

# SOUNDBIO MEMBERSHIP DETAILS & CODE OF CONDUCT

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**Thank you for your interest in becoming a member of SoundBio Lab!**

This 11-page document provides the information and steps necessary to become a member of SoundBio Lab.

There are 4 main levels of membership at SoundBio Lab:

1. Tinkerer membership - \$10/mo
2. Researcher membership - \$55/mo
3. Lead membership - \$135/mo
4. Organizational/Short-Term Project membership - Varies, contact [info@sound.bio](mailto:info@sound.bio).

The following items must be completed and submitted along with your first monthly payment before you are granted access to the lab. All group members must sign all paperwork.

We recommend doing these items in order:

1. **Sign + Date:** Membership Details & Code of Conduct (this document)
2. **Sign + Date:** Agreement to our Cleaning Policy (separate document)
3. **Sign + Date:** Liability Waiver (separate document)
4. **Set up:** Online payment of monthly membership fees - (Recurly)
  - a. Recurring monthly charges via credit/debit card
5. **Participate:** Lab Safety Training
  - a. Required before starting any work in the lab.

Welcome to the Community BioMakerspace Movement!

## MEMBERSHIP DETAILS (Requirements, Details & Benefits)

Described after the benefit table are requirements and details for each membership type.

Membership Benefits	Tinkerer (\$10/mo)	Researcher (\$55/mo)	Lead (\$135/mo)
Internet Access	X	X	X
Access to community projects & volunteer opportunities	X	X	X
Discounts on SoundBio Lab workshops & events	X	X	X
Member voting rights	X	X	X
Use of shared equipment & bench space	X	X	X
Access to commercial pricing from major scientific suppliers		X	X
Keyed access to lab		X	X
Lab supply ordering support		X	X
Ability to purchase cold storage space		X	X
Ability to purchase 1 personal storage bin		X	First Bin Included
Priority lab support			X
Ability to use SoundBio address for commercial purposes			X
Ability to purchase extra storage bin(s)			X
Discounted bulk pricing for supplies + cold storage space			X

This table outlines some benefits of SoundBio Lab membership

## All Members

### General Membership Requirements

1. Sign & date this Membership & Code of Conduct document
2. Sign & date Liability Waiver
3. Sign & date Cleaning Policy
4. Sign up for membership fees
5. Pass safety training
6. Join us on Slack, our communication platform

### General Membership Details:

- Members are expected to follow our Code of Conduct.
- Membership is contingent upon approval and may be revoked by staff or Board members.
- All members will be required to demonstrate competency with equipment they plan to use in the lab. After proper training, competency will be determined by staff.
- Upgrading or downgrading your membership position can be done by informing staff.

### Membership does not guarantee:

- Guaranteed mentorship and/or supervision
- Unrestricted ability to operate any experiment
- Right to bring guests into the lab
- Right to bring in any item, experiment, or equipment (collectively referred to as “materials”) into the lab
- Using SoundBio Lab’s name and address for personal or commercial purposes

## Tinkerers

The **Tinkerer** position is for individuals who want to join and support our Community Lab and DIYBio. They have access to group research projects run by members (called “community projects”), safety training, science outreach opportunities as well as workshops and course discounts!

### Tinkerer Membership Details:

- Tinkerers are able to join community projects, outreach events, SoundBio events, workshops, and courses. As members, Tinkerers get a 50% discount on up to 2 tickets on all events and workshops.
- As a Tinkerer, you can develop molecular biology and microbiology lab skills through our projects, workshops, and courses within our community while supporting our operations.
- Every Tinkerer is a voting member of our organization at our annual members meeting.
- Please read the Code of Conduct below for more information about policies.

## Researchers/Leads

The **Researcher** position is designed mostly for hobbyist projects and family projects to satisfy your scientific curiosities. They receive all tinkerer benefits as well as the ability to operate their own private project, which includes access to labspace, our equipment, storage options, and support from our SoundBio Lab staff (“staff”) . Researcher projects are assumed to not take up so much space.

