Laboratory Notebook

Assigned to：_____

Notebook No. ：_____

Advisor：_____

Date：_____

INSTRUCTIONS FOR KEEPING RESEARCH RECORDS

In addition to providing a complete record of your laboratory work which can be understood and repeated by yourself and others, this notebook has been designed to afford maximum patent right protection. Several practices must be followed to give the notebook value as a legal document in possible patent litigation:

1. Enter all data directly into this book; it is permanently bound with numbered pages so that pages can not be substituted or deleted, and all dates, data and signatures are made as work progresses. Do not record data elsewhere for transfer into the book. Write in ink. Never make erasures. Thus, the integrity of the record will not be in question.
2. Record sufficient information. All procedures, reagents, apparatus, sketches, conditions, references, etc., should be entered into the book as the work is done. The purpose and significance of the experiment as well as the observations, results, and conclusions should be made clear. What may seem trivial at the time may later prove of critical importance. Your entries should be clear and complete enough for someone else who is "skilled in the art" to read and comprehend what has been accomplished. Avoid sweeping negative statement, e.g.:" This procedure is worthless," which could later limit the scope of your claims.
3. To delete an entry, draw a line through it so that if is still legible. Corrections should be made adjacent to the deleted entry, and they should be signed and dated by you. Always use the current date.
4. The notebook and its contents are property of the lab and are to be considered confidential and of great value. Exercise every care in preserving them. Report the loss or theft of a research notebook immediately to your supervisor, who reserves the right to inspect the research notebook at any time.
5. Index the contents and return each book as completed (or when not in use) for filing.
6. New ideas must be recorded and witnessed as they occur to establish priority of invention. Even ideas which do not pertain to the project at hand can be documented in the book.

Keep your research records as if each project were to be patented. Even though the work contained in the book may not result in a patent application, observance of these practices will provide a clear record for reports, publication, or future reference.

Instructions READ and UNDERSTOOD by:

Signed：_____Date：_____Signed：_____Date：_____

DATE：

PROJECT：_____ Continued from Page___

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