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General expectations

Work hard

Even geniuses need to. Adapt to your lifestyle and work habits, of course. That could easily mean time to exercise or get outside. However, if you are working on a heavily experimental project (and most are), you’re going to be in the lab late nights and weekends. That’s what grad school is about. I bust my tail providing ideas, facilities and resources for you – I expect you to repay me by at least equal effort.

Multitask

Be able to handle multiple objectives simultaneously. Within your project, attack it from multiple fronts - when you’re not in the lab, read papers, do theory or numerics or process data. I will also ask you to do things outside your direct project such as help review papers, get equipment running or write parts of a proposal. Sometimes there will be opportunities to work on a small side project. The mental agility to handle multiple topics and manage your time is a critical part of success in research.

Stand up for your research

Too many distractions? Need the optical table to yourself? Need resources? Ask me. Look for them yourself. Check with committee members. Be creative. Success in research = getting the job done, not suffering in silence. Your management skills can be as important as your laboratory skills – use them.

Publish

Our output is papers. The essential requirement of the PhD is to contribute new knowledge to the field. If you do not publish, you will not receive the degree.

- A reasonable standard for adequate progress is one first-author journal paper per year, on average.
- Each of those should provide fodder for one first-author conference proceedings per year. I will gladly send you to those conferences. You bring the data, I’ll bring the money.

Collaborate

Our work is generally highly collaborative, either within or beyond the group. Your colleagues will help you and ask for your help in return. This provides opportunities for co-authorship on papers. You should have as many co-authored papers and conference proceedings as first author papers. Doing the math, that means that one publishable set of data / year while receiving and providing help to your colleagues should turn into a CV with 20 publications on it by your defense. That will put you in the top tier of candidates for almost any job you apply for after the PhD.
Be impatient
3 years can go by in an eye blink. Get things done and done now. Assuming adequate progress, I commit to funding your research for 5 years, but not more.

Feedback
At the end of each semester, you will work with Bob to review your progress and set goals. This will allow you to get feedback 3x per year. If you are not making adequate progress towards your degree, you will know this early, not at year 5.

Vacation
There is no formal vacation time in an RA. You will go home to see parents, take an occasional trip etc. Clear these with Bob well in advance and be sensitive to your own progress and upcoming deadlines (conference submissions, project milestones etc.). It is quite rude for your boss or dependent co-workers to find out you’ve gone on vacation only once you are gone.

Group meeting
At the beginning of each semester, Bob finds out what people’s schedules are and sets a time and place for group meeting. You are expected to be there and prepared for the meeting unless you have talked to Bob about extenuating circumstances. The preparation required for group meeting depends on the type of group meeting. If the meeting is a journal club, read the paper and be prepared with insights or questions.

Individual/project meetings
You will have a scheduled time to meet with Bob every week. Simple etiquette says to be on time or to let Bob know if you are going to be late or absent. Don’t waste this time. Take, analyze and plot data in advance. Bring a relevant paper to discuss or your own paper in preparation for discussion. Ask a question.

Lab Notebook
Lab notebooks are provided for your use. Please use them to keep a detailed record of your work in the group. Drawings, images, legible notes, etc. should be secured into your lab notebook in chronological order. There should be enough detail so that you or someone else looking at your lab notebook years from now will be able to reproduce what you did. Maintain a neat, organized notebook (it’s much harder to do this after the fact) including an up-to-date table of contents. Be particularly careful to identify sample formulations, polymer coupon numbers etc that are stored beyond the notebook. These samples should be uniquely labeled so that anyone finding them could find the matching section of your notebook without you there. When your tenure with the group is over, the lab notebook must remain with the group. You are welcome to photocopy any part or the entire lab notebook.
Lab Practice

This document is a result common of complaints from those working in the lab on a daily basis. These complaints basically amount to good lab practice and general lab courtesy issues. These issues have come up enough that they are worth dealing with explicitly.

Keep it clean. Always. Yes, even then.

