

Based on the [recommendations from the German Research Foundation \(DFG\)](https://www.helmholtz-hzi.de/en/research/good_scientific_practice/), the HZI has provided binding regulations to make sure that legitimate scientific work is carried out - for details see: [http://www.helmholtz-hzi.de/en/research/good\\_scientific\\_practice/](http://www.helmholtz-hzi.de/en/research/good_scientific_practice/)

HZI Regulations (in English): [https://www.helmholtz-](https://www.helmholtz-hzi.de/fileadmin/user_upload/Forschung/Gute_Wissenschaftliche_Praxis/RE_Working_with_Lab_Journals_06-2018.pdf)

[hzi.de/fileadmin/user\\_upload/Forschung/Gute\\_Wissenschaftliche\\_Praxis/RE\\_Working\\_with\\_Lab\\_Journals\\_06-2018.pdf](https://www.helmholtz-hzi.de/fileadmin/user_upload/Forschung/Gute_Wissenschaftliche_Praxis/RE_Working_with_Lab_Journals_06-2018.pdf)

### Prerequisites

- all generated data have to be stored / archived and each published result must be **retraceable** (including all primary data and experimental protocols) for at least 10 years
- The documentation has to be **reproducible**: for enabling an understanding of a) the experimental approach taken and b) your conclusions drawn from the results → a peer should be able to repeat your experiments without undue difficulties.
- Additional writings or supplements are preferable to omission of notes

### ① Work entry to the HZI

With your routing slip you also come to HZI Library where HZI lab journals are handed out to any scientist or technician working in a lab, see HZI Regulations II 2.4:

#### 2.4 Obligation and responsible persons

Each laboratory journal shall be kept by a single person only and said person shall be responsible for orderly keeping of the journal.

The obligation to completely surrender all laboratory journals and supplement laboratory journals at the end of employment is stipulated in the contract of employment. The recipient of a laboratory journal confirms to have received the regulations for keeping laboratory journals on the first page of the laboratory journal. The person is then obligated to adhere to all included regulations. Upon the departure of a staff member from employment at the HZI, the central archiving department initials the surrender of all laboratory journals and supplement laboratory journals used at the HZI on the routing slip.

[Please note: Only the **official HZI-Lab books** are allowed, see II. 2.1 (p. 3), if you're in need of a new lab-book & working in a branch resp. affiliated institution HZI Library will send a directly addressed one to you.]

### ② Good Scientific Practice during your work at the HZI

#### III. Keeping the laboratory journal

##### 1. Documentation

The performance and the results of experiments shall be documented in timely manner in the laboratory journal.

The experiment ID must be unambiguous to any knowledgeable reader. It must be feasible to unambiguously associate associated electronic data with the experiments ("computer searchability"). Any research work shall be documented completely and comprehensively without omissions in chronological order. The format of the documentation can be designed freely.

##### 6. Table of contents

The Table of contents of the laboratory journal shall be kept in comprehensible manner by the responsible individual.

[Please note: the **Table of Contents** has to be filled as the library scans it for archiving and displaying in HZI library's catalog e.g. <https://helmholtz-hzi.bibliotheca-open.de/Permalink.aspx?id=1004229> with scientist's name, the Lab book's location and the Lab book's TOC <http://bibsrv/TOC/Lab2014/niggemannjutta000482.pdf> ]

## 2.2 Design of laboratory journals

All laboratory journals bear a unique serial number (printed on the cover and on each page). There is a line on the end of each page, which the author can sign and date (proof for patenting). Moreover, a field for the signature of a witness, including the date, is also printed on each page. In addition, a sheet with labels, on which the serial number is printed, is included with each laboratory journal. These are needed for the labelling of supplements (see III. 7). A table of contents is printed in the laboratory journal.

This makes the laboratory journals usable, as a matter of rule, for safe documentation for patent purposes.

[Please note: **For proof of patenting the page(s) has (/ have) to be signed.** For attachments :

There are 2 sheets with labels: one has to be put into the Lab book where the attachment is referenced and one has to be stored on the supplementary material itself:]

### 7. Supplement laboratory journals

Large-sized and bulky materials and data sheets that cannot be glued easily into a laboratory journal must be stored in a supplement laboratory journal (any storage system that is suitable for the pertinent materials, e.g. document file, cardboard box, etc.). For this purpose, a label describing the supplementary material and the place where this material is stored is to be glued to the site of cross-reference in the laboratory journal. The same label is also to be attached to the material itself. Each supplement in a supplement laboratory journal must be numbered unambiguously and such that it cannot be changed (e.g. the serial number of the laboratory journal, the date of the experiment and the page number of the laboratory journal to which reference is made). Supplement laboratory journals shall be surrendered to the library together with the corresponding laboratory journals for central archiving.

[Please note:

An important aspect is that all data have to be stored & referenced in an unambiguous way (see III.1) so that they can easily be found especially when the employee has left HZI.]

### 8. Responsibility of the directors of the organisational units

The heads of divisions, departments and research groups are responsible for compliance with the present regulations for the keeping of laboratory journals and for the safekeeping of the data in their organisational units, in particular for the archiving of data generated by staff members leaving employment such that the data can be recovered correctly. These directors have to instruct their staff members accordingly and check them in regular intervals and create suitable organisational conditions for compliance with the present regulations.

## ③ Leaving the HZI

When leaving the institution you also come to the library to hand over – beside borrowed media – all existing lab books and supplements for updating metadata, see II 2.4 (after that it can be borrowed by a colleague):

The person is then obligated to adhere to all included regulations. Upon the departure of a staff member from employment at the HZI, the central archiving department initials the surrender of all laboratory journals and supplement laboratory journals used at the HZI on the routing slip.

[Please note: In the work contract it is agreed upon that everybody is bounded to deliver all existing lab journals and supplements when leaving the institute. The central archiving unit [=HZI Library] acknowledges the return of all lab journals obtained by the employee during his/her stay at the HZI on the exit routing slip. ]

**Important advice:** Please read carefully the whole HZI regulations (third URL at the top, also in German at “Good Scientific Practice”, second URL or Intranet) to ensure that you are not accused of scientific misconduct. If you have questions regarding these regulations or regarding the procedure in case of scientific misconduct please contact the [Ombudsman group](#) (second URL or Intranet). If you have questions regarding the handling and management of lab books you can always [contact us](#).