

EEG Session-Day Checklist

Print, laminate, and tick with a dry-erase marker. The full SOP explains the why; this is just the order.

Participant ID: _____ Date: _____ Condition order: _____ Researcher: _____

1. Before the participant arrives

- ☐ Batteries charged: Cyton, Daisy, BIOPAC ring (ring paired)
- ☐ Board on **battery only** — never wall power while capped
- ☐ Cap (right size, disinfected), gel, blunt syringe, Y-splitter, ear clips, crayon, tape measure
- ☐ Clips, comb, towel, tissues
- ☐ Forms: consent, debrief, questionnaires, session log, compensation
- ☐ Room quiet; laptop on battery; robot at $\geq$ [] m from the chair
- ☐ GUI: session named, **16 channels, 60 Hz notch**, SRB2 on, bias on
- ☐ Stimulus/robot software open; condition order set per schedule
- ☐ Markers test: all streams visible in LabRecorder (or trigger pulse seen)
- ☐ Your phone/tablet in airplane mode or 2+ m from cap

2. Welcome and capping

- ☐ Greet; explain in plain language; **consent signed**
- ☐ Eligibility confirmed
- ☐ Screening logged: caffeine, sleep, hair products, allergies, meds/neuro, handedness
- ☐ Phone off, across the room; bathroom break; water offered
- ☐ Scalp checked for cuts or irritation
- ☐ Nasion–inion measured: ____ cm; 10% point marked
- ☐ Cap size ____; **Cz at the crown**, not rotated
- ☐ Hair parted under each electrode; gel added (small amounts, no bridging)
- ☐ REF clip on ear/mastoid (Y-splitter); BIAS on mastoid
- ☐ **Impedance all green** — no red channels; values written on log
- ☐ BIOPAC ring on, signal reading
- ☐ Settle 3–5 min

3. Recording

- ☐ Start all recordings → **start sync event**
- ☐ Baseline: eyes open 1–2 min, eyes closed 1–2 min (marked)
- ☐ Instructions read **from the script**
- ☐ Blocks run in scheduled order; questionnaires at scripted points
- ☐ Between blocks: impedance check, "How are you doing?", stretch
- ☐ Watch Time Series and packet-loss warnings; fix drift or railing now
- ☐ Unplanned events noted with time
- ☐ **End sync event** → stop recordings

4. Before they leave

- ☐ Data checked: alpha rises with eyes closed, blinks at Fp1/Fp2, markers present
- ☐ All files saved: EEG, markers, BIOPAC, stimulus log, questionnaires
- ☐ Cap off; towel and tissues; gel washes out with shampoo
- ☐ **Debrief** — reveal any staged element; offer data withdrawal
- ☐ Compensation paid and recorded

5. After

- ☐ Files named Study_PID_YYYY-MM-DD_type; backed up to two places (one MacDrive)
- ☐ Session log completed now, not later
- ☐ Cap rinsed ~15 min, **disinfected**, hung to dry away from sun
- ☐ Ear clips, ring, chair wiped
- ☐ Protocol issues noted for next session

If a participant feels unwell or distressed: stop, remove the cap, help them, and follow SOP Appendix C.