- The lab is a shared research space. Dirty habits threaten the safety of others, reduce the professional appearance of the lab to visitors, delay coworkers and ruin experimental results. You MUST keep the lab clean at all times.
- No food is allowed in the lab. Cups with a sealed top to limit spills are allowed but never on an optics bench.
- **Optics benches, cabinet tops and other work surfaces should have NO random items left on them when you leave the lab for the day.** Put wrenches back in their holders, clean up all parts not being used (more below), throw away all trash. This is really simple. It’s either part of your experiment, a benchtop instrument, or it’s put away somewhere else. Period.
- If you must leave something overnight, particularly in a shared space (e.g. a sample curing on work table), please leave a note with your name and the date on it. This will prevent accidents, allow you and others places to work, and not embarrass Bob when he is giving lab tours.
- It is reasonable to have a small “stash” or bone-yard of mechanics and mounted optics in your lab. BUT
  - Do not hoard generally useful items that are not going into your experiment soon. This costs everybody both time and $ and is really selfish. If you exhibit this behavior consistently, your privilege to have any “stash” will be revoked.
  - Organize your “stash” – place mounted optics in a single cabinet or bolted to a corner of the table. Do not scatter bits and pieces around the table. Don’t even put them down for a moment – bolt them in the bone-yard. Now.
  - Do not put off putting things away. When you take an item off the table that you know you won’t be putting back, simply don’t put it down in your lab. Carry it to the central room and deal with it. Now.
  - **PROTECT UMounted OR UNMounted OPTICS FROM DUST OR SCRATCHING. LEAVING OPTICS FACE UP TO COLLECT DUST OR WITH OPTICAL SURFACES ON THE TABLE WILL MAKE YOUR ADVISOR INSTANTLY ANGRY.**
- Keep tools (e.g. ball drivers) in their holders and don’t mix them between labs. If you are missing one, find it or order another (and paint it with nail polish to match your room).
- Remove the top layer of the sticky mat first thing in the morning or any time you notice that it’s dirty.
- Clean up all chemicals from the bench top and from all tools. This is a serious safety issue. Wash all glassware and hang it on the drying rack. Nothing should ever be stored in the sink. Rinse and wipe the sink. Treat this space like your mother would treat her kitchen.
- Generally clean what is dirty or nag the responsible person to do so. If a problem is persistent, bring it up at the group meeting.
Management of optics, mechanics and electronic parts

- When you receive a new optic, **immediately** label the optic with as much information as possible. At the minimum, the manufacturer and the part number should be written on a ground surface. For example, a lens can be labeled with a sharp pencil along its edge, a mirror can be labeled with a permanent marker on its back, a beamsplitter can be labeled on the non-optical faces. If the label on the optic cannot be clearly seen once it is placed in a mount to go into your system, please add a label or tag to the mount. Copy this information back onto storage packaging when you put the item away. Labeling supplies are in the storage room – use them.

- When putting away optics,
  - Clean them so they are ready for the next use. Isn’t that how you’d like to find them?
  - Package the optic for storage. Use the lined paper envelopoes for optics or an empty optics box and label the container with the same information as specified above. Unless necessary, do not wrap the optic with lens paper/tape – other potential users must then tear the paper to see what is inside, which defeats the purpose.
  - Put the clean, labeled optic in the proper drawer and bin. If there is not a storage location for a new kind of optic, stop and create one. Now.

- Mechanics follow much the same procedure but without the packaging.
  - If this is a new item, make sure it is branded with a gold “RM”. If the equipment is old but not branded, do so.
  - Make sure that the item is clean (no tape, etc) and in good working order.
  - If the item is broken, it is your responsibility to see if you can fix it – nobody wants the job of fixing other people’s broken hardware. See “Pottery Barn Rule.” If it clearly is toast, discard and put a replacement item on the purchasing list if it is relatively rare (e.g. not a post).
  - Disassemble the mechanics down to the fundamental parts and remove random screws (e.g. from the tops of posts). Do not disassemble a stage without prior discussion with Bob.

- If items are stored in the wrong locations, stop and move them. If you cannot find the proper location, make one or ask the person responsible for the storage room what to do. Their name is on the assignment sheet posted in the storage room.