The **Lead** position is meant for for-profit entities and high volume/frequency users. On top of Researcher benefits, they have access to more storage spaces and pricing options. They receive priority support from staff to work out a customized solution to fit their needs.

Additional team members for a Researcher or Lead membership project are required to register for their own Tinkerer membership and sign all necessary forms, or have them signed by a parent or legal guardian.

Researcher and Lead members have *additional* requirements in their onboarding process.

### Additional Researcher Membership Requirements:

1. Submit Project Proposal Form on our website (subject to project review prior to membership)
2. Meeting with staff (if required or desired)
3. **After** approval, you will be sent a special link to:

- a. Sign up for monthly payment of \$55/month + additional items or addons
  - b. Sign up on other platforms we provide
- 4. Provide and be approved on a list of materials to bring into the labspace, if applicable.
- 5. Before starting the project, staff must certify a member's abilities to use relevant materials.

#### **Additional Lead Membership Requirements:**

- 1. Meeting with staff (**required**)
- 2. Submit Project Proposal Form (subject to project review prior to membership)
- 3. If running a business:
  - a. Provide a Business plan (if available)
  - b. Provide SoundBio with a copy of WA business license (if applicable + available)
  - c. Discuss IP + MOUs required if necessary
- 4. **After** approval, you will be sent a special link to:
  - a. Sign up for monthly payment of \$135/month + additional items or addons
  - b. Sign up on other platforms we provide
- 5. Provide and be approved on a list of materials to bring into the labspace, if applicable.
- 6. Before starting the project, staff must certify a member's abilities to use relevant materials.

#### **Researcher/Lead Membership Details:**

Note: Safety training will happen after the project proposal is approved.

We operate a community laboratory. This means that it takes collective effort to maintain the integrity, safety, and cleanliness of the labspace to all users of the lab. We expect all members to uphold a good faith effort in working with each other and with staff to keep our space functioning, safe, and open!

Outlined below are some details for Researcher and Lead members. This is a non-exhaustive list. **Our Lab Operations Manager is the final authoritative body on all labspace policies and guidelines.** Please consult with staff if you have any concerns or questions.

##### **Access:**

- Researcher and Lead members receive a key to access the lab 24/7. Additional keys for members may be granted with an extra fee.
- Keys must be returned promptly at termination of membership. A fee is invoked for any non-returned or missing keys.

##### **Storage:**

- Researcher and Lead members are able to purchase storage space to place any personal items. Storage space options include room-temperature storage bins, and cold storage boxes and spaces. We have 4°C, -20°C, and -80°C cold storage areas. Pricing and available quantity differ between Researcher and Lead memberships.
- Personal items that are not in storage spaces may be addressed via communication, claimed, or disposed of by staff.
- Specific types of chemicals and reagents may require storage outside of your own personal spaces. This will be arranged by staff. See the Code of Conduct for more details.

#### Procurement + Supplies:

- We use a Procurement + Inventory system called Quartzy for all lab inventory and ordering. All items must be approved and recorded into Quartzy's inventory system to be brought into the lab space.
- Personal consumables may be purchased through staff. SoundBio Lab will usually front costs, and will send in a combined invoice for all purchases at the end of the month.
  - Consumables include but are not limited to: Personal Protective Equipment, Plasticware, Glassware, Chemicals, Biologics, and Kits.
- Leads can use our address as a commercial delivery destination for their scientific vendor accounts. Discuss with staff to gain approval. Using our address may require further identification and documentation.
  - Researchers must have all orders through staff. See the Code of Conduct for more details.
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#### Intellectual Property:

- We support open access to information and thus encourage you to pursue open licensing options.
- SoundBio does not make a claim on IP based on any private work of members. However, we currently offer no guarantees to protect your intellectual property rights or patent eligibility. Please seek legal advice.

