LABORATORY NOTEBOOK
INSTRUCTIONS

This Laboratory Notebook is the property of [The Company]. It is assigned to you so that you may keep a complete, careful, chronological record of your work. The work which you do and the data which you enter in this book are confidential; they must not be disclosed to unauthorized persons. The Notebook must not be removed from the laboratory premises. Its preservation and maintenance are your responsibility; in case of damage, loss or disappearance, report the facts to your section manager at once.

The purpose of each entry in your Laboratory Notebook is to provide a complete record of your work, one that would enable one of your coworkers to repeat, if necessary, exactly what you did and secure exactly the same results, without having to ask any questions of anyone. You will find these specific instructions helpful in preparing entries which will meet this requirement.

1. Plan your experiment carefully, and plan the presentation which will best record the data you expect to secure. Since the duplicate page will be extracted from the Notebook and attached to the appropriate progress report for filing in the project file, data on each page must be limited to one specific project.
2. After Title and Project number, date and the objective have been filled in, your entry should record (1) the purpose of the experiment; (2) the materials used and their quantities; (3) the apparatus; (4) the procedure and manipulation (times, temperatures, pressures, pH's, and the like); and (5) the results. Where procedure or apparatus is standard, it is sufficient to describe it by reference; for example, ASTM D236-54T, or by reference to an earlier notebook page where it was fully described.
3. All data is to be recorded directly into the Notebook. Recording of original data on loose pieces of paper for later transcription into the Notebook is to be avoided. Should use of loose paper be necessary for proper conduct of an experiment, the loose paper should be signed and dated, and cemented into the Notebook. The data must be transcribed into the Notebook on the same day it was taken, and the Notebook entry should refer to and identify the loose paper which has been cemented into the book.
4. All entries must be made in ink. Erasures are not permitted. If a mistake is made, draw a line through the erroneous material and make a corrected entry immediately following.
5. Every entry must be dated, and signed at the foot and at the end of each day. In no event may the entries be signed less frequently than each page.
6. If, for clarity of presentation, it is desired to start the new entry on a new page when the previous page has not been entirely filled, draw a diagonal line across the unused portion of the page.
7. Pages must be used consecutively. Leaving a page or pages blank for later use is absolutely forbidden. Entries must be presented in chronological sequence.
8. If one of your coworkers (not a codiscoverer of the subject matter) has witnessed an experiment you have conducted, to an extent that enables him to state of his own knowledge what you did and what results you secured, have him sign and date the Notebook record of the experiment under the legend "Witnessed and understood by". If the experiment seems to you to be of sufficient importance, arrange to have it witnessed.
9. Pages are provided in the front of this book for an index to the subject matter covered. The index pages should be completed as the work progresses to afford ready access to the data recorded.
10. Avoid stating conclusions, particularly of failure or abandonment. Let the results speak for themselves.
11. When this book is filled, or upon termination of your employment, it must be turned in to your section manager.

Book No. _____ Assigned to _____ Date _____

Returned to Section Mgr.—Date _____

This Notebook is Your Laboratory Diary

This notebook is the property of [The Company] and will contain confidential material. It should be treated as such and must not be taken from the Laboratory premises except in those cases where field work makes this necessary. This notebook is specifically assigned to you on a charge from the Library. It is your responsibility while it is in your hands. Upon being filled it must be returned to the Library. If needed again it should be obtained on a loan basis.

Original entries systematically and properly made in the usual course of your work are the best record of your accomplishments. This Notebook may be the deciding factor in litigation involving a question of inventorship. It may also be the only complete source of information for future experiments, or for the preparation of reports you may be required to write. THEREFORE:

1. As part of your daily routine enter clearly and concisely in this notebook all your experimental data, plans for experiments, analysis of results, calculations, observations or ideas. These data shall be placed in the notebook immediately and directly. Do not use loose leaf books or loose pieces of paper for this purpose. Make all entries in ink.
2. Each page and entry must show the date on which the entry is made and the signature (or initials) of the worker making the entry. The nature of the problem and the number of the project should also be indicated.

TO MAKE THIS BOOK MOST USEFUL YOU SHOULD:

(A) Plan the presentation before writing so it can be easily read and understood.

(B) State clearly and completely the procedure followed, giving all conditions of the experiment (temperatures, pressures, time required, etc.) and apparatus used (include sketches if necessary). This notebook should provide sufficient data to enable any of your associates to duplicate the procedure and results.

(C) Give all results and observations including references to literature, analytical data, and pertinent calculations. Data may be presented in tabular form and in graphs to great advantage. Cross sectional ruling is provided for your convenience in aligning tables and making graphs and sketches.

(D) Make all entries in ink. Always be neat and legible. Do not make erasures. Cross out by straight lines any material to be deleted.

(E) Make all entries consecutively, leaving no blank pages.

(F) When a page or a day's entry is completed, sign your name at lower left. If blank space is left on the page, draw a diagonal line to show its extent at the time of signing. Have your signature witnessed at the lower right. This witness means that the page was filled at the time of signing.

(G) Promptly disclose any new and possibly patentable ideas occurring thereon to one of your associates who is familiar with the work you are doing (preferably the section chief or one who has actually seen the experiment carried out), and have him affix his signature and the date. He should write in "disclosed to" at the time of signing.

(H) When an idea, process, etc., of any importance is finally found to be workable, the process, etc., should be demonstrated in the presence of witnesses, *other than co-inventors*, who are able to understand the process. These witnesses should sign the page in the notebook describing the demonstration carried out in their presence, writing in *"demonstrated to and understood by."* Before this procedure is followed, the section chief in charge of the project should be notified.

(I) Pages are provided for a Table of Contents. This should be completed to enable ready access to the contents in the future.

Book No. _____ Assigned to _____ Date _____

Returned to Library—Date _____