

# Lab Policy

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All lab members are expected to attend the weekly lab meeting and occasional special meetings, such as meeting reviews and invited talks, on time. If you miss lab business, you are still responsible for items that were discussed. All lab meeting presentations should be placed on the server in appropriate folders.

实验室所有成员都要准时参加每周一次的组会和不定期的特别会议（例如，工作总结会和邀请报告）。如果你错过了实验室职责分工的讨论（一般每学期一次），你仍需要负责所指派的项目。所有的会议汇报应放在服务器上相应的文件夹。

Please diligently perform your assigned lab responsibilities. This includes following up to see that requested repairs, etc., are actually made. All users are expected to perform an immediate cleaning of the common area they used. All safety regulations (radioactivity, chemical, biological, tissue culture, etc.) must be followed.

请努力履行你的实验室职责，比如负责仪器报修的人需要追踪待修仪器的维修进展等。在公共区域实验完毕后要尽快清理干净。必须遵守安全条例（包括但不限于，正确使用放射性物质、化学药品、生物制剂，正确处理组织培养产生的废液，等）。

Messages or emails from the PI should be acknowledged and appropriate action taken. If you send a paper to the lab members, please upload the pdf to the database and just include the link in the email.

导师发送的邮件，需要及时回复。如果给实验室所有成员发送论文，请将 PDF 论文上传到 wiki 页面，邮件中只要附上链接即可。

Unpublished data or methods or any other confidential information should not be disclosed outside of the lab without permission of the owner.

在未经导师和所有者许可的情况下，尚未发表的数据、实验方法或任何其他机密信息不得在实验室以外的地方传播。在实验室外获取服务器上的信息后，请注意及时注销帐号。

The opinions of everyone in the lab are solicited for help with all manuscripts produced in the lab. Papers should be approved by all coauthors before submission. Copies of the submitted versions of all papers should be placed on the server.

论文完成后、发表前需要征求实验室各个成员的意见。论文发表前需要得到所有作者的一致认可。导师全权决定各个作者的署名顺序，第一作者可以向导师建议其他作者的署名。发表的文章和原始数据需要在服务器中有备份。

People are expected to talk to the PI at least once per week on what they are doing and thinking about doing. In case you think that you are exempt from this, you are wrong. You are encouraged to walk into the PI's office anytime, but please try not to interrupt phone conversations or meetings in the office, especially with visitors.

实验室成员每周至少一次就自己所做事情和下一步的工作计划和导师进行沟通。不在休假阶段的实验室成员，没有任何一个人可以除外。实验室成员可以随时进入导师的办公室进行沟通，但最好避免其正在电话或有来访者的时候。

If you are not in lab for 2 or more consecutive weekdays, your bench can be used by others. The bench must be put in a usable condition before you leave, and interim users are responsible for keeping it clean. When a bench is permanently vacated, someone else can move in. Priority is based on seniority in the lab.

实验室成员如果连续两个或两个以上工作日不在实验室，他人可以暂时使用其工作台。在离开前以及临时使用后，都请整理好工作台。当一个工作台永久性的空出来时，其它人可以使用（优先权属于资历深的人）。

Projects that have not been worked on for more than 2 months may be considered to be abandoned and are subject to being claimed by other members of the lab. All prior contributions need to be appropriately taken into account, and ordinarily this will be recognized by appropriate joint authorship.

实验室内，如果某个研究课题在两个月内都没有开展任何工作，实验室的其他成员如果愿意，不必告知原成员（必须告知导师），就可以开始与之相关的研究。与该课题相关的工作如果将发表，各人的贡献都会得到适当的肯定；一般由导师和第一作者讨论决定。

All cell lines, DNAs, antibodies and other reagents should be entered in the appropriate database on the server and stored in designated repository. People are encouraged to backup their database entries on paper, and make duplicates. All boxes in the -80 and liquid nitrogen freezers must be entered.

所有的细胞株、DNA、抗体和其它的试剂都应贮存在指定的地方，并由主要使用者录入适当的数据库中。请注意将相关的数据、资料备份，并打印在纸上，留下文本材料。所有贮存在-80℃冰箱及液氮罐内的物品都需要登记。

All lab materials of all types and all intellectual property of all types are property of the Regents of the University. This includes not only all materials made or modified in the lab, but also any materials received from any source outside the lab. Protocols and other files that may be useful to the lab should be kept on the server.

所有类型的实验材料、各种类型的知识产权都归学校所有。不仅仅包括原始的实验材料，本实验室制备或者改进的材料，还包括任何从实验室外获得的材料。任何与实验室相关的文档都请在服务器上保存电子版。

All collaborations with other labs, all exchanges of materials with other labs, and any permission for another lab to use unpublished data or methods, should be approved in advance by the PI in writing. Please cc the PI on all communications with collaborating labs or anyone with whom we may exchange reagents or information. Copies of important documents should also be kept on the server. If you receive something from another lab, please email them a thank you note and cc the PI.

与其它实验室的合作、与他人交换实验材料、或者将未发布的数据或方法告知或提供他人使用，都需要事先得到导师的书面许可。请将任何与合作者进行的交流及试剂交换相关的邮件抄送导师。请注意在服务器上备份相关的文件。如果从合作者获得了实验材料或者任何的帮助，请及时表示感谢，并把相关的邮件抄送给导师。

Please email the PI with the dates of any planned absences from the lab (vacations, retreats, meetings, illnesses, visits to out of town labs, etc.). Please give two weeks notice where possible, but if that is not possible, give whatever notice you can.

如果出现休假、参加培训或会议、突发疾病、访问其它实验室等事情，请给导师发邮件告知相关的事宜以及可能缺席的时间。请提前两周告知。如果事情发生的很突然，也请尽快告知导师。

If you attend a meeting, please give a meeting report to the lab. If you attend an outside course, please give a report to the lab of what you learned and be prepared to teach any techniques that you learned to other lab members.

实验室成员如果参加了校外的学术会议，事后请给其他成员做一次会议小结。如果参加了培训班，事后请提交一份报告，总结相关的学习心得，并准备好将所学教给其它成员。

Please be considerate of your labmates in terms of answering and talking on the phone, noise, etc. If anyone objects to music and this cannot be resolved to everyone's satisfaction, the default condition is silence.

请为他人考虑。在接听电话时，切勿大声喧哗。请不要在实验室里随便大声播放音乐，影响他人学习工作。