## **Organizational/Short-Term Membership**

We understand that there may be special projects, competitions, or large groups (collectively referred to as "groups") that need laboratory resources. As such, SoundBio Lab will consider Organizational/Short-Term Membership ("special memberships") on a case-by-case basis. Costs and benefits may vary from our other membership tiers. Please contact [info@sound.bio](mailto:info@sound.bio).

#### **The following outlines a general guideline for all special memberships:**

1. Initial proposal meeting with staff.
2. Lead scientist or representative ("Group Leader") must complete Project Proposal Form on behalf of the group (subject to project review prior to membership).
3. Approval from Board of Directors.
4. Each group member must sign all forms as required by members (see previous section) as well as complete our safety training.
5. At minimum, the Group Leader must join our Slack community.
6. Post-approval meeting with staff.
  - o The Group Leader sets up payment options and plans.
  - o Set up a mutually agreed plan for project management between group and staff.
7. Staff must certify each group lab user's abilities to use relevant materials.

Please read the membership details above for “Researchers/Leads” for an idea of what policies may be relevant to groups. The Code of Conduct below has more information on policies.

## MEMBER CONTACT INFORMATION

The Member Contact information will be retained by SoundBio Lab to contact you, for legal purposes, and for emergency medical situations.

**Member First Name:** \_\_\_\_\_

**Member Last Name:** \_\_\_\_\_

**Member Phone:** \_\_\_\_\_

**Member Email:** \_\_\_\_\_

(If the Member is a minor, Phone + Email can be a Parent/Legal Guardian, or the Member themselves.)

**Member Mailing Address:**

\_\_\_\_\_ (Street Address)

\_\_\_\_\_ (City)

\_\_\_\_\_ (State)

\_\_\_\_\_ (Zip Code)

**If Member is a minor:**

**Date of Birth:** \_\_\_\_\_

**Parent/Legal Guardian First & Last Name :** \_\_\_\_\_

**Parent/Legal Guardian Email:** \_\_\_\_\_

↓↓↓ Continue below for Membership Code of Conduct ↓↓↓

# MEMBERSHIP CODE OF CONDUCT

Please read carefully. We enforce our Code of Conduct seriously. Thank you!

The Code of Conduct is split into various sections for ease of comprehension.

## General

1. The Code of Conduct will be enforced by staff and Board of Directors (collectively referred to as “staff and Board”). Enforcement of the Code of Conduct will be implemented by a three-strike system. Exceptions will be made at the discretion of staff and Board.
2. SoundBio Lab’s vision, mission, values, strategic plan, organizational structure, and people involved are listed on our website (<https://www.sound.bio/mission>). SoundBio Lab makes a good faith effort to keep these pages updated. Any member of SoundBio Lab can request the most updated version of any aforementioned information.
  - a. The people involved act in good faith according to our vision, mission, values and strategic plan. Staff and Board are involved in program execution and have authority to enforce the Code of Conduct.
3. Members of SoundBio Lab agree to support and uphold SoundBio’s mission statement:

SoundBio Lab welcomes everyone to explore and grow their passion for science. We provide space, tools and community to foster original research projects alongside hands-on STEAM education in our biomakerspace and the greater Seattle area.

4. Members of SoundBio Lab agree to treat everyone with respect, according to our values of community and integrity. Members agree to not discriminate between race, color, religion, sexual orientation, gender identity, or national origin, unless otherwise specified for safety reasons.
  - a. SoundBio Lab takes any report of harassment seriously, as defined by EEOC. Such concerns by members should be reported directly to the Board of Directors via email ([board@sound.bio](mailto:board@sound.bio)) or through a DM on Slack. A Board subgroup will investigate any claims.
    - i. Cited: <https://www.eeoc.gov/harassment>
5. Members of SoundBio Lab agree to not perform any illegal acts on SoundBio premises or using SoundBio resources. Such laws include city, county, state, and national laws. If you are concerned that your project plans may be illegal, please consult staff before conducting your plans.
6. As explained in our Liability Waiver, we expect all members to resolve any dispute through “friendly negotiations” – in other words, a good faith negotiation before taking any legal action. SoundBio Lab Board of Directors are open to facilitate such negotiations.

