

# LABORATORY NOTEBOOK

EXHIBIT

14 Horse  
9-19-00

ATTORNEYS'  
EYES ONLY

CRDS 41321

PLAINTIFF'S  
EXHIBIT  
274

PROPRIETARY  
NOTEBOOK CONTROL INFORMATION

COMPANY NAME \_\_\_\_\_

SECTION \_\_\_\_\_

CONTROL (NOTEBOOK) NUMBER \_\_\_\_\_

ASSIGNED TO \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ISSUE DATE \_\_\_\_\_ LAST ENTRY \_\_\_\_\_

OLD CONTROL NUMBER \_\_\_\_\_

NEXT CONTROL NUMBER \_\_\_\_\_

ASSIGNED BY \_\_\_\_\_

TOTAL PAGES DATA ENTERED \_\_\_\_\_

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Bobell 422 9630

## LABORATORY RECORDKEEPING PROCEDURES

### General Instructions

Laboratory Notebooks are the means for keeping a permanent record of the details of an individual's day-to-day work in the research and development areas. They provide 1) a basic reference which the individual and others can refer to at a later date; 2) legal evidence with respect to the materials recorded, such as conception of an invention and the date thereof or date of reduction to practice and test results; and 3) in some instances, compliance with the provisions of many contractual arrangements.

### Instructions for Recording Data in the Laboratory Notebook

1. All entries should be made in a legible and orderly manner using permanent ink, preferably black. Make entries clear and complete, that someone else could repeat the experiment.
2. Avoid erasures. If an error is made, cross it out and make the correction immediately thereafter. Cancellations or insertions should be initialed, dated and explained (in the margin, if possible, by an appropriate notation).
3. Make sure control page is filled out prior to usage.
4. Complete the table of contents as you make entries in the notebook.
5. State the object and results of each experiment clearly and concisely. Give a complete, factual and self-explanatory account of the progress of the work and the procedure followed (reference to earlier work done by yourself or another may be accomplished by noting a previous page of the same notebook or the page and number of an earlier notebook). All operating details and conditions must be recorded, indicating yields, conversion, etc., and identifying products. Describe and give quantities of all materials used. Explain all code numbers and abbreviations.
6. An entry dealing with a conception (invention, idea) must describe the thing conceived (Example: whether it is a chemical compound, a combination of compounds, a combination of a compound and a solvent, etc.) as well as the utility for the thing conceived, how it is to be used and the method(s) by which it is to be prepared, including equivalent materials which could be used. Statements with regard to utility should be stated positively. Work toward practical implementation of an invention should start as soon as possible after disclosure in a notebook.
7. Negative or deprecatory entries should be avoided. (Example: A reaction gives a 2% yield was expected. Do not state "Process does not work.") Phraseology which expresses an opinion rather than a positive statement and gratuitous comments should be avoided. This is not an instruction to omit the conclusion in an experiment which had less than the expected results. Be factual.
8. Each day's work should, whenever possible, be started on a separate page with lines drawn angularly across the unused portion of the previous page (This gives legal evidence that additions were not made at a later date.) It is permissible, as stated above, to make reference to an earlier page by reciting "Continued from page . . .". It is extremely important that each page show the date of entry.
9. Each page must be signed and dated by the individual who makes the entry and does the work. In addition, each page must be witnessed (signed and dated), using the notation "Read and understood", preferably on the same day, but at least within one week. The witness should not be connected with the conception, should not have taken part in the experimental work performed by another, but should understand the technical field of the entry. Record Lab notebook number and project on each page.
10. Where a conception is made by two or more individuals it need only be entered in the notebook of one, but must be signed and dated by all the conceivers. Ideally, all conceivers should sign on the same day.
11. For microfilming purposes, graphs, charts, analytical data, etc. must be attached to the notebook pages with a permanent adhesive and should, when unfolded, be kept within the confines of the opened notebook. **NO ENTRIES SHOULD BE MADE ON THE PAGE BENEATH ATTACHED SHEETS AND NOTHING MUST BE OBSCURED.** Leave the heading at the top and the space provided for the witnessing signature at the bottom of each page exposed. Inserts should be signed and dated by the person making the entry and witnessed by another to provide the best legal evidence. If materials such as spectra, graphs, etc. are not kept in the notebook, they must be signed, dated and identified in such a manner as to provide a reference back to the pertinent page(s) of the Laboratory Notebook itself.
12. Report the loss or theft of a research notebook.
13. Following the use of all the pages of each Laboratory Notebook, it must be sent to the Library for record maintenance. Make sure table of contents pages are complete. After it has been recorded it will be returned to the individual. An individual may retain in his possession the Laboratory Notebook immediately preceding the one in which entries are currently being made. Normally, all other Laboratory Notebooks will be kept on the file in the Library or in vault storage. They may then be checked out for reasonable lengths of time by authorized individuals.