- Electronics, lasers and other large items have homes in the storage room or cabinets around the labs. Put them away when you are done with them.
  - Brand them, as per mechanics above.
  - Label the shelf with the item. This way others know that an item exists, even if it is not put away. For closed cabinets in the labs, make sure the outside of the cabinet it labeled – we have 70+ cabinets in the lab and that’s a lot to look through to find something.
  - Before putting the item away, put a sticky note on it with its condition, your name and the date. This makes it much easier for the next person. E.g. for a HeNe: “Slightly under spec power of 2 mW. Date. Name”
• When taking optics or mechanics out of the storage room:
  o Consider the price. If there are multiple items (singlet vs doublet lens, big mirror vs. small, precision stage vs. economy) use the cheaper item if you can. If you don’t know what you need, stop and figure it out – you’re an engineer. Zemax the optics, or do a quick tolerance calculation on the mechanics. The difference between a cheap multiple-order quartz waveplate and a broad-band polymer can be thousands of dollars. Multiplied across all the experiments in the lab, poor choice of hardware can consume 10’s of thousands of dollars per year, needlessly. This will limit the toys we can purchase for your project and, ultimately, your success.
  o If the optical, electronic or mechanical item is costly or rare (a broad-band waveplate is, a post is not), leave a poker chip of the appropriate color when you take the item. Obviously reverse this procedure upon return. If you are looking for an item we are out of and find poker chips, look in that lab to see if the item is in the experiment (don’t touch) or stashed locally. Ideally, ask your colleague if you can use the item. This is meant to give us some of the benefits of an inventory management system with almost zero effort.

**Laser safety**

• The red laser lights outside of every room are used to indicate that a laser is on in the room (dangerous or not) or that an experiment is running. Labs with dangerous lasers will be so marked – do not enter without goggles if the red light is on, ever! When a red light is on, please avoid that room if possible. If you must enter the room, please do so carefully. Usually a note is on the door with information regarding any requirements for entering the room (e.g. wear goggles, lights off, walking gingerly, etc.). Please follow those instructions.

• If you turn the red light on, please remember to turn the light off so that others may enter the room if necessary and so that cleaning staff will enter the room to dust, mop, and empty trash. The cleaning staff has been informed that they are not to enter a room with a red laser light on under any circumstances.

• Most of the lasers we use can blind you. Use the proper goggles and safety precautions. If you have not had AOL or a similar class that teaches laser safety, ask.

**Loaning out equipment**

• We are collegial here and do loan out equipment to other labs. When we loan out equipment, that loan **MUST** be logged on the equipment sign out sheet on the door of Bombadil. Whether it is a chipped lens or something larger and more expensive. Do not loan out unique, critical equipment (e.g. the wavefront sensor) or expensive (>5K$) items without prior permission from Bob. In this case, the item must be tested to work to both party’s satisfaction and it must be clear that the borrower will replace the item if it does not return in the same condition. If you check an item out, you are responsible to follow up with the borrower and get it returned in a reasonable time (a few weeks).
Lab supplies

- Please do not borrow common supplies from other rooms (cleaning supplies, tape dispensers, markers, scissors, etc.). Permanent items should be marked with a specific color of nail polish. If you have run out of a consumable item, please refill from stock supplies in the equipment room or the chem room. If supplies are running low, please contact the appropriate person to refill the supplies. See the Lab Assignments Handout for what students are responsible for ordering what supplies.

- Please IMMEDIATELY refill any supplies that you finish off. This includes, but is not limited to: cleaning supplies (methanol, acetone, lens paper), office supplies (tape, rubber bands, post it notes), medical supplies. Back stock of these materials is usually kept in either the chem. room or the equipment room. If you are not sure where, please contact the person responsible for that room.

- If you notice supplies are low (i.e. 0, 1 or 2 left in back stock or 10-100mL left in the bottle, etc.), please contact the appropriate person with the item(s) and part numbers if possible.

