Welcome to the Langkilde Lab!

This packet contains orientation information for new students (graduate and undergraduate) and wage-payroll employees. Not all information may be relevant to you, but you should read it just in case.

Lab Basics

Our physical address is 508 Mueller Laboratory, but our mailing address is:
208 Mueller Laboratory
University Park, PA 16802

The lab phone number is: 814·867·2252

The lab webpage is:
https://homes.bio.psu.edu/people/faculty/langkilde/

You can find this document, lab protocols, and links to online training modules here:
https://homes.bio.psu.edu/people/faculty/langkilde/index_files/labinfo.htm

Tracy’s office is located on the other end of the hallway in room 516. The Biology Department office (mailboxes, photocopier, fax) is in room 208 and the Biology Business office (purchasing, etc.) room 216. Bathrooms are every-other floor by sex (men’s on even numbers; women’s on odd; both on the ground floor). Fire extinguishers are located in the hallway just outside the lab, to the left. The emergency phone number is 911.

You will be given an electronic folder on the lab computers (Desktop > Langkilde Lab > Documents > Student Folders) and a paper folder in the student file cabinet. Please use these to store your lab-related documents, etc. Anything left on the computer desktop may be deleted without warning. Do not install any programs on the lab computer or laptop without first asking Tracy or your immediate supervisor. Also, please back up your data as often as possible. This and other common lab protocols can be found on the computer (Desktop > Langkilde Lab > Documents > Lab Protocols) and in the protocol file cabinet.

Lab Conduct

Since many people work in the lab with varying schedules, it is important to maintain good communication between one another. Please respect your lab-mates’ personal space. Do not hesitate to contact Tracy and/or your supervisor regarding any concerns, questions or problems that you may have.

Because the lab (and equipment and supplies) is used by many people, it is essential to keep it clean and orderly. Please put things back where they belong after using them and tidy any messes you make. If you don’t know where something goes, just ask. If you notice something running low, tell your supervisor so he or she can order more.
Contact Information

Please email Gail (gail.mccormick.10@gmail.com) your current contact information (email address, phone number, mailing address). You will be added to the lab email list in order to receive emails about lab meetings, etc.

Keys

To obtain keys to the lab (and building, if you need access on weekends), you must fill out the blue Key Issuance Form and submit it to Paula Farwell in room 208. As the Requestee, you only need to fill in your name, PSU-ID, department (Biology), phone number, building (Mueller), and room number (508). Make sure you have Tracy sign the form before you submit it. Paula will fill in the rest of the information needed. Each key requires a $10 deposit that you must provide at the time you submit the form.

Registration for Course Credit

If you are an undergraduate joining the lab for course credit, you must fill out the Biology 296/496 Registration Form. Give the form to your supervisor and he or she will fill out the Description of Research Project/Duties section, and then give the form to Tracy to sign. Once completed, submit the form to the Undergraduate Advising Office in 329 Whitmore. This needs to be done by the 12th week of the semester for which credits are to count.

Timesheet

Undergraduates in the lab are required to keep a record of their hours worked in the lab using the Undergrad Lab Timesheet on Google Docs (username: lab.langkilde, password: fireants). It is your responsibility to update the timesheet after each session you work in the lab. Failure to do so may result in a grade (or pay) penalty and repeat offenders will lose their appointments.

Lab Webpage

Undergraduates should email Lindsey (lindseyns@psu.edu) with their PSU email address, expected graduation date, major (and minor, if applicable), a photo (optional but encouraged), and a few sentences on research interests, previous research, and/or future career goals. If you are a graduate student, please also send Lindsey your education information (degrees obtained when/where), a short paragraph describing your research interests, and a list of any publications.

