

# Lab Notebook Checklist/Rubric

## CM3215 Chem Eng Fundamentals Lab

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**Instructions to Student Team:** Use this checklist to review your laboratory notebook to ensure that you are doing the best job you can. The TA and instructor will use this to give you feedback on your laboratory pre-lab and notebook.

### New-experiment Prep

- Safety Section
- Emergency Shut-Down Procedure
- Quantitative plan for the day (which runs are planned, which temperatures, etc.)
- Physical properties/constants recorded with units and references.
- Data tables prepared

### Routine Operation

- Well organized
- Data tables filled in
- Entries signed
- Pages dated
- Observations recorded

### Housekeeping

- Neat
- Black/blue pen
- Pasted entries taped down completely
- No staples
- Table of contents up-to-date
- No data recorded on paper scraps
- References included when needed

### Calculations

- Pre-lab calculations complete
- Pre-lab calculations correct. If not, comment: \_\_\_\_\_
- Last week's data analyzed and results recorded for future use
- Computer file names recorded

### Other

- \_\_\_\_\_
- \_\_\_\_\_