Laboratory Notebook Checklist

This checklist is intended for those overseeing laboratory operations such as bench experiments. This checklist can be used by researchers to manage their own notebooks and by PIs or others who may review group members' notebooks. It has been adapted from the tutorial "Good Laboratory Notebook Practices" from ReaDI Program. This checklist is intended as guidance and should be modified as needed to meet the needs of the PI and discipline.

Section of Notebook	Item	Completed
Outside of Notebook and Table of Contents	Notebook is clearly named following chosen[1] naming convention	
	Researcher's name is prominently displayed	
	Table of Contents is up-to-date	
	Page numbers and dates correspond with the experimental titles within the Table of Contents	
Experimental Records	Title of experiment at top of page	
	Date of experiment recorded	
	Objective/purpose of experiment given	
	Relevant citations (e.g. literature, datasets, reference to other experiments, reference to protocol (including version)) are included	
	Plan, outline or flow diagram is given where appropriate	
	Step-by-step procedures are present, including specific experimental details such as the following:	
	Temperature (units) — *Reaction Time*	
	Units — *Other Relevant Details*	
	Equipment used —	
	Reagents (including amount) —	
	Instrumentation conditions and parameters are provided	
	Observations are recorded throughout the experimental entry	
	Raw data are identified; the names and file location of any digital files are included	
	Calculated data (including the steps taken during calculations) are provided including the names and file location of any digital files	
	Transcribed data (including location of original data) are provided including the names and file location of any digital files	
	Conclusions and/or suggestions for future experiments are recorded at end of experimental entry	

---

[1] Good Laboratory Notebook Practices Tutorial found on ReaDI Program: https://research.columbia.edu/tutorials-and-templates

Supplemental Documents	Printouts are taped/glued without covering any information	
	File names of digital data files are given and follow naming convention	
	Additional binders/notebooks that contain data are coded and cross-referenced where appropriate	
Appendix	List of abbreviations is included	
	Commonly/regularly used protocols are identified, including the version used	
	Codebook (when appropriate) is written and up-to-date	
	Data dictionary (when appropriate) is included and is up-to-date	
	Sample log and/or inventory is up-to-date	
General Housekeeping	Entries are written legibly and in English	
	It is clear where one experiment end and another begins	
	Entries are complete	
	Single-lines are used to cross out errors	
	Unused pages and blank spaces are crossed out	
	Entries are signed and dated (discipline specific)	