

LABORATORY RECORDS

1. When you first receive your lab notebook, be certain to print your name in ink on the first page and the date you received the notebook.
2. Each experiment should be entered into the Table of Contents with the date, title and page of the notebook where experiment description begins.
3. Each experiment should be given a title that is adequately descriptive to allow you to go back a year from now and identify the experiment from which you are looking for data.
4. Each experiment should have the following components in your lab book:
 - Purpose
 - Methods
 - Results
 - Conclusions
5. It is important to enter data, measurements and calculations directly into your lab notebook – and not on extraneous pieces of paper.
6. Your lab notebook is a record of what you have done and how you did it. Someone unfamiliar with the experiment should be able to pick up your notebook and tell what you have done.
7. The more complete your notebooks are, the easier you will find writing manuscripts and your dissertation.
8. Your lab notebook must be viewed as a legal document. The University or funding agencies may audit any laboratory notebooks.
9. Your lab notebook is the property of the University and should not leave the University property without written permission.