

Bioseparations and Biomaterials Laboratory

Laboratory Notebook Guidelines

Objective: To encourage good research laboratory practice when running experiments and recording data.

Guidelines:

1. Obtain a separate individual laboratory notebook specifically for this laboratory and your research work. Label as "Laboratory Notebook-BSBM" and write your name and e-mail address on it.
2. All data, calculations, diagrams **must be** recorded in the laboratory notebook. Experiments should be dated. Information should be recorded directly into notebook as obtained. It is bad practice to take data, etc. on loose paper, kim wipes, paper towels and copy later. It is even worse to memorize the data and readings!. Such data set will be discarded and experiment **will** have to be repeated.
3. If data is obtained from computer output, a copy of the output should be inserted in the notebook and secured with tape.
4. Each day you do experimental work, calculations, etc. the notebook page should be dated and signed by you. If work is done by a team all members should sign.
5. If an entry is computer output or other information inserted and taped in notebook, your signature(s) should cross the tape.
6. Never erase entries from a lab notebook. If an entry is in error, draw a single X through it and sign and date the document.
7. Never remove pages from your notebook. (Note: official laboratory notebooks have pre-numbered pages so that removal of pages is obvious).
8. The first five pages of your notebook should have the details of the main reagents (i.e source and catalog number) and protocols.
9. Your research is only as good as your documentation of observations and experiments. Please take it seriously as I will and I do. Research that is well documented and written legibly will be worthy of publication.
10. **When in doubt, ask a senior lab member. (Golden Rule: 1)**