## Membership

1. Membership requires one month payment in advance of the month in question. Payments are managed online via subscription platforms and are automatically charged on a monthly recurring billing cycle.
2. If you wish to end your membership, a written cancellation request emailed to [lab@sound.bio](mailto:lab@sound.bio) is required in advance of ending a membership. Your membership will lapse at the end of the current billing cycle.
3. If you wish to change your membership status, please contact staff. We will convert your account to a different membership type. Depending on your change, more membership requirements may be necessary to complete.
4. SoundBio Lab staff and Board retains the ability to revoke membership at any time if there is a violation to our code of conduct, cleaning policy or if safety rules are violated. Disciplinary measures due to infractions will be enforced by a “three strike warning rule” with written notice to the member from staff in email.



SoundBio Lab retains the ability to revoke membership immediately with a 2/3 majority vote from the Board.

- a. "Serious violations" (listed below) will result in an immediate cancellation of membership without approval from the Board.

### Youth

1. Youth (AGES 12 - 18) may become members of SoundBio Lab.
  - a. ***All youth are required to be accompanied by a parent, legal guardian, or designated adult supervisor when they are in the lab at all times.***
  - b. All youth must display a level of maturity suitable to a professional laboratory environment, and must go through the same safety training and project approval processes as adult members.
2. The legal parent or guardian is assumed to have fiscal and legal responsibility for membership of youth.
3. Children under the age of 12 cannot become members of SoundBio Lab.
  - a. Children under the age of 12 are not permitted in the main lab space, but are allowed to be in the non-lab area under adult supervision.

(Note: The Board is currently confirming a detailed Youth Membership policy.)

### Labspace

1. SoundBio Lab is currently making a good faith effort to implement accessibility features to our lab space. We will make a good faith effort to facilitate accommodation requests to the best of our ability with a written notice made at least a week in advance.
2. The lab space has only one entrance and exit. The door must remain closed: locked from the outside and unlocked from the inside. All members must understand that there is a possibility to be locked out from the lab space. If so, contact staff.
3. SoundBio Lab has wifi internet access. This internet access is only available to members and event participants. Members understand that our internet access is not limited with special firewalls or parental control and SoundBio Lab is not liable for any inappropriate internet use.
  - a. Members are not permitted to tamper with routers and modems at Soundbio Lab unless instructed by staff.

### Safety

1. All users of the lab must pass safety training, with the exception of activities facilitated by an Activities organizer or leader representing SoundBio Lab.
2. Members must follow all verbal guidelines from staff and posted safety rules. Ignorance or lack of awareness is not an acceptable reason to violate safety procedures.
3. Members are required to alert staff immediately of any safety violations.
4. Food and drink cannot be stored temporarily or consumed in the lab space except in the non-lab area.
5. Keys can only be used by the members given the key. Members found to be giving keys to non-members or unapproved members may receive a warning.
6. Members are only allowed to bring non-members, including family members, to SoundBio Lab premises during public hours and events, unless granted permission from staff.
  - a. Such non-member guests cannot physically engage with materials at the lab space without permission of staff.
7. All material must be cataloged in Quartzy before use or storage in the lab. Bringing in unreported material may result in warnings and revocation of membership.
8. SoundBio Lab is a BSL-1 biosafety level research space. We do not have a fume hood. Based on the limitations of our space, there are some materials – namely, biologics and chemicals – that are restricted. Staff has authority to deny purchasing or bringing in any materials to SoundBio Lab facilities. Bringing in or using restricted materials may result in disciplinary action.
  - a. Biological materials can never be brought into the lab space without advanced approval from staff.