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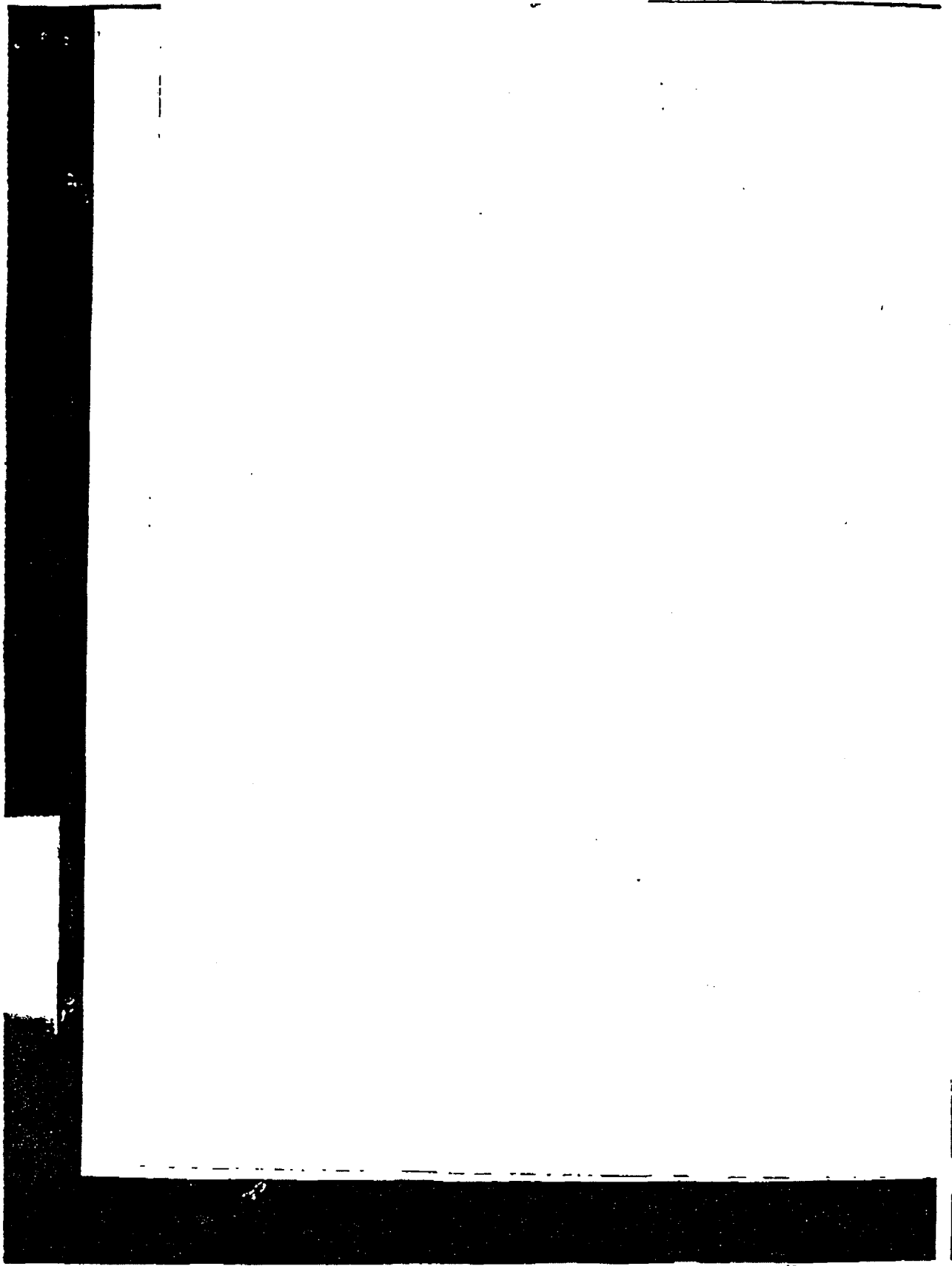


TABLE OF CONTENTS

NAME Charles N. St.

NOTEBOOK NO. \_\_\_\_\_

PAGE	ENTRY	DATE
1	10/31 COMADRE CONF CALL	
2		
3	PRIORITY FBI SW MOVIS	
4	1. GTS/SEES/ADDRESS MAP 0-0 1-1 2 2 . . .	
5	2. LESANE/KALCORN	
6	3. FW DOWNLOAD	
7	5 - 3 LUMP BIRTH	
8	3 - 3 BIRTH	
9	- MAIL TO BOB HORSLEY THE LATEST FBI PLAN FOR 47216	
10		
11	- SEND MIB TO SCOTT G/KING K.	
12		
13		
14	10/31 INTERPRETATION CONF CALL	
15	DAVE LESANE LIVING QUIL LEN HAY	
16		
17	TEK SUPPORT	
18	FILE OF AOC ADDRESS	
19	LOOKING AT RELEASE STATE FILMING OF 478	
20	RITA 2/12/2011	
20	ISSUE TO SEND GATE INFO -	
21		
22		
23	10/31 FUJITSU	
24	FRANK SHU E-CIDENP, HELL, etc	
25		
26	FRANCY COMBINED SUPPORT	
27		
28	10 5476 CDB'S	
29		
30	need by end of Nov	
31	should have done mid-nov	
32	we should have been final	
33		
34	MRE	
35		
36	11/3 STAFF	
37	- CC CONTRACT FOR TEST IF NEEDED	
38		
39		
40		

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