

Procedure for the Use of Unclassified Laboratory Record Books

GENERAL INSTRUCTIONS – Items 1 through 16 apply to use of all Laboratory Record Books.

1. Use Laboratory Record Books (LRBs) with beige-colored binding when recording 1830, and Related-Services activities. Use LRBs with maroon-colored binding when recording non-1830 activities, including Battelle-funded exploratory research.
 2. The initial LRB custodian shall complete the title, author, and period covered sections of the information block (first sheet inside the LRB cover). If the LRB is transferred, the new custodian shall enter their name, payroll number, location, and date received to the lower portion of the information block.
 3. If persons other than the custodian make entries, the custodian shall list above or below the information block on the first sheet inside the LRB cover, the names of those persons and obtain sample signature and initials from each.
 4. Use the following procedure as new project number and project or activities are initiated.
 - Record the starting page, the project or activity title in the table of contents.
 - Record as the first entry the research activity title, the project or work authorization number, and a brief description of the objectives and planned approach.
 - Record observations/data chronologically. Describe (narrative or sketch) experimental apparatus, equipment, and any procedures, data sheets, etc., that are used.
 5. Date and sign each page. List person(s) who performed the work.
 6. Record information only in permanent ink, line out unused portions of pages, and keep pages intact.
 7. Do not erase or obliterate entries. Mark out errors or corrections with single lines. Initial and date all changes other than editorial corrections. If the change is substantive, record the reason for it.
 8. Use the following steps if it is necessary to attach a loose sheet.
 - Attach the sheet to an unused page of the LRB by tape or glue.
 - Write the LRB number and the LRB page number on the attached sheet (in case it comes loose).
 - Make an entry in the LRB to introduce or describe the attached sheet.
 9. Maintain a list in the project or activity file identifying the LRB numbers, custodians, and LRB locations.
 10. Record as the last entry for a project or activity a statement noting completion of the work or, if appropriate, reference to a subsequent LRB.
 11. Store LRBs in metal file cabinets or receptacles that prevent physical damage or access by unauthorized persons when not in use, and allow easy retrieval for periodic inventory.
 12. Notify Document Control in writing when LRBs are reassigned.
 13. Return LRBs to Document Control when complete or at project end. Users may copy appropriate pages for their personal files and future reference. If the staff member for future reference retains LRBs, they must be protected from physical damage or access by unauthorized persons and made available for periodic inventory.
 14. Return LRBs to Document Control or request reassignment of the LRB when the custodian terminates employment with Battelle.
 15. Make copies of LRBs, or applicable pages, for inclusion in project files, when appropriate. LRBs are kept as Battelle property and are not turned over to the client or included in project record packages turned over for storage.
- When and if work results in conceiving or developing something new or that, for any reason, could potentially establish a basis for patent application or other intellectual property, special procedures must be followed.
- When LRBs are used to record novel approaches or ideas (potential intellectual property) follow these steps in addition to the previous “General Instructions.”**
16. Disclose such new ideas to Intellectual Property Services (contact Intellectual Property Services).
 17. Record the following information in the LRB:
 - date and circumstances of the origin of the idea or experimental work
 - name of the inventor(s)
 - names of persons who can testify on matters associated with the approach or idea
 - technical description, to the extent known at the time of the record book entry, of the novel approach, idea, or advancement.
 18. Intellectual Property entries in LRBs must be witnessed within one week of the entry. Witness is accomplished by
 - obtaining signatures of at least one witness on each page containing potential intellectual property data
 - a person who witnesses a page must
 - understand what is on the page. (Understand means only that conceptually you understand the words that are written on the page. You do not have to necessarily agree with the technical conclusions. The witness need not have the same level of technical competency of the subject as the author.)
 - not be an inventor of the idea recorded on that page.
 19. Obtain signature and date of at least one witness on any sheets attached to the LRB.
 20. Identify and reference in the LRB any material related to the intellectual property that cannot be included in the LRB (eg., data sheets, magnetic tapes, computer printouts). Maintain and protect this material as record data.