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All experimenters must receive Behavior Core training and equipment-specific instruction before the first experiment is performed in Suite H.

- < Some experiment and equipment protocols are available through the NRC behavior tech
- < Each person within the requesting lab who plans to utilize the Behavior Core and its equipment must receive instruction; no vouching for other lab mates

For they can submit

- < Only the tests to be performed need to be listed, descriptions of each are already included
- <

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## **Room and Equipment Reservations**

Sign up to reserve **room** and **equipment** needed for your experiments at least 24 hours in advance, if possible. This is done using the Gmail calendar associated with the account below:

### **[Information presented at Orientation]**

To reserve a room follow these steps:

- < On the left hand side, click on the calendar dropdown menu to select the room your experiment will be performed in (There is a copy of the Suite H blueprint with room numbers in the inbox of the email account)
- < ~~Open the calendar dropdown menu to select the room your experiment will be performed in (There is a copy of the Suite H blueprint with room numbers in the inbox of the email account)~~
- < Enter experimenter name, lab extension, email address, room and equipment needed into

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**The Core Computer**, which is used for camera and data analysis, must also be scheduled on Google Calendar separately.

In the event your experiment does not run as long as you expected, edit your reservation in the Calendar to allow others access to the room.

If you decide not to run your experiment, the reservation must be canceled as soon as possible. If you do not show up to a reservation, there will be penalties; including losing Behavior Core privileges.

## **Room and Equipment Procedures**

Each person can reserve one experimental room at a time, and each room can have one experiment in progress at a given time. **There are absolutely no dissections, blood-work, or sacrificing of rodents in the behavior suite. Animal injections are acceptable.**

Familiarize yourself with the signs on all the doors in Suite H. When an experiment is in progress, turn the signs on the door to **“Experiment in Progress”**. This notifies other staff members that the room is being used. No one is allowed to enter the room, except the experimenter who reserved it or has given special permissions to enter the room. The BRC will also not enter the room.

When the experiment is complete, turn the sign to read **“BRC entry permitted”**. This indicates to staff members and the BRC that the room is accessible and no live experiments are in progress. This is imperative as the BRC staff will not clean a room unless this sign is visible!

If you are the last one in the H Suite for the day, please do not forget to flip the entry door sign as well!

**Do not use duct or packaging tape on the walls or ceilings.** It takes the paint off the walls. The behavioral core would need to be temporarily shut down and repainted if there is paint damage. This may affect behavioral experiments that are time sensitive. ~~See also the \* Add ^E^ a^ c^ s^ tape or electrical tape is okay to use.~~

When using the equipment, sign in in the **Equipment Log Book** on the sheet corresponding to the equipment used. Sign-in sheets are j@9165(n )8(she) 792 reW\* nBT/F3.3 339.29 F3.39/F3 11.04 Tf1 0 0 1.04 Tf1

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- < Large open fields
  - < Sociability
  - < Rotarod
  - < Novel object recognition
  - < Marble bury
  - < Aggression
  - < Hot plate test
  - <

**Do not leave equipment set up on the floor overnight.** It is a potential safety hazard, and it could lead to equipment damage. The only exception to leaving an apparatus set up overnight is if the room is booked for multiple days and if the apparatus can be placed off the floor.

**Be sure not leave the camera mounted on the track in C0880 or the tripod in C0885.** The cameras have the potential of falling from the mounts, causing damage or hurting someone. Cameras must always be taken down when not in use, and absolutely cannot be left up overnight.

If you do move equipment, please ~~set up the equipment in the room you are using~~ finish with your experiment. Report any equipment problems as soon as possible to Behavior Core personnel (contact information on final page).

Make sure to turn off all equipment (camera, DIG boxes, extra lights, etc) when finished with your experiments.

## **Cleaning Procedures**

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Experimenters can also store data on **lab flash drives** or **external hard drives**. There is an NRC external hard drive associated with each computer for temporary use. If you are temporarily sto

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