- b. Any item considered a [Particularly Hazardous Substance](#) by UW EHS is likely not allowed in SoundBio Lab facilities at all, as determined by staff.
  - c. Cited: <https://www.ehs.washington.edu/resource/particularly-hazardous-substances-655>
- 9. For security purposes, SoundBio Lab has security cameras. This footage is private and only accessible by staff and Board Executive Officers. Footage will not be shared by anyone outside of staff and Board. Footage will be shared with legal authorities if requested. **By signing this contract you are agreeing to being recorded by security cameras.**

#### Materials Use

1. Members agree to use SoundBio Lab materials in good faith. Only Researchers, Lead, and Special members can use SoundBio Lab materials for private projects. Tinkerer members can use SoundBio Lab materials for community projects, events, classes, and workshops under the supervision of a project leader, supervisor, or instructor.
2. Members are expected to communicate in good faith any damage or concern about SoundBio Lab material to staff.
3. Members are expected to communicate in good faith about the supply quantity of labspace consumables to staff.
4. Staff will ask members to show competency with any materials they plan to use. Staff have the right to refuse access to materials if they feel it unsafe or inappropriate.
  - a. Members may be required to participate in additional training before being allowed to use some materials in the labspace.
5. Members are responsible for properly storing all hazardous and dangerous materials according to guidelines by staff.
6. Members must label any material that belongs to them. All materials must be placed in appropriate storage areas or containers. Samples or experiments must be labeled with at least the following:
  - a. **name of sample/material**
  - b. **your initials**
  - c. **date**
7. Members are not allowed to move, touch, or use any materials belonging to another member without the consent of that member. Any member found violating this policy may have their membership revoked. If samples were left in equipment and not labeled, please alert staff.
8. All shared materials at SoundBio Lab are to be available to all members.
  - a. SoundBio Lab provides for group and private use various consumable chemicals, reagents, enzymes, office supplies, and other consumables. Members are responsible to transfer all group or personal use consumables to appropriate group or private storage, unless otherwise instructed by staff.
9. Members may be required to participate in “sign up” programs for certain pieces of equipment or for lab bench space. This system is implemented by staff.
  - a. If you use equipment for long experiments and leave the labspace *while equipment stays in use*, you must put a note on equipment stating 1) your name/date and 2) estimated time when equipment will become available to other members. Failure to do so may cause your samples to be discarded by staff.
10. Not all of SoundBio Lab’s materials and areas are shared resources. Some materials and areas in SoundBio Lab facilities may be prohibited and unavailable to members.
11. Nothing and nowhere in SoundBio Lab is off-limits to staff. Staff may move or touch private materials belonging to members for organizational or safety reasons. Staff will inform members when private materials are disturbed. If any material cannot or should not be moved, staff should be notified in advance, along with materials being clearly labeled as such.

12. Any member bringing or shipping equipment or supplies into the lab space must also get approval prior to doing so. If you require outgoing shipment from the facility, you must provide staff with detailed product and tracking information.

#### **Disciplinary Measures**

1. Any member violating the lab space and safety rules may be asked to immediately leave the SoundBio Lab premises and may have their membership revoked.
2. Failing to follow our cleaning policy will incur a warning from the Lab Manager. Afterwards, a \$20 fine will be imposed for additional infractions, increasing by \$20 with each repeat infraction. This fine will be charged to the offending member's payment method for membership fees. Multiple warnings may result in revocation of membership.
3. Members are responsible to replace or fix any materials or devices owned by SoundBio Lab that are damaged or broken by that member.
4. Do not tamper with any portion of the security camera system. Do not place any item in such a way that it would obstruct the camera views. Failure to do so may incur warnings or revocation of membership.

#### **Ending membership**

1. Keys to the lab must be returned within 7 days or as agreed upon by staff.
  - a. Unreturned keys will incur a \$30 fee.
2. All private materials must be removed from the lab within 7 days or donated to SoundBio Lab as agreed upon by staff ("offboarding time"). Donations require approval, inventory, and transfer to SoundBio Lab organizational storage.
  - a. If private materials still exist after the offboarding time, they will be discarded by staff. A **minimum** processing fee of \$50 will be charged to the member's payment method for membership fees.

