

## **ADAMUS LABORATORY VADEMECUM**

**ALL TEAM MEMBERS HAVE ACCESS TO THE ADAMUS GOOGLE CALENDAR, AND ARE EXPECTED TO CHECK IT AT LEAST DAILY, TO VERIFY THEY ARE ON TRACK WITH EVENTS, MEETINGS, ETC.**

**ALL TEAM MEMBERS MUST GO THROUGH LABORATORY SAFETY TRAINING OFFERED BY UF. NO ONE IS EXEMPT.**

**UNDERGRADUATES SHOULD NEVER WORK IN THE LABORATORY ON EQUIPMENT BY THEMSELVES.**

**NO PERSON WITHOUT A UF ID SHOULD BE IN THE LAB AT ANY TIME. REMEMBER: WE ARE LIABLE IF SOMETHING HAPPENS. IF YOU BRING SOMEONE IN, IT IS YOUR RESPONSIBILITY, AND YOURS ONLY.**

---

The rules regulating work in the lab are set by the laboratory Director, Professor Bevilacqua, and apply to all those who were allowed to join the group, to use the lab for their theoretical and/or experimental research.

The bullets below are dictated by common sense: things cost money, and if the users do not care, things get lost or damaged, and someone has to pay. Resources are not infinite, and replacements are usually not possible, with catastrophic consequences for the lab and the research performed in it. It is a very simple line of thinking that every person accessing the lab has to have very clear in mind. We are all adults, and we all take our share of responsibility in everything we do every day.

1. *When part of the ADAMUS lab, you will have no rules other than these ones.* These rules are serious and will be strictly enforced. The rules are not to be discussed or modified; they simply are.
2. The lab is built through students' tuition and external grants (taxpayers' money). It must be treated with extreme care. Always.
3. If anything becomes useless because of someone's negligence, that person is held accountable.

4. Any items leaving the lab, no matter if very small, no matter if not expensive, no matter if for a few seconds, must be checked out at the door's sheet (see following pages). The person taking it out is responsible for its return to the lab. If an item is not checked out, responsibility falls on all lab members.
5. There is no borrowing of items from the lab. Not even a pen.
6. It does not matter what you use, it must go back in its box, its box back to where it belongs, and all drawers, cabinets, etc., must be closed. If something was kept and connected in a certain way, chances are you should put it back that way.
7. Desks and work tables must be organized and clean at all times.
8. Small items such as nuts, screws, cut wires, etc., cannot just float around. They go in the appropriate organizer box.
9. If something big enough to have a sticker tag with an inventory number does not have it, you should report that to the lab manager, so that the items goes in the list.
10. In general, when your eyes are hit but something not in order, please, do not turn around....fix it, or report it!
11. If you are sick, or think that you are sick, do not share your germs, stay at home and take care of yourself. Use the hand sanitizer station in the lab every time you get in, if possible.
12. A regular, reasonable, work day starts at 9, and goes until 5. While it is recognized that researchers work nights and weekends, that ideas come and go with no boundaries, it is good practice to be in the laboratory, and show consistent commitment. Especially if your work is experimental! And also because your behavior is an example for the others; each one in the lab can set a tone, can contribute to the work atmosphere. If such example is a bad one, then you are causing problems to the group. In other words: **YOUR PRIVILEGE TO FLEXIBILITY MUST BE EARNED, IT IS NOT AN AUTOMATIC RIGHT. WHEN YOU ASKED TO WORK IN THE LAB AND WERE TOLD YES, IT MEANT THAT YOU WOULD WORK MOSTLY IN THE LAB.**
13. Programs connecting remotely to the lab's computers and vice-versa are generally not allowed. They are in cases of emergency or real need, but cannot be the base or your regular work day. In plain English: you are

welcome to work more by connecting to the lab's computer, but not during regular work hours, not on a regular basis as a substitute of being physically in the lab..

14. This laboratory works on efficiency. Efficiency means being responsive to emails, to requests, respecting deadlines, showing up at meetings in time, ALWAYS. Maintaining an updated calendar, keep your eyes open and participate. You are expected to be an active member of a team, not just another person going by.
15. **SHARING DOCUMENTS OF ANY KIND WITH THE OUTSIDE WORLD:** the work performed by anyone in the group is sponsored by either UF or research grants (usually taxpayer's funds, i.e., Federal grants). No one is authorized to share any document outside of the group without consulting with the PI (Principal Investigator, i.e., Dr. Bevilacqua). Any document means anything, from a simple word file to especially software, drawings, etc.. The PI is financially responsible for the grants, as well as responsible for administering when results and documents can be released to the public. Anyone acting outside of this regulation will be held accountable for jeopardizing the correct development of funded research.
16. Keep file names short. Nested directories may mean some files get skipped when you copy them, and then you have to search each directory to find the missing files
17. **Thesis and presentations deadlines: any thesis is due to Dr. Bevilacqua at least 1 week before final submission. Any presentation for thesis defense and conferences must be rehearsed in the laboratory with the whole group, at least twice in the week prior to the presentation.**

# Backup Procedures for the ADAMUS Laboratory

It is **MANDATORY** to always keep a backup of the files you are working on. Other than the backup you should keep on your computer, it is mandatory to have a backup of your files on the lab server and/or lab external hard disc maintained by the lab manager.

Each lab member must maintain the following folders: **figures, multimedia, paper files, presentations, software, literature.**

They are the bare minimum, and you can have more folders if you find it appropriate, as long as it makes it easier to locate the material.

The lab manager will periodically check on your backups, transfer them on the lab external drive, and request updates if needed.

Don't save files which are not strictly for research purposes. The space is limited and it must be used only for research.

