

Standard Operating Procedure (SOP): Laboratory Notebook

2024 Roberts Lab

A. The aim of this SOP is to:

Centralizing our experimentation infrastructure not only helps us to keep track record of research and data to support our claims, but also to replicate and have precise control of our science.

Quality control activities and practices related to equipment maintenance and calibration are recorded on the appropriate forms and maintained in logbooks as required under another laboratory SOP. It is not necessary to record all the raw data in the laboratory notebook though the activities but can be cross-referenced in the laboratory notebook to an electronic folder.

B. General Policy:

The format and how to maintain your lab book:

1. Lab book must be written using a ballpoint pen (black/blue). Pencil is not acceptable.
2. For each experiment, label your lab book with your initials, followed by experimental # (e.g. SR_01, SR_02, SR_03, etc...)
3. Ideally write a title or note as heading
4. You must add the date, signed the lab page

All notes, calculations must be written on the lab book.

5. Do not use fluid correction of any kind. Instead, using the same pen, put a strikethrough, label with the new correction. Ideally, you should note the reasons why.
6. Similarly, draw a line through all errors followed by a date, initials, and a brief explanation for the correction (codes may be used for common error types such as EE for entry error and EEO for entry error omission). Do not erase or use white out; the original entry should be visible.
7. For more than one page, indicate the continuation at the bottom of the first and any subsequent pages, along with your initials and date.
8. If a long-term experiment is interrupted by other daily entries, indicate that the experiment is continued on the appropriate page number, along with your initials and date. If a page is skipped, cross out the whole page, and sign and date the line.
9. Do not write near the binding as this area may not photocopy well
10. A corresponding electronic folder must exist for each experiment. This may contain electronic data, pictures or any other related items obtained from that experiment(s).

11. Graphs, drawings, or printouts should be carefully affixed in the notebook using as permanent a method as possible (glue, staples). Reference should be made to any affixed material on the bound page and analysts should sign and date over the interface.

12. Electronic data mentioned in step 4, must be shared, and stored in our Z drive.

C. Notes:

The contents of your lab book and/or project binder/electronic data folder will be randomly peer-reviewed during the study.

Researchers should familiarize and update themselves with proper lab book maintenance and techniques.

Exceptions to this policy will be reviewed by the Roberts Team for approval consideration.