- If you know that you are going to be using a large quantity of certain supplies and will be depleting back stock quickly, please contact the appropriate person so they can order more and make sure other students will have access to that item if they need it as well.

Current experiments

- Generally, never touch the experiments of others without their explicit permission. This includes any optics, mechanics or electronics that are connected to the experiment.

- Items in a “stash” can generally be removed, but it is better if you ask first. If you remove such an item that the original owner immediately needs back, give it to them.

- If you need to “reserve” a piece of equipment or have the lights off in a common room, please leave a large note with your name, the date and the duration of the experiment. Remove this note when you are done.
Environment Health & Safety (EHS) Policy

Waste Disposal Summary: “What goes where?”

The Sink
- Yes: Water and soap.
- No: Everything else.
- Really no: monomers that will solidify in the drains.

The “Glass Box”
- No: Biocontaminated glass
- No: Bottles or glass with liquid chemicals
- Yes: Empty glass bottles and vials, microscope slides
- Yes: Monomers that have solidified in their bottle.
- Yes: Glass cuvettes, slides or bottles with solid polymer
- Yes: Gloves or papers (e.g. a paper towel) with glass shards

The “Sharp/Biohazard Container”
- Yes: Razor blades
- Yes: Needles
- Yes: Biocontaminated glass
- No: Anything that can otherwise go in the “glass box”

The “Hazardous Liquid Waste Bottle”
- Yes: Any liquid chemical waste.
- Yes: Solvents used to clean chemical bottles for disposal

How to dispose of a bottle of chemicals
- Monomers: Polymerize and dispose bottle in glass box.
- Not “acutely hazardous” liquids: That is, chemicals not on the “P-list”. Write down the chemical name and quantity on the label attached to the liquid waste bottle. Then rinse the original bottle with the proper solvent (which also goes in the hazardous waste bottle). Cross out the chemical name on the bottle and write “Empty”, then dispose of the bottle in the glass box.
- “Acutely hazardous” liquids: That is, chemicals which are on the “P-list”. Triple rinse the bottle with the appropriate solvent. Capture and record the solvent in the liquid waste bottle. Then remove the cap and label and mark the bottle “empty”. Large bottles can go directly to the dumpster, small into the glass box.
- The EPA “P-list” is here: http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr;sid=5936771a9507b7fbbf96353ee2cc56d3a;rgn=div8;view=text;node=40%3A26.0.1.1.2.4.1.4;idno=40;cc=ecfr.
Chemical Waste Generation

Because of the cleaning chemicals and the polymers we use, it is very likely that you will generate chemical waste. Therefore you will very likely become a hazardous waste generator. As a hazardous waste generator, you have responsibilities. You must know and practice these responsibilities. Therefore in order to work in this lab, you are required to take the EHS Hazardous Waste Training and pass the EHS Hazardous Waste Training Exam. You must pass the exam before you may begin work in the lab.

EHS Training

All potential hazardous waste generators are required to take the Hazardous Waste Training Course. You may either attend a scheduled course by checking the EHS Website or by viewing the course slides online. At the end of the course, you will take the exam. The course dates, slides, and exam are available at [http://www.colorado.edu/ehs/training/hazardous.html](http://www.colorado.edu/ehs/training/hazardous.html). If you take the course at EHS, please provide documentation to that effect to either Bob or the lab manager. If you choose to view the slides and print out the exam, please take the exam to the lab manager for grading. The lab manager will submit the exam to EHS provided you passed. Otherwise you must take the exam again.

EHS Refresher

You are required to take a hazardous waste refresher quiz annually, reminded by an automatic email. This exam is available online at [http://www.colorado.edu/ehs/training/hazardous.html](http://www.colorado.edu/ehs/training/hazardous.html).

Documentation

The EHS Hazardous Waste Handbook is available in the Lab Manual Binder located on the bookshelf in Bombadil.

