

Lab Notebook Guidelines

1. Always write in pen.
2. Include a Table of Contents at the front of the lab notebook.
3. Number and date every page of your notebook.
4. Write in the lab notebook as the work is being done.
5. Write down EVERYTHING you do:
 - a. Include the make, model, serial number and contact information for every machine or instrument you use.
 - b. For every chemical used, write down the name of the chemical, company it came from, formula weight, contact information for the company, and lot number.
 - c. Include your experimental plan and describe the purpose and procedure of each task and experiment.
 - d. Record raw data directly in the lab notebook, and include analyzed data (stapled/pasted to the book) as well, be sure to describe the analysis process.
 - e. Include in your lab notebook any typed procedures used, graphs made, excel files, etc. On each typed page indicate the date, your initials, and the file name. Also make a backup copy of any lab file relating to your research.
 - f. Include any ideas you think of, problems encountered, and observations made while performing an experiment.
 - g. Include the reference information for any article referred to or used for your research.
6. To delete an entry, draw a line through the area to be deleted so it is still legible. Make corrections next to the deleted entry, and initial and date the corrected entry.
7. The notebook and its contents are to be considered confidential and can not be shared with non-members of the lab without permission from the Prof. Lu.

Instruction Read and Understood by _____

Dated _____

**** Lab work may not begin and access will not be permitted to a new employee or student **
until this form is signed and returned.**

Biomaterial and Interface Tissue Engineering Laboratory Agreement

Please read the following Safety Rules and Regulations for the Laboratory.

Each day, laboratory personnel use known hazardous and potentially hazardous agents. Use of safe laboratory procedures is a must. Responsible behavior and consideration of others are essential for a productive and safe laboratory environment. If there are any questions regarding safe lab procedures, consult your supervisor, a safety manual, or a member of the Columbia Environmental Safety Office before performing the project. Doing so will protect both you and those around you. Below is a list of general Rules and Regulations for the laboratory:

- a. Know the hazards of the chemicals being used (e.g. corrosiveness, flammability, reactivity, stability, and toxicity). Be aware of such properties and use with appropriate precautions. Material Safety Data Sheets are available.
- b. Eating, drinking, and smoking are not allowed at any time inside of the laboratory bench area. Laboratory personnel should not take medicine, apply cosmetics, insert or remove contact lenses in the laboratory.
- c. Appropriate clothing must be worn, including a lab coat and gloves when appropriate. Confine long hair and loose clothing. Open-toed shoes or sandals are not permitted during experiments.
- d. Mouth suction must never be used to fill pipettes, to start siphons, or for any other purpose.
- e. All chemicals emitting noxious vapors must be used in a fume hood.
- f. All chemical spills and accidents are to be reported to a supervisor immediately.
- g. Always remove gloves and wash hands and arms with soap and water before leaving the laboratory.
- h. No chemicals or equipment may be removed from the laboratory without the specific permission of the instructor.
- i. Unauthorized experiments are prohibited.
- j. All solutions and samples must be labeled and dated.

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- k. Please be considerate of the people you work with, and keep your bench and desk clean
- l. Horseplay, pranks or other acts of mischief are dangerous and prohibited.
- m. No video games are permitted in the laboratory before 6:00 p.m.
- n. Keep the printing, copying and faxing of personal material to a minimal in the laboratory

I attest that I am aware of the following: 1) the location and proper use of First-Aid kits, Safety Showers, Eye Wash Fountains, and Emergency Safety Equipment, 2) the proper Emergency action in the event of a chemical accident and the location of Emergency Exits, 3) the proper disposal of both hazardous and non-hazardous waste. I have read and understood the above list of Rules and Regulations for the Laboratory and agree to adhere to them.

NAME (please print): _____

SIGNATURE: _____

DATE: _____

SUPERVISOR'S SIGNATURE: _____

DATE: _____