

## **Rules for the use of the EEG laboratory (room 136) at the Leibniz Institute for Neurobiology (LIN)**

### **1. Aim**

These general laboratory rules provide an organizational framework for the measurements carried out at the EEG laboratory at the LIN, in order to protect the health and safety of the laboratory users, and the participating subjects and patients. Also these rules serve to protect the environment, and to keep intact the resources, and the technical devices of the laboratory. The EEG laboratory is also part of the CNI Core Facility at LIN. Since the CNI user rules<sup>1</sup> are the basis for all services offered by the CNI, they have to be accepted by our users, too.

### **2. Organization**

Users, who want to carry out measurement in EEG laboratory (room 136) of the LIN, must have been introduced to measurement setups and routines by competent members of the laboratory staff. Also, users have to be informed about how to behave in the case of an emergency. These instructions and the acceptance of the laboratory rules have to be confirmed by a written signature on this document. Furthermore, the responsible administrator of the laboratory is Dr. Matthias Deliano.

Operating hours of the laboratory are usually from Monday to Friday, 8am to 6pm. Authorized users may also have access to the lab outside operating hours; in that case a specific arrangement with a responsible administrator is required. The use of the laboratory has to be scheduled in advance by an e-mail to a responsible administrator. The user is bound to the measurement time arranged with or allocated by the responsible administrator. The measurement time is confirmed by a responsible administrator via e-mail. The allocated measurement time in the EEG-laboratory can be viewed in the CNI eGroupware calendar of the LIN via internet (<https://egroupware.lin-magdeburg.de>).

### **3. Use of the EEG laboratory**

The use of the EEG laboratory is permitted only for instructed persons. All introductions to the laboratory and its devices can only be carried out by a responsible laboratory administrator. Measurements can be delegated to technical assistants, who have been instructed by a responsible laboratory administrator and who have to sign this document, too.

The following rules hold for all measurements in the EEG laboratory:

- Before each measurement, subjects have to give their informed consent by filling out and signing a subject instruction form approved by the ethics committee of the Otto-von-Guericke University Magdeburg.

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<sup>1</sup> CNI user rules can be found on: <https://www.lin-magdeburg.de/cni>

- The use of the laboratory is allocated in the CNI eGroupware calendar with a link to the address book entry of the experimenter (see eGroupware help). Subjects are entered in the calendar by anonymous acronyms, which do not allow for making reference to it as a person.
- It is not allowed to use external technical devices in the EEG laboratory, except users' laptops for documentation. Also, it is not allowed, to connect any external device to the devices in the laboratory, except virus-free storage devices.
- The position, cabling, and connections of the technical devices in the laboratory must not be changed without permission of a responsible administrator.
- It is not allowed to change software settings, to update, or to install software on the laboratory PCs without agreement and permission of a responsible administrator. Also, it is not allowed to run processes unrelated to the measurement on the laboratory PCs.
- Laboratory equipment and measurement software must be handled with great care. It can be only used after an introduction through a responsible administrator. Experimenters have to be familiar with the measurement process and its peculiarities in the laboratory, as detailed in the document "Messablauf EEG-Labor-LIN-englisch-v3.docx".
- All measurements have to be documented in written form in the laboratory journal at the time of measurement. This includes at least the full name of the experimenter, the date, the time of the start and the end of measurement, and acronyms for the experimenter, the subject, and the study. The subject has to be specified by an acronym, which is anonymous, and does not allow for making reference to it as a person.
- Technical problems or other problems relevant for the use of the EEG-laboratory must be immediately announced to a responsible administrator, and must be documented in written form in the laboratory journal, as well.
- The responsibility for carrying out the experiments, for the data quality, and the backup of the data is on behalf of the user. All data have to be transferred and backed up immediately after the measurement. Data on the acquisition and stimulation PCs will be deleted without inquiry, if disk space is getting short. For the data transfer, the storage devices used must be virus-free.
- Constructional changes of the laboratory are forbidden.
- Cell phones should be turned off when entering the laboratory rooms.
- The doors and windows of the laboratory must be closed when leaving the laboratory.

#### **4. In case of danger**

To avoid dangerous situations, the experimenter must carry out his/her work carefully and foresightedly. Especially, in case of a fire alarm, or any sign of danger, the subject/patient has to be immediately brought out of the measurement chamber, and everybody has to leave the laboratory and the building immediately. Every experimenter therefore has to be familiar with the escape ways.

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(Date, user's signature)

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(Date, administrator's signature)