# Guidelines for lab journal keeping at the University of Oslo (UiO)

### Introduction

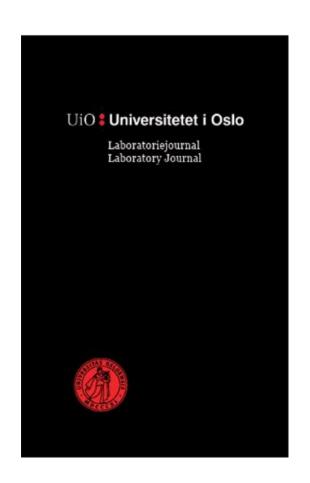
- Laboratory journal keeping is compulsory for all experimental sciences.
- The journal has to be filled in a way that will make it possible for others to replicate the experiments.
- The main reason for keeping a lab book is to document experimental work for publishing as well as documentation in the event of patenting.
- Laboratory journals are of UiO's property and must be delivered when the project is finished/contract expires and will be safely stored by the department for at least 10 years or until the experiment is over.

## General guidelines

- Laboratory journals have unique running numbers. The lab manager will deliver journals directly to the users as well as be responsible for the safe storage currently set at 10 years ahead after project completion.
- Supervisors/group leaders/project leaders are responsible for making sure that everybody involved in his/her research keeps a lab journal.
- Lab books are personal and should only be kept by one person at a time
- Lack of delivery at the end of employment can prevent clearing, handing out diplomas and be prosecuted.
- You are allowed to photocopy your own lab journal and take the copies with you to your next workplace.

### How to keep your journal

- Use pen or markers, not pencil.
   Colours welcomed
- Do not use slang or code words.
   Preferably English language.
- Never tear off a page. All pages have to be dated and signed for.
- Do not remove parts of a protocol/procedure, corrections can be made on the side or somewhere else in that same page
- Keep your lab book updated as it has to be readily available to your collaborators and supervisors.



#### • Cover:

- Journal number
- Name
- Department
- e-mail, phone
- date journal was recieved, etc.

#### LABORATORY JOURNAL

Journal No. A 00000	
Continued from Journal No.	Continued to Journal No.
Assigned To:	
Name LISBETH THORBEK Signature Lisbeth Thedel	Date
Signature Lishofh Thurch	By
Date Issued 11.04.12	Email
Phone 99618410	
a none	
Department: Biologisk institutt Group/Program MORG-	4
MERG	
oroug/rg-	
Address	
Postal code/City	

#### UiO: Universitetet i Oslo

University of Oslo Boks 1072 Blindern 0316 Oslo  Page 1: Specific information and rules for the different departments.
 This is where an overview of NHM's DNA-lab guidelines will be glued.

Pages 2-3: Laboratory journal guidelines

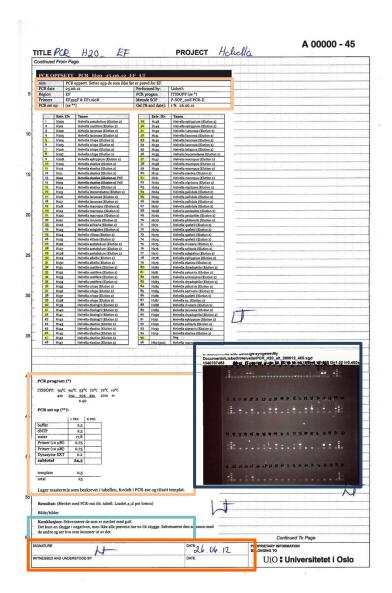
UiO : Universitetet i Oslo

- Pages 4-8 are for index/table of contents of your experiments
- Write page number, title and date of the experiment

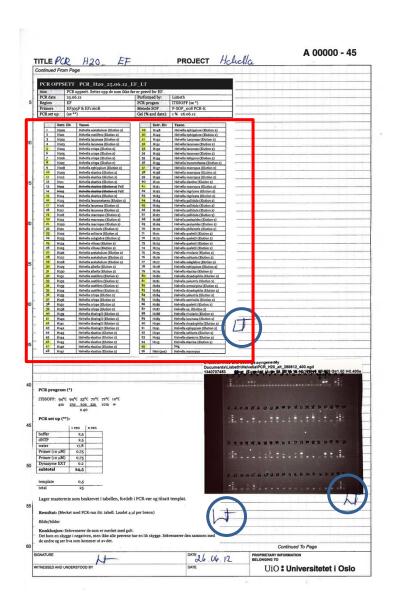
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- All experiments have to have a:
  - date
  - description
  - resutls
  - conclusions
  - Preferably also the motivation behind it as well

Sign and date all pages



- Describe/name all figures/pictures
- Loose pages must be glued on, dated and signed. The signature should be on the side of the glued object so that it also covers the book page
- Samples used for each experiment must be correctly marked making it possible for anyone to go back to them



- Describe the method(s) in detail.
  - adding relevant information on the equipment, material, etc. used
  - Refer to the appropriate SOP (Standard Operating Procedure) if there is one, if not describe the full procedure.
  - Describe any deviation from the written procedure
- Include all relevant extra information:
  - Primer sequences/ref to file or paper
  - URL
  - database files
  - computer files

