

InterPlanetary Lab User Manual

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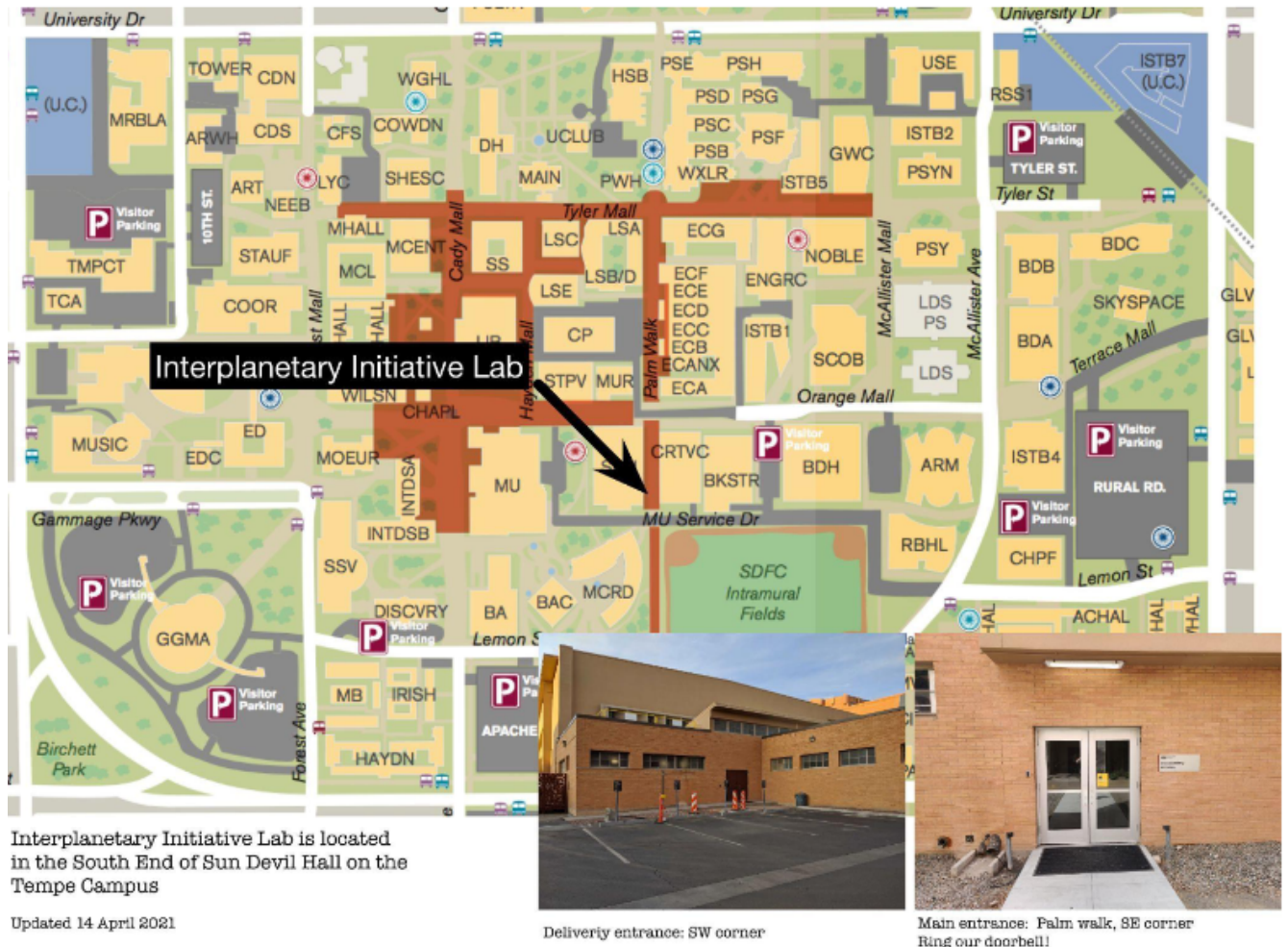
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Contact Information

	Name	Email	Phone Number
Lab Supervisor	Danny Jacobs	dcjacob2@asu.edu	
Special Projects Engineer	Joe Dubois	jdubois2@asu.edu	(602) 502-9907
IPLab Staff	Chandler Hutchens	chhutche@asu.edu	(224) 234-2089
IPLab Staff	Christopher McCormick	camccor7@asu.edu	(520) 661-2791
IPLab Staff	Ashley Lephram	alepham@asu.edu	(480) 646-2230
IPLab Staff	Ben Weber	bdweber1@asu.edu	(541) 731-3307
IPLab Staff	Genevieve Cooper	gccooper@asu.edu	(623) 271-5804
IPLab Staff	Sam Cherian	sjcheria@asu.edu	(602) 421-5888
IPLab Staff	Sid Vaidy	svaidy12@asu.edu	(480) 494-6050

Map of Lab



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

Typical Topics and Who To Contact

The following are ordered from highest priority to lowest priority:

1. Hazards Occurring in the Lab
 - a. Immediately contact any of the IPLab Staff members that are in the Lab.
 - b. If the situation cannot be resolved with IPLab Staff members, contact the Lab Supervisor.
2. Lab Injury
 - a. Notify the present IPLab Staff member.
3. Broken Equipment
 - a. Notify the present IPLab Staff member.
4. Lab Access and Availability
 - a. Email the IPLab Staff at iilab@asu.edu.
5. Specifications of the Lab (available equipment, projects in development, etc.)
 - a. Email the IPLab Staff at iilab@asu.edu.