EHS Contact Information

[http://www.colorado.edu/ehs/index.html](http://www.colorado.edu/ehs/index.html)
(303) 492-6025
EHS@colorado.edu
IT Policy

This document presents the IT policy for the McLeod group. This policy has components that apply to ALL computers on campus. Therefore, this policy applies to group-owned computers, CU computers, and personal computers. This policy is designed to protect your research and the research of others in the group, to protect you and the group from legal prosecution, and to keep the computers you use virus free and running optimally. Because of the importance of this policy, you will be asked to sign documentation stating that you have read and understand the group’s IT policy and that you will adhere to its tenets.

Computers Owned By Our Group/CU

- Desktop computers: The machine at your desk can be used for educational purposes (class projects, reports, etc) as well as reasonable personal use (see below). Keep all of your research directories neat and organized – these are just as valuable as your research notebook. All the software that is authorized to be used on the computer should be pre-installed. If you would like to request additional software, please ask permission from Bob. If approved, Bob will give authorization to the IT manager to install the software on your machine. Yes, this is restrictive, but we have found it to be necessary to maintain a virus-free network.

- Laboratory computers: The laboratory machines should NEVER be used for ANYTHING but laboratory functions. Do not use them for personal functions in any way. These are part of the research equipment and should only be used for that purpose. Don’t even use them for general purpose tasks that can be done on the desktops. Keep these machines clean and operating well – they are critical for the operation of the lab. All the software you need should be preloaded on the laboratory machines. If you need to add software to the computer, please contact the IT manager who will install the software for you.

- Other group IT hardware: Do not use the shared drive, printers, cameras etc for anything but their intended, work-related purpose. For example, do not store music on the shared drive. Do not use the camera as a memory stick – use a memory stick. Like the lab computers, do not use them for personal use in any way – they are part of the laboratory infrastructure and too important.

- Backups: We have a backup system in place. Although your machine is set-up to automatically back up, you are responsible for making sure that the desktop and lab machines you use are backed up on the regular schedule. Therefore, report any error messages you see to the IT manager as soon as possible. Computers break. If you are responsible for losing a year’s worth of data, it is your degree that will be in jeopardy.

- Personal use: Your desktop computer and nothing else (server, cameras, lab computers, printers) is OK for reasonable personal use such as email or listening to music while you work. Reasonable here means the use is both legal (see below) and will not impact the intended work function – the amount of disk space is not excessive, the performance of the machine is not compromised, etc. Please create top-level directories that separate the two functions, for example “Personal” and “CU”. Keep all materials in the appropriate sub-directories. Note that you are not guaranteed that any such use is private so don’t (for example) do your taxes on these machines. Any use that is related to commercial activity (consulting, a side business) should NOT be done on any CU-owned computer. If nothing else, CU will have legal rights to the work.

- User accounts: Each student is given a unique login and password for all group-owned computers. Do not share your password with others. If you require access to any group computer
which does not have a login under your name, contact the IT manager to have your account added to the computer. Students will not be given access to all computers by default. This is to prevent users who are not trained on specific lab equipment from using the attached computer and to minimize use of lab computers for anything outside their intended function.

- Administrative privileges: Only the IT manager and Bob have administrative privileges on group computers. If you believe that you require administrative privileges on a particular computer, please talk to Bob. If he agrees, Bob will authorize the IT manager to give you administrative privileges on that computer.

**All Computers Used On Campus, Owned By CU or Not**

- Safe computing: Do not install any downloaded software that you are not 100% certain of the manufacturer. If you have even a slight question on such an issue then a) you probably shouldn’t but b) ask Bob or the group IT manager. Do not go to websites which are common virus sources. You know which sites these are: they are either illegal, something you wouldn’t tell your mother about, or websites you close or hide when another group member comes up behind you. You may think that this is OK on your own laptop, but if your computer starts spitting out spam as part of a bot-net, all IP addresses associated with this traffic will be shut-down by campus IT. This will cripple both you and all of your colleagues.

- Antivirus Software: You are required to keep antivirus software up-to-date and running at all times. See the group software resources page for how to get this. We strongly suggest that you use this on your personal computer as well. The AV software should be set to scan all incoming and outgoing traffic, to scan any attached USB storage and to perform hard-drive scans. These scans are automatic and should not be interrupted.

