

RESEARCH DEPARTMENT
PROCEDURE
TECHNICAL BOUND NOTEBOOKS

Technical notebooks, 8-1/2" x 11" in size, will be used, and may be procured from the designated custodian. *(Barbara) 1980*

Entries in such notebooks will be in strict accordance with the Rules for Recording Experiments appearing therein, in addition to which the following will be observed:

Entries

1. Entries in notebooks will ordinarily be in chronological order from the first to the last page. If it is found necessary to divide a notebook into sections, the subject of each section and the page number beginning such section will be entered on the index page concurrently with the establishment of the section; each section is thereafter treated as a separate notebook.
2. All entries will be legibly written in waterproof ink.
3. The subject at the top of each notebook page should clearly indicate what the data on the page concern. It is not necessary to repeat the subject notation if it covers several pages, provided that notations like "continued to page ____" and "continued from page ____" are made in appropriate places. There should be no writing below the signature or below the printing on the page.
4. Standard nomenclature should be employed.
5. No blank spaces will be left. When an entry does not fill a page, the next succeeding entry should begin on the same page, with no blank space between the two. If it is found desirable to start a new page for a particular entry, any blank space on the preceding page should be ruled out before the next entry is made, so that it will be virtually impossible to add anything to any entry at a later date.

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Coding

1. Samples are coded by employing the technical notebook number and page number on which the sample is first described.
2. Variations on the basic code can be made by using letters, and these in turn can be subdivided by employing numbers. Thus, 250-16A1 would imply technical notebook No. 250; that the sample was first described on page 16; and that this particular sample was the number "1" modification of the "A" modification of sample 250-16.

Inserts

The use of inserts should be kept to a minimum. However, any material which forms an important part of the legal record of an experiment should be permanently attached to the notebook by gluing or stapling directly to a notebook page. Materials left loose, put in with transparent tape, or inserted in an envelope in the notebook, are not considered part of the notebook and are therefore not a part of the legal record of the experiment described. If material is inserted in the notebook, adherence to the following instructions will simplify the micro-filming of the records:

1. It is preferable to attach material so that it covers only the space on a single page between the subject and the signature. The page number and subject should not be obscured by the insert, nor should the space for signature and witnessing. The material should be fastened with staples or glued on all four sides. At the bottom of the insert, the statement, "no writing underneath," should be written. Inserts which form a part of the permanent record should be done in waterproof ink.
2. If writing under the insert is desirable, the insert should be fastened along the outside edge of the notebook so that the insert covers the page. When the insert is folded back, no part of the writing on the page should be obscured.
3. When it is absolutely necessary to insert material larger than the space for recording data on a single page, the material should be fastened and folded so that, when it is opened for inspection, it falls within the boundaries of the open notebook. None of the writing on the notebook pages should be obscured when the insert is folded back to reveal the pages underneath. Writing should appear on only one side of the inserted sheet.

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Drawings and Sketches

All drawings and sketches should be initialed by the draftsman and signed and dated by the individual requesting the drawing.

Signatures

Except in extraordinary circumstances, notebook entries should be made by the experimenter and not by any other party. When necessary, another party may act as recorder for the experimenter, but the entry must so indicate and must be read, approved, and personally signed and dated by the actual experimenter.

Witnessing

Each notebook page must be witnessed by a person who is neither a sole or joint inventor of the subject matter disclosed, and who is capable of understanding and does understand the entries on the page. The witness may be the experimenter's supervisor, a staff member in the same group, or some other qualified person. The witness must date his own signature.

Notebook entries witnessed some time after the date of writing, or by someone unfamiliar with the experiment, are not good legal evidence.

"Active" versus "Complete" Notebooks

1. A "complete" notebook is one in which no further entries are to be made even if all pages are not filled. Such notebooks should have a notation on the last written page to the effect that no further entries will be made in the book. They should be turned over to the custodian as soon as possible after completion. Individuals should not retain notebooks in their possession which are not in every-day use. Under no conditions should a notebook issued to one person be transferred to another. The person to whom a notebook is issued is held individually responsible for it.
2. An "active" notebook is one in which further entries are to be made. Pages or portions of pages which are to be left blank in an "active" notebook should have a line drawn through them and should be signed and dated at the indicated place on the page.

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Index

An index of notebooks will be maintained by the designated custodian. (*Barbara - 1968*)

Approved by:

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