



National Institute of Aerospace  
Office of Education and Outreach  
1100 Exploration Way  
Hampton, Virginia 23666

**To Shelley Spears, Director of Education & Outreach at the National Institute of Aerospace:**

I would like to offer this safety plan approval letter for the \_\_\_\_\_  
(University)  
team competing in the 2021 Breakthrough, Innovative, and Game-Changing (BIG) Idea Challenge. I have personally  
reviewed the project, titled \_\_\_\_\_,  
(Project Title)  
led by faculty advisor \_\_\_\_\_,  
(Faculty Advisor Name), for an appropriate safety plan.

Labs, facilities and equipment at the university will be made available to the faculty advisor and student team members as needed to successfully build, test, and deliver a functioning prototype system for the 2021 BIG Idea Challenge Forum, held November 17 – 19, 2021. Assistance and recommendations will be provided to properly order, use, and store any necessary parts, equipment, and supplies through approved university channels.

I affirm that the team has addressed, at a minimum, the following safety requirements:

- All members of the team have reviewed the University’s Laboratory Safety and Emergency Plans and have access to contact info for emergency points-of-contact for all facilities and situations. Individuals will avoid working alone.**

Comments: \_\_\_\_\_  
\_\_\_\_\_

- All members of the team have been properly instructed on practices and procedures for using facilities, equipment, and materials needed for the project. Individuals will think, act, and encourage safety while using labs and facilities.**

Comments: \_\_\_\_\_  
\_\_\_\_\_

- All members of the team understand proper procurement, storage, and disposal policies for project materials.**

Comments: \_\_\_\_\_  
\_\_\_\_\_

All members of the team have access to and will use necessary safety and personal protective equipment (PPE) appropriate for their work, such as spill kits, ventilation hoods, emergency showers, eyewash stations, fire extinguishers, safety shields, safety glasses, proper gloves, respirators, and other necessary equipment.

Comments: \_\_\_\_\_

I affirm that the team has also been briefed on the following safety protocols and procedures specific to their BIG Idea Challenge Project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title  
(Laboratory/University Safety Officer Signee)

\_\_\_\_\_  
Signature  
(Print, sign, & scan; insert signature image, or open with Adobe Acrobat Reader to sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title  
(Faculty Advisor)

\_\_\_\_\_  
Signature  
(Print, sign, & scan; insert signature image, or open with Adobe Acrobat Reader to sign)

\_\_\_\_\_  
Date