

## FAQ's

### Question:

*Where do I get my new **DKFZ lab journal**?*

### Answer:

You may pick-up your lab journal at the Central Library (documentation building, 1<sup>st</sup> floor) in room D124, Mon – Fri from 9 a.m. – 4 p.m. In case you have any question please do not hesitate to contact us: phone: -3661, e-mail: [zb.fernleihe@dkfz.de](mailto:zb.fernleihe@dkfz.de)

Please acknowledge that lab journals are tied to the person it has been issued to and must not be given to anybody else.

### Question:

*A **co-worker** has asked me to **collect** his / her lab journal. How does that work?*

### Answer:

The person who is supposed to collect the lab journal has to be authorized by the person for whom the lab journal is supposed to be. Please use the authorization form that can be found here:

[http://intranet/Zentraldatenbank/Freigegebene%20Dokumente/Technologietransfer/Vollmacht%20zur%20Abholung%20von%20Laborbüchern\\_zweisprachig1\[1\].pdf](http://intranet/Zentraldatenbank/Freigegebene%20Dokumente/Technologietransfer/Vollmacht%20zur%20Abholung%20von%20Laborbüchern_zweisprachig1[1].pdf) . Alternatively, we are happy to send you the form by e-mail (phone: -3661, e-mail: [zb.fernleihe@dkfz.de](mailto:zb.fernleihe@dkfz.de)).

### Question:

*What am I supposed to do with the **form** that I got with the lab journal?*

### Answer:

Please save this form since you will need it additionally to the “certificate for employee leaving DKFZ” when leaving the DKFZ. Here, your head of department has to sign in case the lab journal will stay in the lab after you have left. In the case that the lab journal is going to be archived at the Library, please bring the form and your lab journal to the Central Library. Please contact us in case you have lost the form (Phone: -3661, e-mail: [zb.fernleihe@dkfz.de](mailto:zb.fernleihe@dkfz.de)).

### Question:

*Where can I obtain an **overview** of all the lab journals that have been issued to **members of my department**?*

### Answer:

You are welcome to ask Mrs Kazubski for a list of all the lab journals that have been issued to your department (phone: -3660, [g.kazubski@dkfz.de](mailto:g.kazubski@dkfz.de)). If required, we are happy to send you regular updates on further lab journals that have been issued to members of your department.

### Question:

*Am I allowed to still use my “**old**” lab journal?*

### Answer:

You are allowed to use your old lab journal until the end of 2010. Starting in January 2011, it is obligatory to use the new DKFZ-lab journals.

### Question:

*The letter of the management board points out that the DKFZ introduces **obligatory** lab journals for **everybody**. What does “for everybody” mean?*

### Answer:

“For everybody” means that every member of staff, including PhD-students, research assistants, apprentices, employees of the NCT and other persons that are engaged in work at the DKFZ have to use those obligatory DKFZ-lab journals. Individuals that are only engaged for a short period of time at one department, e.g. apprentices and interns, are allowed to make their notes in one lab journal. Those entries should be signed and dated by the person himself / herself. A person that is a permanent member of staff and realizes a controlling function should sign as well.

### Question:

*Is there a definition for the term “**work in the lab**” (“Arbeiten im Labor”)?*

### Answer:

The term “work in the lab” refers to those activities (work and results) that are directed to inventions or by which an invention might be made.

**Question:**

*Is there anything I need to take care of while **filling out** the lab journal?*

**Answer:**

There are laboratory notebook guidelines inside the book cover. It is necessary to include enough details so that the notes are understandable to others and are sufficient in order to duplicate the experiments by third persons. More detailed information can be found at:

[http://www.dkfz.de/en/techtrans/download/Information\\_for\\_DKFZ\\_Researcher/Laboratory\\_Notebook.pdf](http://www.dkfz.de/en/techtrans/download/Information_for_DKFZ_Researcher/Laboratory_Notebook.pdf)

Furthermore, you may consult the recommendation 7 of the "Proposals for Safeguarding Good Scientific Practice" of the German Research Foundation (DFG). The PDF is available at the DFG website:

[http://www.dfg.de/en/research\\_funding/legal\\_conditions/good\\_scientific\\_practice/index.html](http://www.dfg.de/en/research_funding/legal_conditions/good_scientific_practice/index.html)

**Question:**

*Do I have to include **orders of materials** in the lab journal?*

**Answer:**

It is not necessary to record orders of common, commercial materials in the lab journal. It might be wise though, to include orders of very specific materials including the date of the order and a short description. As soon as the ordered materials include specificities like especial pureness of certain components, the source of supply should definitely be included in the lab journal.

**Question:**

*I am working on **multiple projects**. Do I need to have an extra lab journal for every project?*

**Answer:**

No, it is not necessary to use an extra lab journal for every single project. Especially in the case that the projects are very close to each other it might make sense to use one lab journal for different projects. Here, it is important though to differentiate between the projects and the person that is recording the experiments.

**Question:**

*The **department** I am working at is being **reorganized** / I am **swapping** to **another department** within the DKFZ: does the lab journal have to stay within the old department or do I take the lab journal with me?*

**Answer:**

The lab journal is supposed to stay where the project is based at. In case the project stays at the "old" department, the lab journal stays there. If the project stays with the employee, he / she takes the lab journal with him / her to the new department. In the event that the project stays in the old department but a new person starts to work on this project, this change should be noted in the lab journal. This note has to be dated and signed. If the project is being discontinued, the lab journal has to be archived at a central place (e.g. at the Central Library). Unused lab journals may be taken to a new department without any problem. Please inform the Central Library about the change so that the data can be adjusted (phone: -3660, e-mail: g.kazubski@dkfz.de).

**Question:**

*I am going to leave the DKFZ. What do I have to do in terms of the lab journal?*

**Answer:**

The head of department has to decide whether the used lab journal is supposed to stay at the department or whether the Central Library is supposed to archive it. In case that the lab journal is supposed to stay at the department the head of department has to sign the form handed out to you when you got your lab journal. Please bring this form along with the "certificate for employee leaving DKFZ" to the Central Library. If the Central Library is supposed to archive the lab journal, please bring this form as well as the lab journal with you.

In case you have not used a lab journal, please bring it with you so that we can delete your information. Lab journals are **bound to individuals** and must not be given to anybody else.