UGEE CHEMICALS	UGEE Chemicals Quality Assurance General SOP	SOP Standard Operating Procedure

USE OF LABORATORY NOTE BOOKS

SOP #: UCL/IBDLAB/CD/Q/07.0	Issuance Date:	As at Last Signature	GCAS 98844677
	Revision Date:	Maximum 2 years from Effective Date	
	Effective Date:	20 working days from the issuance date	Page #: 1 of 9

PURPOSE

- To standardize the procedure for the use of notebooks/logbooks in the laboratory.
- Provides instruction for the proper use, management and protection of laboratory notebooks

SCOPE

- This SOP applies to Laboratory note or log books used to record data and/or information in the plant.

RESPONSIBILITY

- Laboratory Records System Owner/Laboratory Leader is the laboratory notebook administrator and must adhere strictly to this procedure, make sure that the books are returned and processed in accordance with these guidelines and ensure the review of notebook by a peer. He/She is responsible for issuing tracking and archiving of notebooks.
- Laboratory Notebook Owner is responsible for making sure that all ideas, inventions, experimental work, experimental data and conditions of generation work are correctly documented in the laboratory notebook, monitoring the location of the notebook while it is still active and ensuring that the laboratory notebook is kept up to date.

POTENTIAL RISKS

- Not Applicable

PPE REQUIRED

- Not Applicable

PROCEDURE

SCOPE OF ENTRIES

1 All analytical work

2 Matters for which a readily identifiable, properly witnessed and dated record may be useful e.g. conception of an idea, principle, application, etc

3 Any kind of experimental work and data.

INFORMATION TYPE

SOP OWNER	QA APPROVAL	HSE APPROVAL	AUTHORISATION
---------- Adio Sakiru Date: 10/08/2022	----------NA----------	----------NA---------- -	---------- Site QA: Alawode Olujide Date: 10/08/22

4 The type of information to be recorded in the laboratory notebook will include but is not limited to the following:

- Sample Identification
- Test Method Used.
- Analytical Reference.
- Reviewed by
- Done by
- Sample type
- Solvent Amount
- Calibration due date
- Titrant Conc (N)
- Factor
- Standard reference (F&HC lab)
- Objective/Aim of work
- Supplier of sample
- Conclusion
- Calculations
- Final Result
- Equipment use
- Reagents used
- Any other form of data generated e.g. weights, titre values etc.

DATA ENTRIES

5 Entries should be clear, concise and complete.

6 Each entry must be understandable by a person who is generally versed in relevant science or technology without additional explanation by the author.

7 Hand written entries should be made in black or blue ink only. Do not use pencil.

8 Enter the date the work is started and the title of the work at the top of the page.

9 Restrict each page to a single subject. If the work is continued from another page print the number of previous page on this work on the top left hand corner of working area, in the allocated space. Similarly, if the work is to be continue on another page, enter the next page number on the bottom right hand corner of the working area in the allocated space.

10 Show mathematical formulae for all calculations and a sample calculation if the principle is not obvious.

11 Do not skip pages. Partially blank pages must be crossed, initiated and dated.

12 Do not use un-printed pages i.e. page numbers & lines must be printed on each page.

13 Do not erase or use correction fluid. When corrections are necessary, cross out the original entry with a single line (leaving the original entry visible), enter the correction alongside, date & initial the correction. Then an explanation for the correction should be entered alongside

PRINT OUT

14 Where unavoidable or more appropriate, inserts can be used. However, in such cases, where possible, print out should be limited to one page.

15 Use rub-on glue to make inserts. Do not staple inserts to the notebook.

16 Print out must be placed within the bordered working area and signed and dated across the point of attachment the notebook number & the page number should be written on the insert to identify its location in case of separation from the notebook.

17 Vacant space on a partially filled or empty notebook page will be suitably marked out with a single line.

18 For thermal printouts only photocopies should be inserted.

19 Print out which are larger than the bordered working area may be photo-reduced for inclusion if their presence in the notebook is essential.

SIGNATURES & DATES

20 Upon completion, each analysis must be signed and dated by the analyst in the "Done by" section.

21 The analysis result should be peer reviewed by a colleague.

22 Each page must be checked for accuracy & content, then signed and dated by the Lab leader in the "Lab Leader" section. A colleague should be the peer analyst. This signature should ideally be obtained on the day of the completion of a page. If not, it should not be later than one day from the completion of the page.

DESTROYED OR LOST NOTE BOOK PAGE

23 All pages must be accounted for and should it be discovered that a page is missing, a form must be filled out by the notebook owner and the Laboratory Notebook Administrator and will be placed where the missing page(s) is located.

F&HC LAB SPECIFIC

24 F&HC Lab analyst upon receiving the sample enter all production data on the receiving and Handling QW and identified the sample by Lab ID, Julian Date and date of making production

25 F&HC Lab analysts record the shift and Julian and the sample type on the logbook

26 F&HC Lab analysts must use verified and updated Analytical Methods from the current active AM file index. And record it in the column of Analytical Methods in the log book

27 F&HC Lab analyst must use calibrated equipment and record the equipment name and Calibration due date which is on the calibration tag of the equipment.

28 F&HC Lab analysts must use valid solutions and reagent and record the preparation Batch # of all solution used for analysis on the STD reference column in the logbook.

29 F&HC Lab analyst use the titrant conc. Which is on the titrant label and the consumed Volume taken after the analysis.

30 F&HC Lab analysts record any factor if there is, in its column.

31 F&HC Lab analyst use the right Formula to calculate and make sure the results is reviewed.

32 F&HC Lab analysts sign the final results.

33 F&HC Lab analyst follow QA instructions in the log book such as error correction, etc.

34 In case of preparing and standardizing solution, F&HC Lab analyst must record all details step by step and its raw data in the log book.

35 The log book is reviewed on shifty basis to ensure every step is OK and the final result is accurate.

REASON FOR UPDATE

Version 0: New SOP

End Of Procedure

SOP RELATED ATTACHMENTS

Attachment 1 – Qualification Sheet
Attachment 2 – Model Answer
Attachment 3 – Lost or Destroyed Notebook Page Form

ATTACHMENT 3

Lost or Destroyed Notebook Page

I hereby certify that page number _____of book _____ ***did not*** contain any entries, and the page has either been lost or destroyed.

I hereby certify that page number _____of book _____ was destroyed and is therefore missing from this book. The information contained on the destroyed page was recreated on page number _____ of book _____.

Signature: _____

Name: _____

Date: _____

Laboratory Notebook
Administrator Signature: _____

SOP OWNER	QA APPROVAL	HSE APPROVAL	AUTHORISATION
---------- Adio Sakiru Date: 10/08/2022	----------NA----------	----------NA---------- -	---------- Site QA: Alawode Olujide Date: 10/08/2022