- Detected Viruses: Please deal with any detected problems immediately AND alert the IT manager via email that a virus was detected and the name of the virus. If you are not sure how to deal with a problem, DO NOT ignore it. Contact the group IT manager. Keeping up-to-date antivirus software and making sure the IT manager is aware of the viruses attacking our computers is imperative to keeping our computers safe.

- Illegal uses: DO NOT INSTALL FILE-SHARING SOFTWARE ON ANY COMPUTER OPERATED ON OR OWNED BY THE CAMPUS. This has happened multiple times in the McLeod group. The offending student was immediately fired. Loss of student status and criminal charges are also possible. In addition to being illegal, the open hole in the firewall resulted in complete paralysis of the group computers due to virus infestation.

**Share drive**

- The share drive is provided as a group resource for information exchange. Your day-to-day work will reside on your desktop machine. However, any information that others need should be placed on the share drive. Thus, if someone in the group asks you for a copy of a labview routine or a ppt template, don’t email or memory-stick it to them, put it on the share drive so that the next person also has access.

- What should go on the share drive
  - Any papers or posters generated in the group including graphics files used to generate the figures
- The raw data that went into said poster or paper. This gives us an easy way to access this data in the future.
- Any inventory such as chemicals.
- Any documentation of group hardware such as manuals, driver software, transmission spectra for lenses etc.
- Materials formulations

Store files in the proper location. The share drive is setup with an organized folder hierarchy to allow everyone to find things easily. Place files in the appropriate folder by category and sub-category. Rename files appropriately with short, descriptive names to make them easily identifiable to other users. When placing a group of files, make a new sub-folder in the proper location to contain all files and use a short, descriptive folder name to identify the contents. If you are unsure what category to store your files under, look for similar data types to determine the proper location (i.e. place your modeling code where you find other modeling code). Anyone may create new folders for new categories as they are needed, so long as they adhere to the organization structure. Placing a folder directly on the drive named ‘John’, ‘for Bob’, ‘Tuesday Data’, etc. is not acceptable.

- Never delete files unless you are completely certain no one else needs them or will ever need them. Other people may be using those files and will not be pleased if they disappear. There is plenty of space on the drive and more can always be added.

- Each student is also given an individual drive as well which is accessible from any group computer but can only be seen by that student. This may be used as a backup location or to transfer large files from one computer to another without cluttering the share drive. Personal files should not be stored on these drives as they exist on CU equipment and are therefore owned by the university.
Journal Reading

This is a weekly chance to practice a little writing (yah, whee, but you can never have too much). Specifically, these are really short paper reviews, so let’s treat them that way and write in that style.

Format

The summary should generally be a paragraph (unless you feel like doing more, but a paragraph or so is enough).

Content

A typical outline of that paragraph might be:

1) What is the paper trying to do / What problem were they trying to solve?

2) How did they try to do it / what was the approach or technique?

3) What were the primary results (positive or negative) / how successful were they / how do the results compare to the existing literature?

4) Primary strengths or weaknesses - here’s the judgment call. Possible weaknesses – experimental method flawed, critical data not reported, unclear figures or text, results not competitive. Possible strengths – significant performance leap, careful and full exploration of a the idea, new method or approach (even if performance not up to par yet), critical insight…

Submission

Your annotated bibliography reference should be entered into the EndNote Library and placed in the Journal Club folder (a.k.a group). Please see the Group EndNote Library section.
**Group EndNote Library**

The purpose of the group EndNote library is to keep track of journal articles and other references that are relevant to the research performed in this group. Whether the documents are journal articles written by members of the group, articles by groups doing related or competing research, or books that you have found useful references; please feel free to add them to our EndNote library. The added benefit of this list is that it becomes a bibliography resource for your thesis. Therefore it is beneficial if you provide as much useful information as you can.

