Organization and Labeling

- **Labeling of Materials**: Everything in the lab should be labeled appropriately and consistently.
  - Study binders need to be labeled
  - Lab equipment (cameras, power bars, keys, supplies, etc.) needs to be labeled

- **Labeling of Written Data**: All forms used in a study (consent forms, demographic questionnaires, database sign-up forms, and study scripts) MUST be labeled with the following information for each participant:
  - Subject ID
  - Name of study
  - Date of study

- **Filing**: All study documentation should be appropriately filed during after the running of participants. Always provide more information rather than less so that people can figure out where to find things and where things go if you are not there. If you see papers lying around, figure out where they belong, identify them appropriately, and put them in their proper place.

- **Study Documentation**: The literature organizer on the shelf in room 302 contains relevant documentation for running studies, such as consent forms, child information forms, etc. If you are using these documents and find that anything is running low or is empty, PLEASE MAKE COPIES!!! It is better to do it when you first notice supplies getting low than when you are pressed for time because a parent is waiting. It is everyone’s responsibility to make sure these documents are stocked at all times.

- **Petty Cash**: Room 301 will have a petty cash lock box in the event parents wish to be reimbursed for transit costs. Parents can be reimbursed up to $20. It is your responsibility to notify the lab manager when the petty cash needed for a parent.

- **Security Guard**: It is the responsibility of the research assistants running studies with the kids that day to notify the security guard when parents are scheduled to arrive.