General Procedures for Psychophysiology Lab Sessions

1. Reserve time for a laboratory session with the online calendar.

2. Severance is open from 7:30 a.m. to 5:30 p.m. every day. Authorized individuals (Psychology majors and others with special permission) can gain access to the building at any time through the card-reading lock on the back (North) door. If your lab session is scheduled during normal business hours (8:00 a.m. to 4:30 p.m.), Al can open up the lab for you; or, if he’s not around, you can get a key from Vicki in the Department office (Severance 105). Sometimes you will need to schedule “after hours” sessions. You may sign out a lab key from the Science Library for such occasions (they have a list of authorized lab users). You may also obtain a key from Vicki for evening or weekend runs. Remember to plan ahead, however. If you have not obtained a key ahead of time, you may not be able to get into the lab.

3. Remember: Eating, drinking, and smoking are not permitted in the lab.

4. When you enter the second floor research wing, turn on the electronic “Research In Progress” sign using the switch on the wall under the circuit box. Heed the sign’s message! There may be other research in progress in the wing.

5. When you open up the lab, uncover the “Do Not Disturb” sign on the door.

6. Always wash your hands thoroughly before preparing a subject. If you have any broken skin or “weeping” rashes on your hands, wear latex examining gloves.

7. When subject preparation is complete, turn on the table lamp (point it away from the subject) and turn off the overhead lights in the testing room. Close the testing room door tightly (unless the protocol requires an open door for some reason).

8. Before you begin collecting data, always close the outer lab door to block hallway noise.

9. Check the intercom to make sure that you can hear the subject and vice versa. Make volume adjustments gradually!

10. Be quiet during the run! The acoustic panels on the lab walls deaden but do not eliminate noise transfer from the control room to the testing room. If you have a partner in the control room, you must communicate in hushed tones or your voices will become extraneous stimuli to which the subject may respond.

11. When your session is complete, check the online calendar to see when the next user is scheduled to arrive. If the lab will be used again within 30 minutes or so, leave the computers and electronics powered up. Otherwise, turn everything off.

12. Remember to exit the Windows operating system in the appropriate fashion before cutting power to the computers.

13. Leave the lab neat and clean. If your protocol calls for disinfection of any items, clean those items thoroughly and leave them on the counter next to the sink. Al will return them to the lab after they have been disinfected.

14. When you leave the lab remember to cover up the “Do Not Disturb” sign on the door. Take a quick look around the hallway to see whether anyone else has a research session in progress. If not, turn off the quiet sign as you leave the wing.