

**Trice Research Group
B146 and B146A Code of Conduct/Expectations for Individuals**

Overriding Rule: *We want to maintain and build a great supportive, collaborative group environment.*

With our graduate and undergraduate student population getting large, it becomes even more important to communicate our expectations about working together. Here are some issues that the students and myself feel are important. This is a “living” document in that it will be updated from time to time.

The Golden Rule, “treat others as you want to be treated,” is a great guide for working with others. In summary, most of these issues detailed below are related to respect: respecting other’s time, respecting shared spaces, respecting lab equipment, and respecting individuality.

Communication is the other aspect of working together in a small space. Good communication helps all of us plan, understand safety concerns, etc. We have great tools – including GroupMe, email, Google calendar, etc. to let others in the lab know what is occurring.

To work in the lab, you need to watch the video session and send an email to rtrice that you will try to follow the code.

Here is our agreed upon code:

Equipment Usage:

- If there is a safety concern tell someone else immediately
 - This can be Rod, another grad student, the group chat – whatever you are comfortable with but safety of yourself and others should always be a priority and not ignored
 - Follow all MSE safety guidelines and Protect Purdue guidelines
 - If someone mentions a safety concern to you, please listen and follow their instructions or advice before continuing in an unsafe manner.
- Use Google calendar to reserve equipment
 - Equipment should not be used without a reservation – it takes less than a minute to book so no excuse not to have one
 - It is best for planning purposes to book equipment 12-24hrs before you need it
- Only reserve equipment for the amount of time you need it and will be using it
 - You can/should edit/remove your timeslot if needed

- Leave the equipment cleaner than you found it
 - Take good care of equipment so that you and others can continue to use it without problems/breaking
- Report problems with equipment immediately through our texting app and provide updates about their repair frequently
 - Even if you think you are the only current user of the equipment. Let everyone know about equipment problems
- If you use equipment and notice that essential supplies for use of the equipment are low or completely gone contact the group to see if anyone else has placed an order for replacements, and if not, place an order yourself
 - For example, if the roto-vap is low on vacuum grease or if the surface grinder is low on rust-inhibitor
 - It is everyone's responsibility to maintain supplies and equipment even if you are not the superuser - don't just expect that everyone else will take care of it for you

Shared Areas:

- Clean up shared areas before you leave each day
 - Leave spaces cleaner than you find them
 - No one else should have to clean up after another person to be able to use a shared space or piece of equipment
- Put shared equipment back (and clean) where it belongs when done using
 - This includes all tools, spatulas, glassware, etc.
 - Everything should have a home...help it to get home after using it
- Keep common areas reasonably clear of your items that can be stored in your personal storage when not in use
- Participate in monthly lab cleanups as scheduled

Housekeeping:

- If you make a mess, it is your responsibility to clean it up
- If you use all of something shared by all group members (gloves/paper towels/etc.) order more after checking it has not already been done
 - This is a shared responsibility of the group. The same person should not have to do it every time – ask for help if you do not know how to order these items
 - Gas cylinders that are shared between users are also a shared responsibility to be ordered.
- Refill paper towel holders and replace gloves in drawer if you use the last ones
- Recycle your empty boxes the day you receive them
 - Break them down and take them to dumpster upstairs – do not just leave them by the trash can or somewhere else in the lab

- Leave waste in the cabinet under the fume hood until it is full
 - Label correctly – ask for help if needed
- Place waste in the pickup area and submit the pickup form immediately when it is full
 - You are responsible for your own waste jars
- Do not touch or move other people’s samples, experiments, or project specific equipment without their permission

Equipment Training:

- Respect other student’s time who are helping you
 - Training takes time and energy so do not be late, distracted, unprepared, etc.
- Show up on time and prepared to take notes, bring notebook.
 - Do not be afraid to ask questions or for clarification at anytime, even after training session.
- If you must cancel, do so at least 2-hrs before the meeting
- Ask for training in advance of when you need to use the equipment
 - All students are busy so scheduling a time to meet ensures training goes smoothly for both parties
 - Schedule training with superuser not just another user of the equipment as the superuser may know something others may not.

Notes for New Students:

We do a lot to maintain the lab culture, including having graduate students interview prospective graduate students and undergraduates. We want to maintain our “lab culture/group culture” but this does not happen on its own without taking steps to build upon it

Please ask for help with equipment, safety, ordering, anything related to the lab – the group is here to help, and you should feel comfortable in the lab – it is better to ask a question than to try to do it on your own and have something go wrong. That being said, you should get 95% of the info from your training session with the graduate student (take notes, listen).

Don’t be afraid to ask questions, share information and concerns, be proactive, listen and respect fellow lab mates questions, comments, concerns. Part of our group dynamic is to talk about your project so that everyone can give advice, answer questions, ect. Don’t be afraid to interact and make connections with your fellow lab mates.

Penalty for Violating Our Code:

- All students in the group are responsible for enforcing the rules in this code (You and your colleagues are the owner of B146a)
- Severe offenses that need immediate and serious attention including harassment of students, intimidation, behavior that puts people in physical danger, or behavior that may result in major destruction of equipment should be reported to Rod immediately .
- For all other offenses, if a student notices another student breaking the code, they should follow the following procedure:
 - First, gentle reminder by the student
 - Second reminder  If the problem persists, the student should e-mail the offender reminding them of the rule and asking them to respond to the e-mail confirming their understanding
 - Inform Rod