Lab Schedules

At the beginning of each semester we will coordinate the undergrad lab schedules – times you will be working in the lab each week. Because we have a lot of students working in the lab, it is imperative that you stick to your schedule. Undergraduate lab schedules will be posted on our Google account (lab.langkilde, password: fireants). You should indicate when you plan to use shared lab equipment (e.g. dissecting microscopes, computers, laptops) on this calendar.
Chemical and Hazardous Waste Handling

This course is required of anyone who supervises or works in an area using flammable, acidic, basic, toxic or reactive chemicals. This means you! This training is available weekly in the office of Environmental Health and Safety, 6 Eisenhower Parking Deck. They ask that you print and bring a copy of the Working Safely with Chemicals Presentation to the class (we have a print-out available in the lab). You must register online for this course:

https://apps.opp.psu.edu/ehs_training/course_list.cfm

Click on the Laboratory Safety link from the Course List on the left side of the page. If you’ve never taken this course before, click on Laboratory Safety (Initial). Then click on Enroll to register for the one-time course that fits your schedule based on day/time. Before you go to this course, you’ll need to watch the 4 videos listed and email a completion certificate to ehstraining@psu.edu (or print it out and take it with you to the session).

If you’ve taken this training previously while working in another lab, we will need a copy of your course certificate. If it has been over a year since you took the course, you will need to take the online refresher. Follow the above link, and click on Laboratory Safety (Refresher), and follow the instructions.

Laboratory and Research Safety Plan

You must read and sign the Unit Specific Plan of the Laboratory and Research Safety Plan located in the lab.

Animal Subjects Research

Online training is required for anyone who works with animals. There are two main training modules offered by the Office of Research Protections:

- The IACUC Training Module
- The Occupational Health Training Module

The IACUC Basic Training consists of six modules. The first three modules are required for everyone taking the training. Investigators then choose which one of the remaining three modules to take based on research responsibilities (you will take the fish and wildlife module). After passing the four modules, investigators will be taken to a separate screen to confirm training.

http://www.research.psu.edu/training/iacuc-basic-training

The Occupational Health Basic Training consists of four modules. The first module is required for everyone taking the training. Investigators then choose which one of the remaining three modules to take based on research responsibilities (you will take the Wildlife Animals module). After passing the two modules, investigators will be taken to a separate screen to confirm training and submit the Animal Worker Questionnaire (AWQ) – a template of which can be found on the lab info webpage.

http://www.research.psu.edu/training/occupational-health-basic-training
Scholarship and Research Integrity

The National Science Foundation requires that all researchers participate in research ethics training. Penn State provides online research ethics training through the Collaborative Institutional Training Initiative (CITI) program. Navigate to this link:

http://www.research.psu.edu/training/sari/program

And follow the instructions listed under “To access the CITI courses.” You’ll be redirected to the CITI webpage (www.citiprogram.org), where you’ll register as a new user. Select "Pennsylvania State University" as the Participating Institution, and complete the rest of the enrollment information. You do not need to pay to get course credits for this. When you get to the "Select Curriculum" page:
- select the "I need to take the RCR training ...") option.
- Select the "RCR course"
- "Social and Behavioral RCR course"
Answer a series of questions to help you select the appropriate CITI course.
Once you have registered, you may enter and leave the course at any time, completing modules as time permits.
Participants who have successfully completed a CITI course (with a grade of 80% or higher) will receive a certificate at the end of the course. Give a copy of your certificate to your lab supervisor.

Please keep track of your training progress by using the checklist on the following page.
Training Checklist

Please check off each box once you’ve completed the corresponding item. See above for instructions on how to complete each step. (Your “supervisor” = the graduate student or postdoc who is overseeing your project.)

**Laboratory Safety Training**
- Register for Course Online
- Notify Supervisor of Date You Plan to Attend Course
- Attend Course and Receive Certificate of Completion
- Sign and Submit Certificate to your Supervisor
- Read and Sign the Unit Specific Plan in the Lab

**IACUC Basic Training**
- Complete Initial Three Training Modules Online
- Complete Fish and Wildlife Module Online

**Occupational Health Basic Training**
- Complete Initial Training Module Online
- Complete Wildlife Animals Module Online
- Fill Out the Animal Worker Questionnaire (AWQ)
- Submit Animal Worker Questionnaire via Email
- Notify Supervisor of Module and AWQ Completion

**Scholarship and Research Integrity**
- Complete Initial Training Module Online
- Submit Copy of Certificate to your Supervisor

**If You Haven’t Already, You Should Also…**
- Email Gail Your Contact Info
- Email Lindsey Your Website Info