

Getting started in the Reynolds lab.

Welcome! Whether you are starting a rotation, a summer research experience, or joining the lab as a permanent member, here is some information to help you get started.

Getting along: Our lab aims to be a supportive and intellectually rigorous environment for doing science. The following code of conduct helps us keep it that way.

- 1) The lab is dedicated to maintaining a harassment free experience for everyone, regardless of age, gender identity/expression, sexual orientation, race, religion, or physical appearance. Harassment of any sort will not be tolerated.
- 2) Clean up after yourself, and use reagents responsibly. Remember that you are sharing space and resources with your colleagues. Leaving a mess or not re-ordering depleted reagents is not only inconsiderate, but slows down science in the lab.
- 3) Consider your volume and length of conversations. We aim to be a friendly environment, but extended conversations in our open workspace (especially on non-work related matters) can be distracting to labmates working on code, writing, or setting up a complex experiment. If you want to catch up, make use of our break areas. All lab members should also feel free to use the phrase “I’m busy and need to focus” to ask any other lab member to limit distractions. Having a dedicated phrase makes it clear that this isn’t a personal matter (and no one should take offense), there is just need for a little extra quiet.
- 4) Several lab members are fragrance sensitive: please don’t wear perfume/cologne to work.

Regular meetings:

Lab meeting: Thursdays, 9-10:30AM (every other week).

Systems Biology “supergroup”: 9-10:30AM (weeks alternating with lab meeting)

One on one meetings with Kim: will be scheduled when you start. These are typically Thursday afternoon (but not always), and occur every two weeks. The goal is to have some dedicated time to discuss experimental plans, directions, troubleshooting, writing or whatever is most important to your project. Please submit a short written report (the night before, about a page) that outlines progress and results since the last meeting, and plans for the next two weeks.

Lab cleanings: These are scheduled somewhat dynamically by Chris, but happen about every two weeks. Chris will post a list of pre-assigned jobs for each lab member. These jobs rotate regularly so no one gets stuck with a particular task (and everyone learns how to do everything). Once assigned, the tasks should be completed in a two-hour window - the tasks should take about 15-20 minutes to complete total.

Yearly planning meetings: We hold yearly planning meeting (usually in January or February) following the guidelines in: <https://doi.org/10.1016/j.molcel.2015.04.025>

This gives us a chance to reflect upon progress for the past year, and make plans for the year to come.

Accounts you will need:

Quartz (for ordering and lab inventory, ask Chris)

Slack (for lab communications, ask Kim)

BioHPC (The University high performance computing cluster, we also use this to share code and protocols). We have a dedicated visitor account for lab members staying only a few weeks or months: this account provides access to HPC services, but no permanent storage (we can move relevant documents to permanent, shared lab storage)

when you leave if necessary). For lab members staying more than a few months, you can register for a new account here: <https://portal.biohpc.swmed.edu/accounts/register/> Whether using the visitor account or a new account, you must attend the new user training: <https://portal.biohpc.swmed.edu/content/training/calendar-2018/> Once you have obtained a biohpc account, please login, download *Reynolds_lab/shared/biohpcTestImage.jpg*, and send to Kim on slack to demonstrate that you can access.

Lab protocols: We maintain a directory of protocols – both custom to the lab, and from vendors – on the bioHPC (see: shared/CI protocols and shared/KRlab_protocols). Though we aim to keep these current, it is a good idea to consult with your labmates if it is your first time trying any of them. These are an active resource, so feel free to add new methods, or edit the protocols that are there to improve them or make them more complete.

Lab notebook and authorship policies:

Our lab has written policies on both notebooks and authorship. Please carefully review both documents; they are available on the Reynolds lab website: <https://reynolds-lab.net/resources-and-notes/>

Ordering and lab inventory:

We currently use Quartzly to make requests for nearly all laboratory reagents. Chris places orders on Monday and Thursday, 3-4PM, she can very occasionally accommodate more rapid orders *if* they are extremely urgent. It is lab policy that if you use the last of something (or better yet, see that something is getting low and there is no backup) then you are in charge of re-ordering. For primers, we place orders on Sigma – Chris will order primers for visitors (less than three months), if you are staying longer, Chris will help you to set up an account.

Archiving reagents: We currently use Quartzly to archive custom reagents – plasmids, glycerol stocks, strains, and sequencing samples. The archiving naming conventions and some brief instructions can be found on our laboratory website: <https://reynolds-lab.net/resources-and-notes/>

Equipment signups: We use Outlook appointments to sign up for the turbidostats and plate reader, since these are often long (multi-day) experiments. You can also claim a PCR thermocycler by putting your name on a piece of lab tape on the lid an hour or two in advance of when you'll need it.

Key: You may be issued a lab key for use on evenings/weekends. This key **MUST** be turned in at the end of your appointment in the Reynolds lab.

Hours and vacation: I often receive questions about expectations for how much/when to be in the lab. The general response is to be in lab when you need to be to get your work done. This can often be quite a lot, particularly when you are getting started and learning how to do things. I do expect new lab members –who at least at first will need help finding things/getting started with new protocols – to generally be around in the hours of 10-4PM. If you plan to be out for a full day, please mark your time off on the lab calendar (two weeks in advance, no details necessary) so I'll know/remember that you aren't available.