

Purpose

The purpose of this Guide is to implement the Physics Laboratory policy for IRD laboratory and research notebooks.

Scope

This Guide applies to all activities associated with the calibration and testing activities of the IRD. Not only are routine calibrations and testing covered, but also research activities and other programs that support the calibration and testing services.

Definitions

N/A

Equipment

N/A

Health & Safety Precautions

N/A

Protocol

1. Notebooks are to be hard covered or spiral bound with pre-printed sequentially numbered pages. These can be found in the NIST storeroom.
2. Approved notebooks must be kept in ink.
3. Electronic data must be fully described in the notebook and, where feasible, a hard copy kept with the notebook or in a location described in the notebook.
4. Mistakes shall be crossed out, not erased, made illegible or deleted, and the correct value entered alongside. All such alterations to records shall be signed or initialed by the person making the correction and dated.
5. In the case of electronic records, equivalent measures shall be taken to avoid loss or change of original data.

Acceptance Criteria

N/A

References

Ott, W.R., Physics Laboratory Memorandum, 24 May 1994

Records

Laboratory and research notebooks.

Filing and Retention

Laboratory notebooks should be kept in the calibration and testing laboratories or controlled by the notebook's author. They are maintained indefinitely.