

## **Current as of Oct. 2020**

### **Administrative**

Unless specified, all forms should be send via email to the [unl.aerospace.club@gmail.com](mailto:unl.aerospace.club@gmail.com) email

### **Dues**

Dues are \$20 and can be directly paid to the club treasurer, or any one of the team leads. Contact Josh in slack or stop by NH 127. Cash is preferred.

### **Outreach Requirements**

This year, due to policies put into effect because of Covid-19, completing the two hours outreach requirements is temporarily not required. Members can and will have the opportunity to participate in outreach events, if desired. This usually entails advertising the Aerospace club at a club fair or volunteering with kids as an aerospace ambassador.

### **Lab Safety Trainings**

Safety training can be completed independently, however, there will be an opportunity to knock out safety training in one sitting. Upon completing safety training, lab access agreement form, and dues, members are granted lab access.

To complete club safety training, visit this website: <https://ehs.unl.edu/web-based-training>  
Once there, you will need to click on the *four* hyperlinks for:

1. Core – Injury and Illness Prevention Plan (IIPP)
2. Core – Emergency Preparedness Training
3. General Electrical Safety Awareness
4. Personal Protective Equipment (PPE).

You will be provided material to read for each one and then a quiz to take after you have read it. Once you pass the quiz, you should receive an email from the site saying that you have done so. When you receive this email, please forward it to [unl.aerospace.safety.training@gmail.com](mailto:unl.aerospace.safety.training@gmail.com)

### **Forms to Submit (Page 2 and 3-5)**

- Travelers Form (2)
- Lab Access (3-5)

# **Aerospace Club Traveler Form**

All students traveling for a club event or competition must fill out this emergency contact form prior to departure.

**Name:** \_\_\_\_\_

**NUID:** \_\_\_\_\_

**Team:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Departure:** \_\_\_\_\_ **Estimated Return:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**(Please indicate preferred contact medium.)**

**Copies of this form should be provided to:**

**Design Team Lead, Karen Stelling, Jae Sung Park, and Heidi Krier**

## **Aerospace Club Membership and Access to Lab in Room W217 Statement**

I, \_\_\_\_\_, as a member of the Aerospace Club (“club”) recognize there are responsibilities that come with club membership and with access to the club lab space (currently Room W217 Nebraska Hall) (“the lab”) to help the club meet its mission and serve its members.

I recognize card access to the lab space is a privilege and requires the following commitments from me:

1. I will behave with integrity while in the lab space, respecting both the people and the belongings of the club and other individuals and clubs. I will treat people and items in the lab as well as or better than I would like to be treated or to have my belongings treated.
2. I will be responsible for any person I admit to the lab. If they do not have card access, I will have them leave when I leave, unless another member with access agrees to take responsibility for them. I will not allow them to use equipment or tools unless they have completed the required training.
3. I will not take or borrow anything belonging to an individual without their approval. I will not take or borrow anything belonging to the club or other clubs without following the usage protocols outlined in section 3.1 of this document. I will use items in a timely manner and will promptly return items once the current need is met.

### 3.1 Rules for Removing Tools or Equipment from the Lab

- 3.1.a – Tools and equipment may be removed for the duration of one week if approved by a club officer unless the nature of the item’s removal falls under an exception described in 3.1.g
- 3.1.b – All item checkouts will be recorded on the item checkout list. The entry made for a checkout must include: 1) the name of the individual removing the item, 2) the item’s name/description, 3) the date of the item’s removal, 4) confirmation that an officer has approved the checkout.
- 3.1.c – Items shall be returned within one week, or renewed at the discretion of the approving officer. A renewal will be noted as a new entry on the item checkout list.
- 3.1.d – If an item is not returned two days after the deadline, the individual who checked it out will lose access to the lab for the duration of one week.
- 3.1.e – If an item is not returned five days after the deadline, the individual who checked it out will lose lab access permanently.
- 3.1.f – If an item is not returned seven days after the deadline, the item will be reported stolen.

3.1.g – An item may be removed from the lab for a time not exceeding three hours if it is being used at another location in the engineering complex, such as the paint booth. A note with the item's current location must be left in the item's place.

3.1.h – If an item is broken while checked out of the lab, the damage will immediately be reported to the club leadership.

3.1.i – If a design team needs an item that an individual has checked out, that individual must relinquish that item to the design team. Said individual can then renew the item's checkout with officer approval once the design team has used it.

4. If materials and equipment are used for personal projects, I will coordinate with the club as needed to bring, replace, or pay for materials used, and will repair or replace any worn or damaged items.

5. When working on club projects in the lab, in the paint booth, with the laser cutter in SEC, or in other spaces, I will leave the space clean and neat, regardless of the condition I found it. If items are required to be left out I will leave a note for others including: my name, how to contact me, when I will be back to move items, and any considerations needed if the next user of the space needs to temporarily move these items to accomplish their work.

6. Understanding safety is of utmost importance, I will not roughhouse in the lab room, and will follow safety guidelines. I will make myself familiar with safety resources, including the location of the Safety Data Sheets (SDS), the first aid kit, and how to respond to a safety incident. I will notify the club safety officer and the faculty advisor(s) of any incident within 24 hours.

7. Understanding safety is of utmost importance, I have completed the required UNL EHS web based safety training required by the club for access to the lab. I have completed and submitted the training completion forms for the following training:

- a. Core – Injury and Illness Prevention Plan (IIPP) \_\_\_\_\_(initials)
- b. Core – Emergency Preparedness Training \_\_\_\_\_(initials)
- c. General Electrical Safety Awareness \_\_\_\_\_(initials)
- d. Personal Protective Equipment (PPE) \_\_\_\_\_(initials)

e.

8. Understanding safety is of utmost importance, I will use appropriate PPE and will take additional web based training as appropriate to the activities in which I will be engaging. This includes taking "Chemical Safety Training" if I will be working with any chemicals. I will properly store chemicals and label unidentified chemical containers I work with.

9. Understanding safety is of utmost importance, I will go through personal training if performing an activity safely requires the use of a personal non-disposable respirator, or other form of equipment requiring in-person training.

10. Understanding safety is of utmost importance, I will not use any unfamiliar tool or piece of equipment for which I have not been trained or haven't received appropriate guidance by a qualified club member or an expert.

11. Understanding safety is of utmost importance, I will inform individuals if I believe they are acting or working in an unsafe manner, and will notify higher authorities if the concerning behavior does not stop, or I recognize a pattern of unsafe behavior by an individual(s).

12. Given the outbreak of the COVID-19 pandemic, I will maintain a minimum 6' distance from others and wear a mask or other approved face covering.

13. While in the lab or during club outreach events, I will treat all individuals with respect. I understand that harassment of any kind is inappropriate and will not be tolerated. I recognize that my actions as an individual reflect on the club, and that inappropriate behavior on my part will cause an immediate review of my standing in the club. In addition, if I observe inappropriate behavior from another club member, I will immediately report such behavior to the club leadership.

I understand the responsibilities as described and am willing and able to comply with them for my personal reputation and well-being, as well as that of the club, of others with access to the space, and of those who might interact with the club.

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(Signature)      (Date)

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(Aerospace Club Officer Witness)