### **The following pertain to Researcher/Lead/Special members**

#### **Project Management**

1. Researcher/Lead/Special members must submit a project proposal and be approved for any proposed project prior to starting.
2. All new materials not approved as part of your Project Proposal must be approved by staff prior to bringing them into or shipping to SoundBio Lab. Any unapproved items are subject to removal or safe disposal at the expense of the member.
3. Staff will assist in the sourcing and purchasing of materials for Researcher/Lead/Special members through Quartzy. All costs associated with purchases will be communicated to members before a purchase is executed. Purchases will be bundled as much as possible to save costs, so there may be delays. Expedited service and shipping will incur additional costs.
  - a. Staff will provide an invoice at the end of every month for all purchases totalling over \$15. The member is responsible for purchase costs + a 5% administration fee. This will be done through Stripe, a payment platform that accepts card payments, ACH Bank transfers, or checks.
  - b. Total monthly purchases under \$15 will roll over to the next month.
  - c. If the member is not able to pay all costs of purchases at the end of a month, the member is expected to come to an agreement with staff, which may include termination of membership.

#### **Materials Storage**

1. Storage of all personal materials is required, with exceptions listed below.
  - a. The following materials must be stored separately in specialized storage spaces: Flammable liquids over 100mL, strong acids and bases, corrosives, volatiles, and poisons.

- b. Food and drink cannot be stored anywhere in personal storage spaces. They can only be placed and consumed in the non-lab area.
2. Researcher members may purchase only one bin. Lead members receive one bin as part of their membership and may purchase additional bins at an additional cost.
3. Cold storage boxes and spaces are purchased as add-on items to your membership.
4. Proper labeling and inventorying are required for all personal spaces and personal materials within spaces, as instructed by staff.
5. Personal storage areas are subject to inspection by staff at any time for any reason.
6. Be aware that there are space constraints in our labspace. No one person or project may take up more than 10% of our combined storage spaces.

### **Serious Violations:**

The following actions will result in full and immediate termination of your membership. Some actions may result in legal action or the involvement of law enforcement:

- Repeatedly bringing in unreported materials into the labspace.
- Using private materials in the labspace without consent of the owner.
- Bringing in or using restricted materials in the labspace without prior authorization.
- Bringing in any biological materials without prior authorization.
- Sabotaging experiments or materials or manipulating with malicious intent.
- Theft of or purposeful damage to the labspace and/or its materials.
  
- Tampering with the function of the labspace door in any way.
- Conducting illegal activity on SoundBio Lab premises.
- Using SoundBio Lab internet for illegal purposes.
- Performing lab work while intoxicated or under the influence of drugs.
- Usage and possession of illegal substances under Washington State law.
- Being found to have engaged in harassment to any members of SoundBio Lab.
  
- Starting projects before approval.
- Circumventing the Lab Manager's oversight or hiding true intentions of a project.
- Using the labspace for a business venture other than what is reported on your project proposal.
- Using SoundBio Lab's commercial address as a delivery destination without prior permission or approval.
  
- Any other reasons as determined by the SoundBio Lab Board of Directors with a 2/3 majority vote.

***By signing this form, I understand and agree to the above Membership Details & Code of Conduct at SoundBio Lab:***

**Member First Name:** \_\_\_\_\_

**Member Last Name:** \_\_\_\_\_

**Member Signature** (or Parent/Legal Guardian Signature for minor)\*:

\_\_\_\_\_ **Date:** \_\_\_\_\_

**If signed by Parent/Legal Guardian:**

Signer Name: \_\_\_\_\_

Relationship to Member: \_\_\_\_\_

☐ *\*I, the signer, certify that I am 18 years or older*