Lab Rule and Code of Conduct

- User Clothing:
 - Closed-toes shoes
 - Socks for shoes
 - Long Pants
 - Long hair tied back or up
- Working in the Lab
 - Lab training must be completed before working in the Lab
 - Ask for permissions before use any material or equipment
 - Leave stations tidy after use, clean up after yourself
 - No food or drinks allowed at work stations
 - Water bottles with a sealed lid are allowed
 - Have a storage plan in place for components

Clean Room Rules and Code of Conduct

- User Clothing
 - Closed-toes shoes
 - Clean your shoes before entering the by standing on a sticky mat kept outside the clean room
 - Sock for shoes
 - Facial hair covered (hair net)
 - Lab coat

- Gloves
 - Do not touch hair or skin while working in the cleanroom
 - Hands washed, clothing clean
- Working in the Clean Room
 - Lab training must be completed before entering the Clean Room
 - Any material brought in the Clean Room should be cleaned to remove dust, dirt, and other particulates
 - Leave stations tidy after use, clean up after yourself
 - No food or drinks allowed in the Clean Room
 - 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 a IPLab Staff member
 - Use a knife or scissors to open sealed containers. Ripping or tearing open containers produces 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 the Clean Room

COVID-19 and General Lab Protocols

COVID-19 Policy

If you are exposed to COVID-19 or test positive for COVID-19, please notify an IPLab Staff member immediately. Follow the current CDC isolation protocols. At the time of the last revisions, the current CDC protocols are as follows: If you develop symptoms, get a test and stay home. Stay home for 5 days. After that continue to wear a mask around others for 5 additional days. If you can't quarantine you must wear a mask for 10 days.

Student and User Policies

Students and Users are allowed to access the Lab only during open hours or when an IPLab Staff member is present.

Visitor and Non-User Policies

Visitors and non-Users (people who have not completed the proper training to be in the lab) must provide their photo ID and their names and other pertinent information to be noted down in the visitors sheet.

Training Requirements for Lab Access

Required Training Courses

In order to have lab access, the following trainings must be completed:

- Fire Safety Training
- Laboratory Safety Training
- Waste Management Training
- Compress Gas Training
 - Only if you will be using compressed gasses
- Machine Shop Training
- EHS Ladder for Roof Access

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

- [Fire Safety Training](#)
- [Laboratory Safety Training](#)
- [Waste Management Training](#)
- [Machine Shop Training](#)
- [Compressed Gas Training](#)
- [EHS Ladder for Roof Access](#)

For Students, use the following Canvas training links:

- [Fire Safety Training](#)
- [Laboratory Safety Training](#)
- [Waste Management Training](#)
- [Machine Shop Training](#)
- [Compressed Gas Training](#)
- [EHS Ladder for Roof Access](#)

If any of the above are not working, please visit the EHS training [webpage](#) to find the updated training.

Submission Process of Training Transcript

For Student Workers, Faculty, and Staff, to verify that you have completed the required training, upload a screenshot of your transcript to this [form](#). Your transcript can be found by navigating to the CareerEDGE homepage, hovering over the “Home” tab, selecting Universal Profile, and then selecting the “Transcript” tab.

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For Students, upload an image containing screenshots of all of your completed trainings to this [form](#).

Two example screenshots are presented below. The left image is what a Student Worker, Faculty, or Staff should submit. The right image is what a Student should submit.

The left screenshot displays a training completion dashboard for a user with 1 HRS aggregate training completed. It lists 10 completed trainings, including EHS Fire Safety, EHS Hazardous Waste Management, EHS Initial Laboratory Safety Training, EHS Fighting Heat Stress Training, FERPA Tutorial for System Access, ASU Community of Care Training for Employees, ASU Information Security Training Refresher v4, ASU PreDisHar, ASU Information Security Training Refresher v3, and EHS Authorized Driver Training.

The right screenshot displays a training completion dashboard for a student with an A+ 100% grade. It shows a grid of 6 completed training cards, including 2022 EHS Annual Fire Safety, EHS Machine Shop Safety, EHS: Compressed Gas Safety - Under ..., TRN-A-LABSAFETY-O TT_20190731092016, TRN-T-HWM_20190731091854, and DEV-2019Fall-TRN-T-HWM.

At the beginning of each semester, it is expected that you redo your trainings.

Volunteer Form Submission

In addition to the required trainings, an ASU 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 with your 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:	Danny 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 Agreement

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
- ☐ EHS Ladder Training
- ☐ Lab Volunteer Form Submission
- ☐ IPLab Training Video (see any IPLab Staff)

Lab Guidelines

The Lab has lots of expensive equipment, some of it can be dangerous. As such, follow the following guidelines:

- ☐ Check-in and IPLab Staff at the time of entry
- ☐ Occupy the facility only while IPLab Staff are on site
- ☐ Promptly report accidents and 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 at lab work stations
- ☐ Do not place laboratory equipment in the refrigerator in the kitchen

Lab Communications and Documentation

Now that you have completed the Lab onboarding process please check-in with an IPLab Staff member to get access to the following communication channels:

- Join the Interplanetary Initiative Slack workspace
 - Be active on the ii-lab Slack channel, this is where IPLab Staff will post updates on the Lab hours
- Join the shared Google Drive containing the Lab Manual, Equipment Manuals, Project Designs, and Material Safety Data Sheets

By signing this form, I have read and understand the agreement and agree to comply fully:

Name: _____

Email: _____

Signature/Initials: _____

Date: _____