

Lab Etiquette

Our laboratory should be and can be a productive discovery, development, designing, collaborating, and general learning place. It does require that we all help cooperate to maintain a respectful and supportive environment.

If you are not committed to being a part of the solution, you are likely part of the problem.

There are a few principles:

- **Respect others projects/property as you would expect others to respect yours.**
When you leave, the lab should not look like you have been there. In fact, you should leave the lab in equal or better shape than you found it. Only leave out what is necessary and appropriate, and what is neatly organized.
- **Maintain a professional environment, professional techniques, and professional attitude toward others.**
Provide collegial support for your colleagues. Share your knowledge and understanding. Keep distracting noise to a minimum. Minimize the use of cell phones. Eating and drinking in the lab is problematic. Take responsibility to ensure that any food or drink will not create any distraction, mess, or residue. Space is limited. Take only what you need on the bench. Coats, bags and other possessions should be placed where they can not interfere with productivity.
- **Take responsibility for the facility and your colleagues.**
The lab is our asset and we must take the responsibility to maintain it and the safety of our colleagues. If you see some behavior that is inappropriate, take responsibility and collegially provide leadership in correcting it. Provide support in ensuring the safety of colleagues coming to, using, and leaving the lab. There is reason why you have special access privileges, and why there is a security camera maintained in the lab. Only those who have a legitimate right to be in the lab should be in the lab. Guests are welcome only as they do not distract from maintaining of the learning environment. Appropriately report irresponsible behavior to the Lab Administration and/or to Campus Safety (DOU 180, 692-4416).
- **Initially, spend a little time, checking your station for potential problems with the necessary support facilities.**
If there appears to be a problem(s), report it, supplying as much information as you can. Leave a note so others won't have to waste time finding the same problem in the interim, and will know it has been reported.
- **Help maintain the supplies and facilities in working, accessible, usable order.**
Always put your supplies away, and don't make a mess getting supplies and putting them away.
- **It is not appropriate to leave a temporary project set up.**
Put away as much as possible, and leave equipment with nominal settings. Breadboards are available to keep portions of a project intact between laboratory sessions.
- **The printer is available to support laboratory work.**
Paper and ink costs add up. It is not appropriate to use the printers for general printing. There are other facilities on campus for that.
- **Suggest supplies and equipment that would be beneficial to improve the facility.**
Part identification and price information is helpful and appreciated.