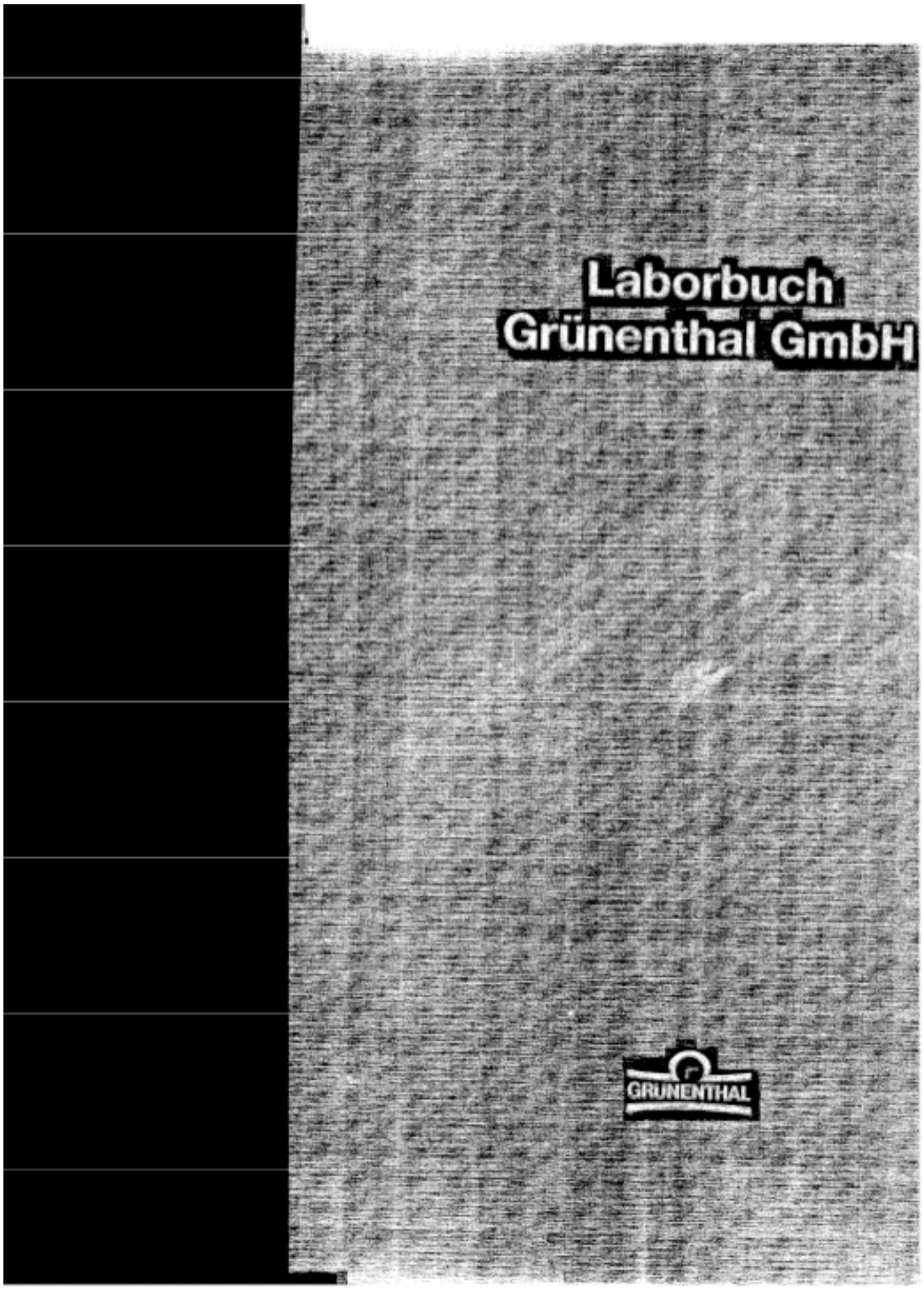

Laborbuch = Lab journal

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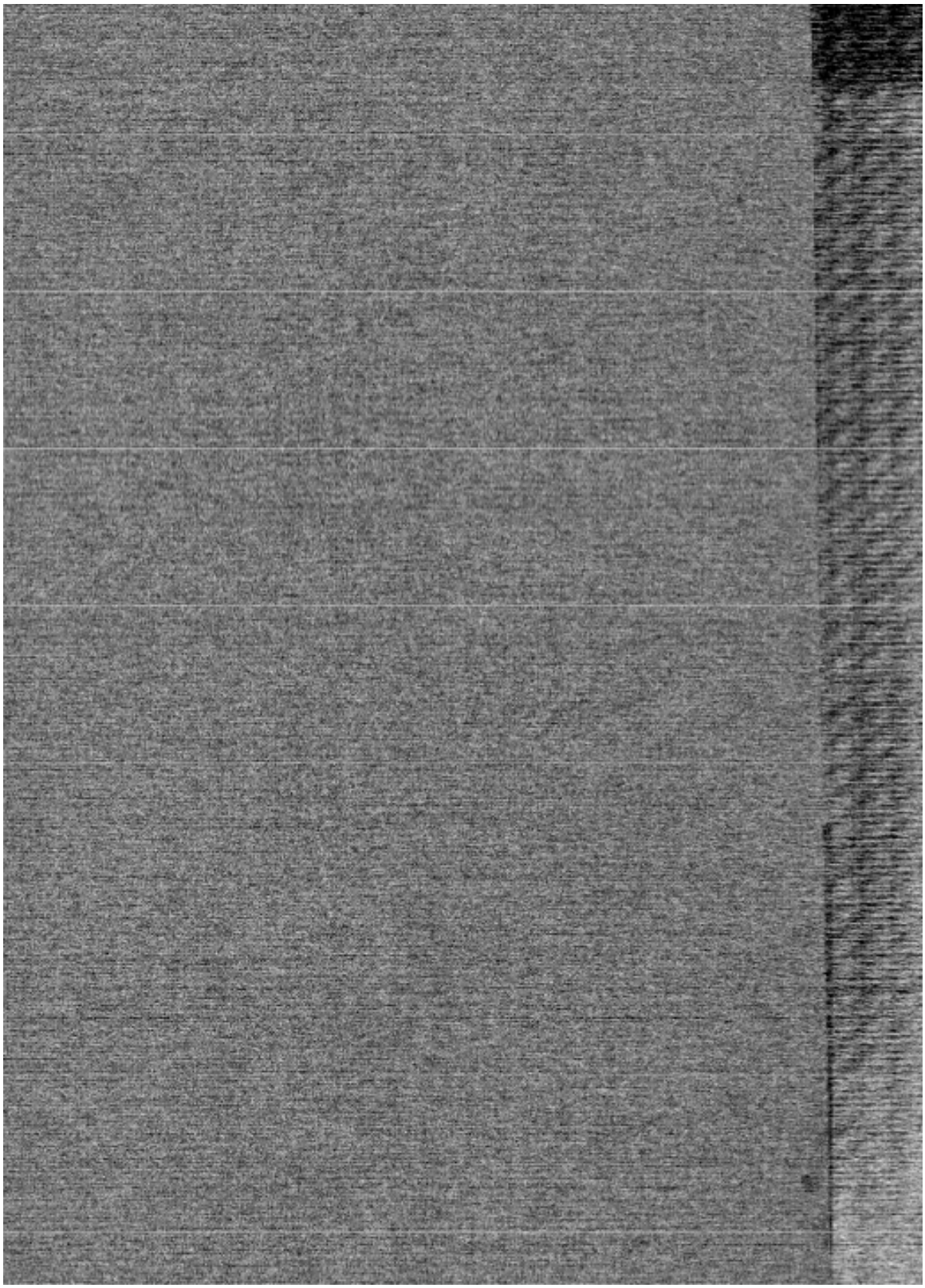

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Grünenthal GmbH

Lab Journal

Department: *GPR – TD – PD*

Laboratory area: *Dr. Griebel*

User / project: *MUELLER*

Date issued: *September 29, 2009*

Date turned in: *October 18, 2010*

Lab journal No.: ** 2186 **

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User guidelines for maintaining a lab journal:

1. The objective of this lab journal is to protect all patentable Grünenthal inventions from the time when they were made (first inventor principle). The idea for, the implementation of, and the continuous work on the invention must be reproducible. Therefore, the lab journal contains all of the user's experiments and observations. All entries (descriptions of methods, reaction conditions, results) shall appear by date and in the order they were performed/made.

   To maintain continuity, it is important to document all downtimes such as sick leave, vacation, equipment failure, ordering material, work on multiple projects, etc. by entering them into the lab journal.

2. Please start each entry with the date and the first three places of the project code (if possible). Please end each daily entry with date and signature. All entries are made on front and backside, without gaps, legibly, with ink pen, ballpoint pen, or magic marker (blue or black; waterproof pen).

3. Please enter all descriptions, specifications, materials and results related to the experiment in the precise order of dates. The objective must be that any employee can continue and/or reproduce the work. If applicable, please glue any sheets of findings or results into the lab journal and sign them in such a manner that the signature spans from the glued-in sheet to the lab journal page. Voluminous records may be collected separately. The lab journal must contain an appropriate reference to this collection of documents.

4. Please make sure that errors are crossed out and dated and initialed. Retroactive changes must bear the current date and initials and be signed by the head of the laboratory.

5. Each page must be initialed by the responsible head of the laboratory and reviewed and countersigned by a knowledgeable witness who does not report to said head of laboratory and is not involved in the project.

6. A table of contents may be prepared.

7. Please turn in lab journal for central archiving after completion, but no later than the time period laid down in SOP HQ-DI-110-0055-ff. New lab journals are issued by the central archive. Any copies for personal use should be prepared prior to turning in the lab journal.

8. The lab journal must be kept in a safe place and is intended for internal use only. Please notify your head of laboratory immediately in case of loss of a lab journal. The lab journal must be kept under lock and key during non-work hours.

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