**Accessing Endnote**

There are two access points for the group EndNote account. The software is physically located on the computer in the central room. So you can add items directly into the software via that computer. Additionally there is web access. Here is the information you will need to access the web account:

- **URL:** [https://www.myendnoteweb.com](https://www.myendnoteweb.com)
- **Email:** cu.expo@gmail.com
- **Password:** EXPO$$09

**Endnote Capabilities**

Endnote has a lot of great capabilities. You should become familiar with them as they will make your life easier later. Endnote can export bibliographies in formats such as BibTeX to interface with LaTeX. Endnote can interface with Word and format bibliographic reference in the proper journal format for you in many cases. EndNote is searchable. Endnote can organize papers by user defined groups. Since papers can be organized into more than one group, you may want to create your own group in additional to topical groups for exporting your bibliography. To facilitate all of these wonderful capabilities, please take the time to enter as much information as you can when you enter an article into the database.

**Adding Items To EndNote Web**

One of the easiest ways to import is to find the paper at [http://apps.webofknowledge.com](http://apps.webofknowledge.com) and then export it directly to EndNote Web.

Alternatively, you can log into EndNote Web. From here you can enter fields manually or import various bibliography files that many journals export. Performance varies.

**Adding An Article For Journal Club**

Please add articles for the Journal club into the **Journal Club** group. As we review an article, it will be reassigned to the appropriate topical group. Your comments or article summaries should go in the **Notes** field. For specific information on what is required for Journal Club, please see the Journal Club Expectations document. Please check in the EndNote Library before settling on an article to make sure it isn’t being done by someone else. Once you have settled on an article, you may want to enter preliminary information (e.g., authors and title) so that others know not to read that article. For details on Journal club expectations, please see the Journal Reading Expectations handout.
Adding An Article Written By Our Group

Please add articles that have been written by members of Bob McLeod’s group into the McLeod Group Papers group.

General Considerations

There are specific ways in which the names of journals are abbreviated and the names of people are abbreviated. When entering the journal name or an author’s first name, please enter the full information available. EndNote can actually do the proper abbreviation for you as needed for the bibliography style chosen.
McLeod Group Lab Access Agreement

I, _________________________________, have read and understand the policies outlined in the Welcome to the Lab Handbook. I agree to follow these policies as a condition of working in the research labs of Dr. Robert McLeod.

The items below are a brief summary of the important policies is the handbook. They are not a substitute for reading the handbook itself. Initial each item below indicating that you agree to do the following:

____ 1. To adhere to the general expectations as listed in the General Expectations portion of the lab handbook.

____ 2. To not bring food into the lab and to only bring drinks in sealed containers.

____ 3. To perform only sanctioned work on lab/CU-owned computers, in the student office, and in the research lab as outlined in the handbook.

____ 4. To report any problems/issues that arise immediately to the appropriate person (e.g., IT manager, optomechanical supply person, chem room manager, lab manager, Bob, etc.) if it is not something you can handle yourself.

____ 5. To work with equipment in the lab only after receiving instruction on proper handling and cleaning of optics and optomechanical hardware by the individual designated on the new student checklist.

____ 6. To request instruction on equipment I am not familiar with.

____ 7. Handle chemicals only after receiving Hazardous Waste Management Training and passing the Hazardous Waste Management exam.

____ 8. To keep my table space, my workspace, and the lab in general clean and tidy by cleaning up after myself immediately, putting lab equipment and supplies in their designated homes immediately when finished with them, and by keeping my surroundings in order.

____ 9. To keep a detailed record of your work in a lab notebook which will remain with the group once you leave.

___________________________________  ___________________________________
Print Name       Signature       Date

6/4/2012
Checklist for New Students to McLeod Labs

___ Obtain and read *Welcome to the Lab Handbook*

___ Sign McLeod Group Lab Access Agreement Form (see *Welcome to the Lab Handbook*)

___ Key Request Forms (ECEE Main Office 1B55)

___ Take Hazardous Waste Training (see *Welcome to the Lab Handbook*)

___ Take Hazardous Waste Test (Provide documentation of satisfactory grade to Bob or lab manager)

___ Optics Cleaning and Handling Training by _________________________.