

## General Guidelines for Working in the Donahue Group

- 1) Safety is of paramount importance. **No person is allowed to work in the chemical laboratories without the use of protective eyewear.** You have only one set of eyes!! The risk of injury to the eyes is not worth taking.
- 2) Smoking or the use of any tobacco products is forbidden anywhere in the chemistry buildings.
- 3) The consumption of food or beverages is not allowed in the chemical laboratories or while using any of the computer equipment.
- 4) Playing of loud music that would be distracting or bothersome to other people is not allowed. This is in part a safety issue. If an accident should happen in the lab, others may not be able to respond to it if music is being played too loudly.
- 5) Working in the laboratory at night while alone is discouraged. In general, one's hours in the lab should overlap approximately 50% with the normal working day of 8:00 AM to 5:00PM so that I will be reasonably able to find students when needed.
- 6) If a student or postdoc will be absent from the lab for a period of time (one to several days) on personal business, please advise me of your absence and where and how I might reach you if it should be necessary to do so. Please do not let me draw my own conclusions about where you may be or what you may be doing!
- 7) The doors to the laboratory should be locked securely and the lights turned out upon leaving.
- 8) Improper disposal of chemical waste is forbidden. See separate page for guidelines on waste disposal and on handling of sulfur compounds that have offensive smells.
- 9) Use of the computers is reserved for laboratory work. Do not prevent someone from doing chemistry-related work by using the computers for other purposes.
- 10) Each student/postdoc is expected to make two formal presentation to the group each semester on his/ her laboratory work or on a topic of interest from the literature. More informal presentations will generally happen about once every two weeks
- 11) Each person in the group will have some duties related to the upkeep and service of the group as a whole. Group duties will be assigned by me, and an effort by me will be made to ensure that responsibilities are equitably distributed. To the extent that it is practical, duties will be rotated so that everyone has a chance to learn new things.
- 12) **Careful recording of all work done and data collected in a laboratory notebook is required.** Laboratory notebooks are expected to be thorough, neat, and up-to-date. Reactions equations should be clearly drawn at the top of a new page describing a particular synthesis. Relevant spectra, ORTEP drawings, etc. are to be photoreduced and taped directly into the notebook. See the attached pages for an example of how I would like to have notebooks kept. All notebooks stay with this research group upon departure of the student/postdoc.

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13) Final decisions about publishing of papers and order of authors on publications will be made by JPD.

14) If one is unsure about any sort of laboratory procedure or handling of a chemical, *please ask!!* When in doubt, seek out help from someone with more experience who can give an answer.

15) Please be conservative in the use of laboratory resources. Items that can be cleaned and reused, such as scintillation vials, shell vials, test tubes and Petri dishes should not be thrown away unless broken.

16) **Be careful with N<sub>2</sub> usage at the Schlenk line.** If the line is not in active use, turn down the rate of N<sub>2</sub> bubbling to 1-2 bubbles/second.