

Legal Scientific Laboratory Notebook Training

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Legal Scientific Laboratory Notebook



“...if it isn’t written down, it wasn’t done.”

A Scientific notebook acts as a legal document that verifies your research.

It is what allows you to verify getting credit for a discovery.

- ❖ Companies or Research Institute must provide an **Internal regulations** that contains **Laboratory notebook Policies**.



Legal Scientific Laboratory Notebook



- ❖ To record what an individual has done.
- ❖ To establish ownership for patent purposes and other legal uses.
- ❖ To establish verification or liability.
- ❖ To create a contract between a company and consumer and/or between a company and regulatory agencies.
- ❖ To prove that a procedure was done correctly.
- ❖ To adhere to, evaluate, and develop standard operating procedures (SOP).
- ❖ To be used in a legal investigation, criminal investigation, or in a court of law.





Starting a Legal Scientific Notebook



- Use bound notebook
- Use waterproof black ink.
- **Number every page** in your notebook starting with the front side (Title page) of the first page as # 1.
- **Title page:** Write the following information in the middle of front cover page:

[Project Name] Notebook

Period: #

Institute Name

Your Name

Starting Date (actual date)

- Title pages 2-5 as “Table of Contents.”
- Glue in copy of the Lab Health & Safety Rules and Lab Notebook policy.
- Sign and date the bottom of every page.
- Graphs, illustrations, ETC. may be glued in.



Recording Procedure



- Record ALL your work EXCLUSIVELY in the Notebook.
- Write “go to” at BOTTOM of page on any work that continues on other pages.
- Write “From page #” on TOP of page on any work that continues on other pages.
- Do not erase or white out errors. Cross it out.
- Never tear a page.
- Do not skip or leave blank pages.



Recording an Experiment

- ✓ Be factual, concise, clear, and complete in all aspects
- ✓ Observation is an important part of the scientific process.

Examples:

- Set up experiments/ Objective
- Report experimental conditions
- Data Analysis
- Report results

- ❖ Problem/Question
- ❖ Hypothesis
- ❖ Materials
- ❖ Procedures
- ❖ Data/Observations
- ❖ Analysis
- ❖ Conclusion

Electronic Notebooks



1. ELNs are more dependable and secure than paper lab notebooks because, all information collected, can be stored in the same place.



2. Electronic laboratory notebooks encourage collaboration by providing collaborators all around the world with an easier, digitized and paperless way to work on experiments and projects at every step.



3. Through ELNs, scientists have a seamless way of monitoring conventions and their standardization which are imperative highlights to empower reproducibility of tests and experiments.



4. Most importantly, electronic laboratory notebooks may ultimately serve as a primary legal document especially in matters pertaining to patent and intellectual property.