

## Shared Lab Policy Document

### *Purpose*

This document lays out policies for administration, reservation, use, and resupply of the Department's shared laboratory facilities. This document includes general policies, applicable to all facilities, and lab-specific policies.

### **1. General Policies**

#### *1.1) Administration*

Each lab has a designated faculty member in charge of ensuring that usage of the facilities conforms to the policies presented in this document. These faculty also serve on the Shared Lab Policy Committee. Faculty in charge can appoint a designee to assist in the day-to-day administration of the lab (e.g., managing reservations, supplies). This designee could be a graduate student, post-doctoral fellow, or lab manager. Table 1 lists shared labs and the 2024-2025 faculty in charge, and designees.

Table 1. Shared Labs, faculty in charge, and designees.

<b>Lab</b>	<b>Location</b>	<b>Faculty in Charge</b>	<b>Designee</b>
<i>1<sup>st</sup> Floor Behavior Lab</i>	Psych 1306	German	TBD
<i>2<sup>nd</sup> Floor Behavior Lab</i>	Psych 2619	Gable	TBD
<i>EEG Lab</i>	Psych 2324	Sprague	TBD
<i>Neuroendocrinology Lab</i>	Psych 3513	Jacobs	TBD
<i>RECVB</i>	PsychEast 0818	Hegarty	TBD
<i>Blascovich Lab</i>	Psych East 2800	Sherman	TBD

## 1.2) Lab Reservations

Efforts will be made to ensure that reservations will be allocated in a transparent manner according to the following procedures.

- The Department will set up calendars for the purpose of scheduling usage. Department Computer Support, the faculty in charge, and designees will have the ability to administer the shared lab calendars for which they are responsible.
- Unless otherwise dictated by the priority scheme (see below), reservations are made on a first come, first serve basis.
- In the event of conflicting requests, scheduling will be done according to the following priority scheme: 1. PBS graduate student dissertation research; 2. other PBS graduate/faculty experimental sessions; 3. Non-PBS faculty/graduate student requests (see 1.3. non-PBS usage below); 4. debugging sessions.
- Use by non-PBS faculty, post-docs, graduate students, and staff is allowed, but subject to permissions (see 1.3. non-PBS usage)
- Requests for scheduling made by faculty, staff, and graduate students will be sent to the lab designee via email.
- Room reservation requests must include all pertinent information including the day, time, duration.
- Requests for repeated reservations are allowed and they must include specific information about the start and end dates of the event (for example 4/10/16 through 6/9/16. **Do not say** “for entire quarter, please indicate dates for start and end date). Any requests with unclear information will be returned to the requester. Requests for repeating events must be reasonable and considerate of other users of the space.
- Once a room reservation has been made, the Moderator will email a confirmation to the requesting party letting them know their room is reserved. If the reservation is not available, the Moderator will send an email letting the requesting party know they need to find another day/time.
- Changes can be made by emailing the facility designee.
- Cancellations require notifying the facility designee as soon as possible in order to make the room available to others.
- Undergraduates cannot make room reservations; requests must be made by a faculty member, staff (lab manager or post-doc) or graduate student. Undergraduate room requests will be returned to the undergraduate and must be resubmitted by a faculty member or graduate student.
- Any request that needs to be re-submitted (e.g., because of unclear or incomplete information) will enter the queue with the date and time of the (final) re-submission, not the date and time of the original request.
- The room reservation calendar will show the time of the event, the name of the event and the name of the user who scheduled the event for each event listed.

### *1.3) Use of Shared Facilities by Non-PBS faculty, Graduate Students, and Post-docs*

Access to the facilities by non-PBS personnel is allowed with the permission of the PBS Faculty in Charge (of the specific facility). None of the shared facilities are currently recharge centers, thus use of the facilities by non-PBS personnel will be permitted with the understanding that the non-PBS researcher pay for consumable supplies and expenses to maintain the relevant shared facility at a level commensurate with usage and, if possible, funding sources paying for the research using our facilities should be administered by PBS.

### *1.4) Lab Training and Access*

Departmental researchers wanting to gain access to the shared facilities are responsible for ensuring they have the appropriate training to use the facilities. Monitoring access to the facilities and supervisory requirements (e.g., for undergraduates) is managed by the faculty in charge.

