

# General Lab Etiquette

Our laboratory should be a place for productive discovery, development, designing, collaborating, and general learning. 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.**  
If you remove any equipment or supplies from a shared bench and workstation, you MUST return them and put back into original conditions as soon as you are finished. 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.**  
Minimize non-work related chatting and usage of cell phones and internet, which are the biggest time wasters. Keep distracting noise to a minimum. Provide collegial support for your colleagues. Share your knowledge and understanding. 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. Have only what you need in your work space.
- **Take responsibility for the lab and your colleagues.**  
The lab is our asset and we must take the responsibility to maintain it and the safety of our lab member. 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. 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 group supervisor.
- **Help maintain the supplies and facilities in working, accessible, usable order.**  
Keep your own work bench tidy! Do NOT make a mess on the general storage places when getting supplies and putting them away. Remove any mess you create during your experiment immediately after you are finished with experiments, especially in the public places (fume hoods, sinks, lab floor, microfab area, etc).
- **The lab printer is only available to support laboratory research for all lab members.**  
Paper and ink costs add up. The printer should only be used to print documents directly related to the research projects, such as experiment results, manuscripts, and progress reports. Minimize printing of literature papers for just personal reading. It is not appropriate to use the lab printer for printing personal documents, including course assignments and term papers. There are other facilities on campus for personal use.
- **Provide part identification and price information when requesting the purchase of chemicals and lab supplies.** Suggest supplies and equipment that would be beneficial to improve the lab.

**Inappropriate behaviors in the lab and failure to respect other group members may lead to suspension from working in the lab.**