Purpose

The purpose of this Guide is to establish policy for RPD laboratory and research notebooks.

Scope

This Guide applies to all activities associated with the calibration and testing activities of the RPD. 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. Non-electronic data must be kept in notebooks which are 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. The location of the electronic data must be fully described in the procedures or notebooks and, where feasible, a hard copy kept with the notebook or in a location described in the notebook or procedure.

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 and electronic notebooks, equivalent measures shall be taken to avoid loss or change of original data.

Acceptance Criteria

N/A

References

https://inet.nist.gov/mando/services/records-management

Records

Laboratory, research notebooks and secured electronic data.

Filing and Retention

Laboratory notebooks should be kept in the calibration and testing laboratories or controlled by the notebook's author. They are maintained according to NIST Data Retention Policy. Additional, simplified guidance on the retention of scientific and technological records is found in the RPD internal quality folder.