- For research with human subjects, the researcher is responsible for securing the appropriate approvals from the appropriate IRB body (e.g., UCSB Human Subjects Committee, Western IRB) and also required to ensure that experimenters have the appropriate certifications for conducting research with human subjects.

- For facilities that require special training (e.g., EEG, psychophysiology, neuroendocrinology, etc.), reservation requests should include information about whether the individual making the request has the appropriate training.

### *1.5) Lab Computer Software & Hardware*

The department computer support staff will set up computers in the computer-based testing, including the installation of commonly used software and toolboxes. If a researcher requires a specialized piece of software for the shared lab computers, the installation must be approved by the faculty in charge (or the designee). Researchers can proceed with the installation after the approval. Researchers cannot install database or website servers on shared lab computers. Similarly, if a researcher requires a specialized piece of hardware to be connected to the shared lab computers, approval must be received from the faculty in charge (or the designee). If there are uncertainties about whether software or hardware will introduce network security vulnerabilities, researchers should consult with the departmental computer support staff.

Typically, computers or equipment may not be moved from the shared facility. One exception is the Biopac modules in the Jim Blascovich Lab for Psychological Science. Because these modules are portable and in the 2800 teaching labs, these may be removed with prior permission from the faculty in charge. Requests to move must be included with the lab reservation request.

### *1.6) Lab Supplies*

To the extent possible, researchers are responsible for replacing or contributing to the cost of replacing consumable supplies that they use (e.g., gels, tape, assay kits). Because the needs of each lab are quite different, researchers are required to coordinate with the faculty in charge to determine how consumed supplies will be replaced (e.g., purchase from grant, which supplies, etc).

### *1.7) Damage and/or lost material*

If there is any damage or loss to the shared space and/or equipment, the faculty administrator should be contacted immediately. Costs for damaged/lost/or stolen equipment will be determined by agreement between the user, the Faculty Administrator, the Chair of the Shared Lab Committee, and/or the department Chair.

## **2. Lab Specific Policies**

2.1) *1<sup>st</sup> Floor Behavior Lab*. Covered by the general policies.

2.2) *2<sup>nd</sup> Floor Behavior Lab*. Covered by the general policies.

2.3) *EEG Lab*.

2.4) *Neuroendocrinology Lab*.

2.5) *RECVB*.

2.6) *Jim Blascovich Lab for Psychological Science*.

PBS researchers who are interested in using the BioPac equipment should complete an application and then contact the faculty administrator of the Jim Blascovich Lab for Psychological Science, currently David Sherman: [sherman@ucsb.edu](mailto:sherman@ucsb.edu)

1. Graduate students / postdocs must have a faculty advisor email the administrator of the Jim Blascovich Lab for Psychological Science and indicate that they have read the policy and will abide by the rules of the shared lab space.

2. The application needs to be complete and submitted. This can be done here:

<https://tinyurl.com/ucsbpsychophys>

3. The equipment can either be used in the 2800 cubicles (when class is not being taught). If it is to be used in the 2800 cubicles, then the appropriate times need to be blocked out. The department policy for scheduling rooms is here:

[https://psych.ucsb.edu/sites/default/files/docs/Room\\_Scheduling\\_Information.pdf](https://psych.ucsb.edu/sites/default/files/docs/Room_Scheduling_Information.pdf)

4. Up to two BioPac devices can be checked out. The appropriate calendars should indicate who is signing up for which devices (each one is associated with its room number).

- Biopac 2806
- Biopac 2807
- Biopac 2808
- Biopac 2809
- Biopac 2810
- Biopac 2811
- Biopac 2812
- Biopac 2813

5. Researchers can use gel packs and electrodes (for up to 20 participants) from the UCSB inventory, currently maintained by the faculty administrator. After that, supplies need to be purchased by the individual laboratories. Users of shared supplies should update the inventory and notify the administrator when that is done. The different types of supplies and their inventory can be viewed here:

<https://tinyurl.com/ucsbpsychophysinventory>

Peripheral cords need to be provided by individual laboratories.