

Standard Operating Procedures for the Phonetics Lab

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1 Criteria for Using the Phonetics Lab and Checking Out Devices

- **Course Requirement:** Must have completed LING 453 or LING 553.
- **Meeting Attendance:** Regular attendance at phonetics lab meetings is required to maintain eligibility for borrowing equipment.

2 RAs Working Under Lab Members

Any Research Assistants (RAs) working under lab members must:

- Be trained in using lab equipment to ensure they can operate it safely and effectively.
- Be aware of all lab rules to uphold lab standards and maintain a respectful, organized environment.

Lab members are responsible for ensuring their RAs meet these requirements before allowing them to use lab resources.

3 Lab Etiquette

3.1 Food and Drink

- No eating is allowed in the lab.
- Only covered drinks are permitted. Do not place drinks on the computer or use it as a coaster.
- No open liquids are allowed.

3.2 Equipment Usage

- Use only the equipment you have signed up for in advance.
- If you need to use equipment you didn't reserve, check the signup first, and use it temporarily for a few hours only.

- Do not change equipment settings without permission from the lab director or the Senior Computing Specialist. If you make any changes, restore the settings to the default before leaving.

3.3 Computer Use

- Do not download or install any software without permission. Allowed exceptions are sound files, Praat scripts, and R scripts necessary for research.
- If additional software is needed, email the lab director for approval.
- There is no permanent storage on lab computers. Backup all data to cloud storage or an external storage device.

3.4 Respectful Behavior

- Avoid disrupting others in the lab. Do not broadcast sounds or engage in loud conversations.
- If you need assistance from others, schedule an appointment with them rather than asking questions on the spot.

3.5 Responsibility for Guests

- You are responsible for ensuring that any guests you bring to the lab, including participants in experiments, follow all lab rules.
- Respect the TA area outside the lab; it is not a waiting area. Use the benches in the hallway for waiting.

3.6 Equipment Care and Testing

- Report any damaged, lost, or stolen equipment to the lab director immediately. Do not return broken equipment without notification.
- Always test equipment, programs, and protocols before conducting experiments. If you are traveling out of town, test the equipment before leaving.
- Return equipment to its original place after use.

3.7 Notifications

If you plan to borrow a significant amount of equipment for a significant amount of time, please notify the lab members in lab meeting or send an announcement to the mail list. For example:

- If you are borrowing things that only has a single piece (e.g. EGG), notify people.
- If you are going to use lab space recurrently for a long period of time, notify people.
- If you are borrowing the majority of equipment (e.g. checking out 5 zoom recorders at the same time), notify people.

- If you will be teaching a class in which your students are doing group/individual project as class assignment, and plan to check out equipment from the lab, notify the group by the end of the previous quarter.

4 Equipment Borrowing Rules

4.1 Hierarchy of Borrowers

Type 1: Lab Directors and Senior Computing Specialist

- Lab directors have full access to equipment, can add and delete equipment to the Booked (equipment checkout software) page, and can check out/in equipment for themselves without notifying anyone. They may also check out equipment for their collaborators or students under their supervision and will be responsible for the equipment.
- Responsible for purchasing and maintaining equipment.
- Responsible for maintaining the equipment maintenance budget.

Type 2: Senior Lab Members (Richard, Sharon, Myriam, Lab SA)

- Senior lab members have similar privileges to lab directors. They can check out equipment for their collaborators or supervised students and are responsible for any borrowed items. They may also check out/in equipment for themselves without notifying the lab director.

Type 3: Lab Members

- Lab members must contact either the lab director or lab student assistant each time they wish to check out or return equipment.

Type 4: Students Currently Enrolled in LING 453/553

- Students in these courses may use the lab with supervision from the instructor of LING 453/553 or a TA.
- Supervision includes:
 - The instructor being physically present in the lab.
 - Receiving specific instructions from the instructor on using the equipment.
 - Having the instructor or TA check out equipment on their behalf.
- Students must notify the instructor each time they check out equipment or use the lab.

