Bushley Lab Code of Conduct

Conducting scientific research in a lab environment requires creativity, patience and persistence, and cooperation. Life any other work environment, working as part of a scientific team requires working with others in a professional, equitable, and respectful way. Our lab is a collaborative community and as the leader (or PI) of our research group, I strive to foster a lab culture that is safe, supportive, and respectful. All lab members have a responsibility to contribute to a safe, affirming, inclusive, and productive work environment. Open communication is key. I encourage lab members to communicate any challenges they are having or concerns to me or my supervisor so we can strategize finding a solution. It is better to communicate directly and address concerns sooner rather than later, and not allow them to fester.

Below are some guidelines for helping us all get along, be safe, and achieve great science!

**1: Practice Tolerance and Inclusivity:**

Lab members come from different backgrounds and each person bring unique perspectives to the table. It’s important that we all respect and listen to diverse perspectives. Not only is it common courtesy, but better science results from diverse insights. The Bushley Lab is committed to creating an inclusive environment that promotes the successful scientific careers of people of all races, ethnicities, sexual orientations, and gender identifications. However, society, our institutions, and even disciplines of science have a long history of oppression, and biases and discrimination can be embedded in the structure of our institutions and in our unconscious minds. As such, we require training for cultural competency and implicit bias as part of laboratory training and do not tolerate any aggressive or micro-aggressive statements or actions based on perceived or unconscious assumptions about individuals based on their race, ethnicity, sexual orientation, or gender identification. Below are some affirmations, guidelines, and policies to deal with any concerning statements or behaviors and to actively combat “isms” in science and our daily lives.

* We value the insights and ways of questioning that come from diverse perspectives.
* Comments perceived as biased or hurtful can first be addressed directly to the person making the comment. However, if an individual feels uncomfortable with direct confrontation, Dr. Bushley or her direct supervisor Dr. Melanie Filiatrault (Melanie.Filiatrault@usda.gov) can help mediate the situation.
* Individuals in the lab strive to confront racist or derogatory statements in the wider University and community.
* We will actively seek to recruit and provide training opportunities for young scientists from groups underrepresented in science.
* We will continue educate ourselves and act to dismantle systemic bias and racism in our research environment and institution.

**2: “Treat others as you would like to be treated yourself”:**

* Ask others before using or taking plates, media, or solutions labelled with others names. There are some community resources, but please respect the time and effort of others in preparing materials if they have labelled them. Ask before using.
* Inventory – if you notice that a lab supply is running low, please put on order list asap! Others may also need it in the near future and it can take time to order new supplies.

**3: Safety is everyone’s first priority:**

* Safety training in biological and chemical hazards in the lab should be completed prior to working in the lab.
* **Treat all biological organisms in the lab with caution**. Culture only in the biological safety cabinet, wear gloves and other PPE. Decontaminate all biologicals by autoclaving for 90 minutes with a biological indicator.
* **Turn Equipment OFF:** Make sure all waterbaths, heatblocks,centrifuges, and other equipment you have used is OFF before you leave the lab. If you are the last person to leave the lab, take a quick sweep of the rooms to make sure not equipment was left on.

**4: Take care of lab equipment as if it were your pet (or plant or cell phone -😊.)**

* **PCR machines:** These can wear out over time. As a general rule, do not leave PCR reactions for more than overnight in the PCR machine and if leaving overnight, please set the holding temperature at 12 C. It is stressful on the machine to hold low temperatures for long periods of time and will shorten the machines life or break it.
* **Biosafety cabinets**. It is acceptable to leave small quantities of clean pipet tips and sterile water in the hood but try to keep material left inside to a minimum, it will interrupt airflow and potentially compromise protection. Please clean the hoods with 70% ethanol both before and after use. If you are pouring plates, it is acceptable to leave them **OVERNIGHT only, but not longer**. They will dry out and they may also be in others way. If you will not be using them by the following morning, package them up in sleeves and put at 4 C.
* **Microscopes** – These are often expensive pieces of equipment. Please be careful not to scratch the lenses and use only lens-paper to wipe objectives and lenses. **Always put the microscope cover back on…DUST IS THE DEVIL!**
* **Centrifuges –** If you spill something in the centrifuge, clean it up with distilled water or if it is a biohazard, 70-95% ethanol. **DO NOT use bleach or any other chemicals** to clean the rotors, it can corrode and weaken them, leading to a centrifuge failure.
* **Weigh Balances** – **Clean the balance after EACH use.** There is a small paintbrush next to the balances that can be used to brush away chemicals and then wipe them up with a wet paper towel. Chemicals left on the balances will cause corrosion.
* **Gel Docs** – It is good practice to close the cover on the gel-doc after use. The TAE will evaporate and you may get strange gel images if the concentration of the buffer changes too much. Please dispose of gel immediately and do not leave used gels out on the gel-try or bench.

**5. Remember what you learned in kindergarten…if you make a mess, clean it up!**

* Wash all your glassware and cleanup any leftover tubes within one day of use.
* Biological waste decontamination. The job of the person responsible for biological waste to check biological waste bins weekly on Thursdays and autoclave and dispose if needed. It is not acceptable to leave waste bags on the floor, so if the common waste bin becomes full during the week or you yourself generate and fill a biological waste bag, please decontaminate it yourself as soon as possible.
* Keep the common benches and the chemical hoods free of debris, including tubes, tips, kits, plates or other experiments. Plates and or other experiments should not be left out on the common benches. If you need to sort through some plates for a day or two, that is acceptable, but for longer term storage, place them in the incubator or a close plastic bin. Cultures left on the benches for extended periods may be discarded!

**Lab Duties:**

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| **Lab Duty** | **Duties** | **Current** |
| **Ordering and Receiving** | Order common lab items or on ordering board, keep track of items received | **Nin Knight****Mike Wheeler** |
| **Chemical Safety and Lab Inspections** | Keep chemical hoods clean, inspect chemical hoods, eyewashes weekly, dispose of chemical and hazardous waste | **Emily Green** |
| **Biological Waste** | Certify autoclaved waste and enter in log | **Nin Knight****Mike Wheeler****Others as needed** |
| **Lab Solutions** | Make sure TAE, 70% Ethanol, general supplies such as soap etc. are kept up | **Claire** |
| **Inventory** | Keep track of commonly used lab items that are running low and put on the ordering board | **Nin Knight** |

**Undergraduate workers:** Graduate students and/or postdocs have a primary responsible for supervising undergraduates working with them on a project to ensure that all student workers and interns are properly trained in safety, clean up after themselves, and abide by lab rules.