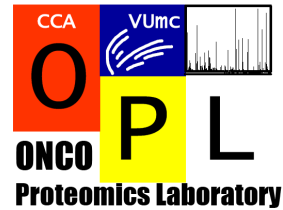


The

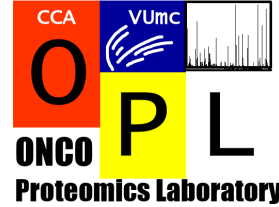


Sample and Data Logging Companion

Version 23 Mar 2009

The Central Tenet :

Samples are "Trackable" through their unique label (1)



1. Samples are stored in boxes labelled with **Date**, **OPL Project #**, and **Experimenter's name**.
2. Sample tubes/containers are labelled with consecutively numbered stickers (**SAMPLE #**) on the lid.

Additional labels on the tube/container wall are allowed

3. The physical storage location of the box with samples is registered in the Lab journal:

FRIDGE - LAB# - ONC # - shelf/drawer# or FREEZER - LAB# - ONC# - drawer#

All non-labelled material will regularly be removed from refridgerators and freezers, and discarded

4. Samples/Gels to be analysed are detailed in a separate OPL **Sample Submission Sheet (SSS)** named :

SSS - Date (yymmdd) - OPL Project # - Experimenter's Initials.

Hardcopies of the SSS and an annotated gel image (if applicable) are included in the Lab Journal

(cont'd on next page)

The Central Tenet :

Samples are "Trackable" through their unique label (2)

5. In instruments, samples are referred to by their unique **SAMPLE ID** :

SAMPLE ID = Date (yymmdd) - OPL Project # - Experimentor's Initials - SAMPLE #

6. MS data are stored in an **MS DATA Folder** named :

MS DATA - Date (yymmdd) - OPL Project # - Experimentor's Initials

7. Results of large-scale data processing/analysis are stored in a **MS RESULTS Folder** named :

MS RESULTS - Date (yymmdd) - OPL Project # - Experimentor's Initials

8. Ingenuity Pathway Analyses, if performed, are stored in a web-based **IPA File** named:

IPA - Date (yymmdd) - OPL Project# - Experimentor's Initials

9. A summarising overview of results is presented in a **REPORT** File named:

REPORT - Date (yymmdd) - OPL Project# - Experimentor's Initials

The Lab Journal :

- is kept in a *bound* book with *numbered* pages, none of which is removed/replaced
- starts with an Index that chronologically lists experiments (page#, date and descriptive title)
- documents the execution, observations, and results of experiments
in a legible, factual, and detailed fashion
- serves as a central 'information hub' that in addition to relevant experimental variables
details the location of electronic files harbouring large bodies of raw data and analyses
which cannot be included in the Lab Journal itself
- - in combination with all electronic files - allows independent interpretation by others
and transfer of research between employees

Lab Journal Guidelines (1):

- **CAPTION** (for each new experiment, start on on a new page) :

line 1 = date

line 2 = descriptive title *(optional for employees working on multiple projects: line 3 = OPL project number)*

- State the concise **AIM** of the experiment.
- Describe the **MATERIALS** used, inasmuch as they are not standard:
 - analysed materials (biological samples, gel[slice]s) are detailed in a **Sample Submission Sheet (SSS)**
named **SSS - Date (yymmdd) - OPL Project # - Experimentor's Initials**
 - ◇ give name and location of SSS file and gel image file(s)
 - ◇ include a **hardcopy** of the **SSS** and **annotated gel image** in the Lab Journal
 - describe details & ordering info of **non-standard** plastics, sieving materials, etc.
 - *chemicals are detailed in the **OPL Chemicals Database**, and need not be detailed here*
 - *standard materials are detailed in the **OPL Materials Database**, and need not be detailed here*

Lab Journal Guidelines (2):

- **METHODS :**

- when available, refer to a pre-existent SOP, OPL lab protocol, or previous experiment (page)
- if the protocol is newly developed, give a detailed step-by-step experimental protocol here
- describe *non-standard* equipment used

- **EXPERIMENTAL :**

- give storage location of sample box(es)
- write down essential details for *non-standard* items such as magnetic beads, HPLC columns, etc.
(company, article #, batch/lot #, preparation/change of column date, etc.)
- describe deviations from the standard protocol(s)
- write down any deviant/peculiar observations
- give/tabulate amounts of material used and amounts of materials analysed
(e.g. 100 mg tissue lysed, 500 μ l total lysate volume, 25 μ l = 5% on gel)

Lab Journal Guidelines (3):

- **RESULTS :**

- for an analytical procedure, give a concise description of the results
- for small experiments with a limited amount of raw data, include data here
- if performed, briefly describe Ingenuity pathway analysis
- describe statistical method(s) used to interpret the data
- refer to all electronic files harbouring (large bodies of) data:

... refer to the **Gel Picture File(s)** if gels were used:

GEL(#) - Date (yymmdd) - OPL Project # - Experimentor's Initials

... refer to the **MS DATA File** (name) for the raw MS data:

MS DATA - Date (yymmdd) - OPL Project # - Experimentor's Initials

... refer to the **MS RESULTS File** for large amounts of processed/analysed data such as database search outputs, etc.

MS RESULTS - Date (yymmdd) - OPL Project # - Experimentor's Initials

... refer to the **IPA File** if Ingenuity pathway analysis has been performed:

IPA - Date (yymmdd) - OPL Project # - Experimentor's Initials

Lab Journal Guidelines (4):

RESULTS (cont'd) :

- make an overview of the results & interpretation in a **REPORT** file (in Powerpoint) containing annotated spectra, pie charts, Venn diagrams, etc:

REPORT - Date (yymmdd) - OPL Project # - Experimentor's Initials - Title

include file name at the top of all pages (e.g. in the header of the document)

- print the **REPORT** presentation, and collect prints in an ordner entitled:

REPORTS - OPL Project # - Experimentor's Name

you can make multiple-slide prints (handouts) as long as they are legible

CONCLUSIONS :

- give a concise (set of) conclusion(s)
- optionally state follow-up for this experiment

Lab Journal : An Information Hub

