

Instructions on keeping a lab book at lab courses

General

When you are working in a lab, you must keep a lab book. The lab book is the most important document of lab work. The basic idea is to produce a reliable and detailed record of what you have done, so **anyone who picks up your lab book can repeat your experiments**, even after 10 years. Below are given general instructions how the lab book should be kept and what should be written on it.

- The lab book is a hard cover booklet with a size of A4 and numbered pages. Students will be given one at their first course (BENA2003) and when the book is full, they will get a new one.
- Use ballpoint pen only. Your lab book must be readable after 10 years.
- Never erase anything you have written. If you make a mistake, strike it out with pen.
- Write your name on the book.
- Write loosely, so that you can add text or printed pictures etc. afterwards.
- You can use bulleted lists, arrows etc., fully sentences are not necessary.
- Write down everything immediately to the lab book; do not use piece of papers or sticky notes (you will lose them anyway).
Note, if you are working in clean rooms or virus lab, you are not allowed to bring the lab book to lab or out from lab.
- Keep the lab book on your desk when you are working so that teacher can check it.
- Writing the lab book is part of the lab work, you are not allowed to leave the lab before you have written the lab book and teacher has checked it.
- Course lab books are student's property. Later when you are working in the research groups, lab books belong to the group.

Write down:

- date, number and name of exercise and instructor's name. Write down shortly what will be done in the experiment and why you are doing this experiment.
- everything that you do in such a way that anyone who picks up your lab book can repeat your experiments.
- materials: all used reagents and solutions including manufacturer, product number, lot number; of pre-made reagents write down contents, who made them and the date of preparation.
- all calculations (also the equation used) you did for experiment.
- used software, instruments, settings, calibration methods etc. Regarding centrifuges write down rotor type, temperature, speed (rpm- and g-values) and time used.
- all observations you made during the experiment .
- all results, instrument readings. If they are provided as print, make sure to glue the print on your book. Glue on PAGE gels (or photos of them). Include printed or drawn spectra and other images.
- Include copies of microscopy pictures.
- If you store original data on computers, write down machine locations, filenames and paths so you can retrieve them later if needed.
- Comment on results shortly and mention both successes and failures.
- Mark used references at the place where they are used.
- If you have done the experiment exactly as before, you can refer to that page (and date).