5 Equipment Reservation Rules

5.1 Plan Ahead

If you are Type 3 and 4 users, and intend to borrow equipment, ensure that you make an appointment with the lab manager or the lab student assistant well ahead of the time you want to use the equipment. We suggest to plan one week ahead of time.

5.2 No Repeating Reservations

Each reservation must be made separately in the Booked system. Exceptions are for classes held in the lab, where repeating reservations of the lab space may be approved.

6 Check-out Procedures

6.1 Check-out system – Booked

The online check-out system is **Booked**: <https://zeos.ling.washington.edu/booked-labs/Web/?>. You can see the name, the picture, the description, and availability of each piece of equipment. You need to make reservation at least **24 hours** ahead of your desired check-out time.

6.2 Creating an Account on Booked (New Users)

Email the lab student assistant with your request for an account, including your UW NetID. The lab manager will coordinate with IT to create your account in the Booked system. You will receive a username and password, which you may change later if needed.

6.3 Making a Reservation

Check the equipment's availability in the Booked system and make a reservation. Note that you can only reserve equipment 24 hours in advance.

6.4 Scheduling Check-in (Type 3 and 4 Users)

- Email the lab manager or lab student assistant to schedule an appointment.
- During this appointment, the lab manager or assistant will meet you in the phonetics lab, provide an overview of the equipment, and guide you through the check-in process.
- Type 1 and 2 users do not need an appointment and can check out equipment on their own. But they need to follow all other steps.

6.5 Documenting the Check-out

- **Digital Record:** The lab manager or the lab student assistant will confirm the check-in time in the Booked system.
- **Hard Copy Record:** The lab manager or the lab student will also complete the **check-out form**, which includes the equipment details, check-in date, time, and their signature. Only after these records are completed can you take the equipment.

7 Returning Equipment Procedure

7.1 Scheduling the Return

- **Scheduled Return Time:** On the scheduled return date, email the lab manager or lab student assistant to set a specific time for returning the equipment. If returning on the scheduled date, no changes to the Booked system are required.
- **Early Return:** If returning the equipment before the scheduled time, shorten the reservation in the Booked system to make it available for others. Then, arrange an appointment with the lab manager or lab student assistant to proceed with the return.
- Type 1 and 2 users can return the equipment on their own. But they still need to adhere to the scheduled return time when making the reservation, and properly record the check-in, including signing the equipment in on the hard-copy check-out form.

7.2 Recording the Return

- **Hard Copy Record:** When returning the equipment, the lab manager or lab student assistant will complete the Check-out Form, noting the return date, time, and their signature to confirm that the equipment has been properly returned.

8 Authorship Expectations

8.1 Grant Funding

If your work is funded by a grant awarded to the **lab manager** or a **faculty member**, that individual will be a **co-author** on any resulting publications or products. All rules of authorship still apply - the grant-PI is still responsible for author-level contributions. Therefore, the grant-PI should be aware of and participate in any research which is funded by the grant.

8.2 Criteria for Authorship

Authorship is granted if you make a significant intellectual contribution to the project, including:

- Proposing and working out the initial idea for the project
- Making significant methodological contributions, such as designing the experiment(s) or writing new code for statistical analysis or computational modeling.
- Interpreting data results.
- Making a significant contribution to the writing of the paper (at least 20%).

8.3 Non-Authorship Contributions

Tasks such as running the experiment do not qualify for authorship. Contributors performing these tasks will receive an acknowledgment rather than authorship.

8.4 Future Grant Applications

- You may not apply for future grants using the ideas or extensions of current lab projects as independent research funding. It's important to have a conversation about the independence of the derived research with the current lab director.
- If you wish to build upon a current lab idea or project, it must be pursued as a collaborative grant with the current lab, respecting the lab's intellectual property and collaborative structure.
- Using ideas from a current lab project for independent grant applications is considered unethical and must be avoided.