- Maintain an official bound lab notebook with consecutively numbered pages.
- Enter information in permanent, water-resistant blue or black ink. *[THINK* – clearly reproducible by copier or scannable without loss of readability]
- Do NOT obliterate, erase or white out entries – mistakes can be lined-out but should still be readable.
- Affix print-outs (with writing on one side) in a secure manner to the lab pages – transparent tape, permanent glue or staples – consider signing across the border of the affixed page.
- Any printout that is not permanent (e.g., thermal paper) should be photocopied *before* placing in the notebook.
- ADD a line across any portion of the page that does not have data prior to obtaining counter-signature.
- Do NOT remove pages.
- Write in English.
- The person who suggested and/or carried out the work should sign and date the pages:
    - *Work of a technician performed at the direction of another should be signed by the person overseeing the work*
- A witness who is a technical person not directly involved with the work performed should review the lab notebook ("read and understand") before signing and dating.
- Consider *dual* witnesses to avoid the problem of later losing a witness' status as a result of change in inventorship.
- *NO FURTHER ENTRIES, EXCEPT CROSS-REFERENCES TO OTHER PAGES, SHOULD BE MADE ONCE A PAGE HAS BEEN WITNESSED!*

SIGN AND DATE CONTEMPORANEOUSLY
WITNESS REGULARLY

- Memorialize:
    - *Ideas, concepts, and project goals*
    - *Further plans*
    - *Experimental procedures and details; technical paths to achieve goals*
    - *Data and technical results – contemporaneous in time and in sufficient detail to enable the work to be reproduced*
    - *Failure data; side-by-side experiments*
    - *Bases for delays on project*
- Use consistent procedures to record data.
- Avoid: editorial comments and legal conclusions.
- Key supporting documents should also be signed, dated and witnessed.