteers acting at the direction of an ASU-authorized official and within the course and scope of their ASU activities. Volunteers at ASU are provided the same liability protection afforded to employees. Volunteers working at the direction of a university employee for an official university activity are provided insurance coverage for liability for acts or omissions following state law, Arizona Revised Statutes § 41–621 et seq., Arizona Administrative Code R2–10–107(B).

Workers' compensation insurance does **not** cover ASU volunteers for injuries or illnesses resulting from their volunteer activities. Volunteers are strongly encouraged to obtain their medical insurance before participating in this program.

Volunteers for ASU-sponsored activities must provide the following information:

#### Volunteer information

ASU employee or affiliate ID#: (write n/a if not applicable)	1234567890
First and last name:	Benjamin Weber
Email:	bdweber1@asu.edu
Phone:	(541) 731-3307
Address:	1234 A Street
Age:	Over 18 ▼
Affiliation with ASU:	ASU student ▼

#### Completed by volunteer's supervisor

It is the principal investigator, supervisor and department head's responsibility to ensure this form is completed appropriately and that the volunteer complies with all applicable training. For training guidelines, please [visit the ASU Environmental Health and Safety training tool webpage](#). Departments may use volunteers for non-high-risk positions. It is the supervisor's discretion to review the duties below.

Supervisor or PI's name:	Daniel Jacobs
Supervisor or PI's email:	dcjacob2@asu.edu
Department name:	Interplanetary Initiative
Location of activities or lab:	SDH 160
Volunteer start date:	
Volunteer end date:	



## Lab Rules & Code of Conduct

- User Clothing
  - Socks for shoes
  - Close-toed shoes
  - Long pants
  - Hair tied back or up
- Working in the Lab
  - Lab training must be completed before entering the room
  - Ask for permissions to use any material
  - Leave stations neat after use, clean up after yourselves
  - No food or drinks allowed in the room.
  - Have a storage plan in place for components

## 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.**