

## NIL Lab Member Expectations

### **Researchers (students, post-docs, collaborators, etc.):**

- These will vary depending on the project, but in general
- Learn animal surgical procedures
- Learn 2P equipment operational procedures
- Learn Camera equipment operational procedures
- Learn Electrophysiology equipment operational procedures
- Learn Lab clean-up procedures
- Complete IACUC Training
- Complete Laser Safety Training
- Complete Controlled Substance Training
- Help with animal care as needed (your animals or animals from other lab members/collaborators)
- Attend all group meetings, present and participate
- Complete yearly evaluation or progress report by the end of January

### **Students:**

- ALL ABOVE and
- Complete coursework and remain in good academic standing
- Train animals (with help of other students and undergrads)
- Conduct experiments with PI at first then independently
- Guideline minimum of 3 papers for graduation
- Guideline of 1 abstract per year
- Guideline 1 conference per year
- NO repeated abstracts
- Attend all group meetings, present and participate

### **Post-docs:**

- Independent experiments
- Guideline minimum 1+ paper per year
- Guideline 1+ conference abstract/attendance per year
- NO repeated abstracts
- Attend all group meetings, present and participate

### **Before starting ANY experiment:**

- Animal transport equipment (box and/or cart) is CLEAN, wipe if necessary
- Animal is in correct IACUC protocol
- LABEL ANIMALS when USING MULTIPLE ANIMALS (or TAG them)

- ALL SURFACES ARE CLEAN (microscope handles, ALL surfaces, ABSOLUTELY NO BLOOD or animal remains or cage bedding can be observed upon VISUAL INSPECTION)

**After concluding experiments**

- WIPE ALL SURFACES, LEAVE WET
- NO BLOOD, NO ANIMAL FAECES OR HAIR, NO VISISBLE ANIMAL BLEEDING
- CLEAN ALL EQUIPMENT
- CLEAN ALL TOOLS
- RETURN TOOLS, treadmills to the appropriate location
- TURN OFF Laser
- TURN OFF Camera
- TURN OFF Light sources
- TURN OFF everything else
- Make sure CORRECT ANIMAL is in the CORRECT CAGE
- Make sure ANIMAL is in CORRECT IACUC protocol
- FILL OUT PROCEDURE CARD or TREATMENT SHEET if necessary
- RETURN ALL MICE to DLAR animal facility
- Place cards in the IACUC/DLAR bin at the animal facility if necessary
- Return empty cages to DLAR animal facility
- NOTIFY Lab Manager or PI if EQUIPMENT IS NOT FUNCTIONING, MISSING PARTS, UNCLEANABLE

**IF YOU HAVE NOT ENSURED THESE TASKS ARE COMPLETED, PLEASE GET IN TOUCH WITH ANOTHER LAB MEMBER or PIs TO FINISH CLEAN-UP**

I have read and understand my expectations for working in the lab.

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

Date: \_\_\_\_\_