

## “How to label something” handout

### I. How to label your spectral notebook

The spine of your spectral notebook needs to be clearly labeled with your name in the following format:

Last, First MI.

You should also include the type of spectra that are included within the binder and/or how the spectra are labeled to correlate with the co-worker’s notebook. For example Georgette Marie Lang’s NMR notebook should be labeled on the spine as follows:

NMR Spectra

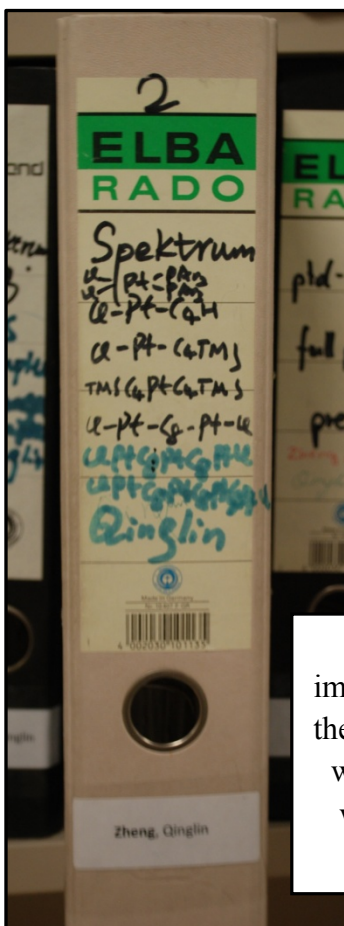
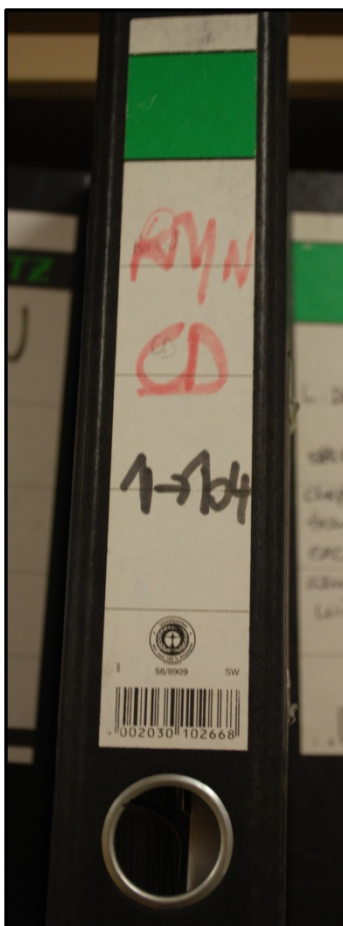
Lang, Georgette M.

It is best to write in a permanent ink and then apply a high-strength clear adhesive tape over the spine to preserve the label for a period of decades.

The following are a few examples:



This is a good example of a properly labeled spectral notebook. It is clear to which co-worker this notebook belonged.



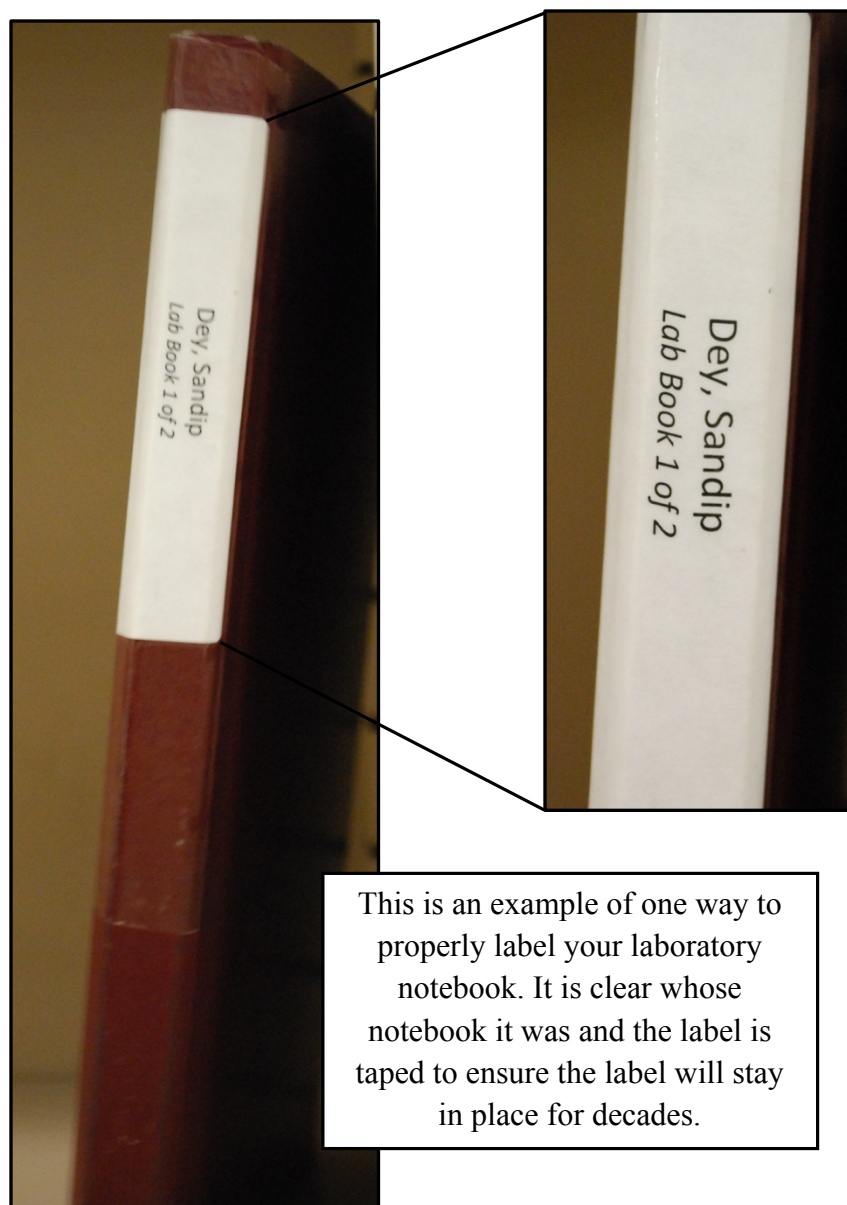
These three are examples of improperly labeled spectral binders. In these examples, it is unclear which co-worker these binders belonged to or what is contained within. The year should also be added to the spine.

## II. How to label your laboratory notebook

Your written lab notebook should be labeled similar to your spectral notebook. Your name should be clear. You should also include which notebook it is, i.e. if you have 3 lab notebooks you should include if it is book 1 of 3. If Ann Ruth Sullivan has 2 notebooks she would label the first as:

Sullivan, Ann R.  
Notebook 1 of 2

When labeling your notebook, be sure to use permanent ink. In most cases, this is best done on a label that is subsequently affixed with clear adhesive tape. An example of a properly labeled lab notebook is shown below.

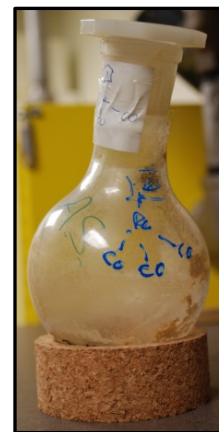
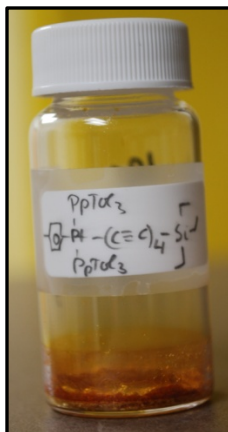
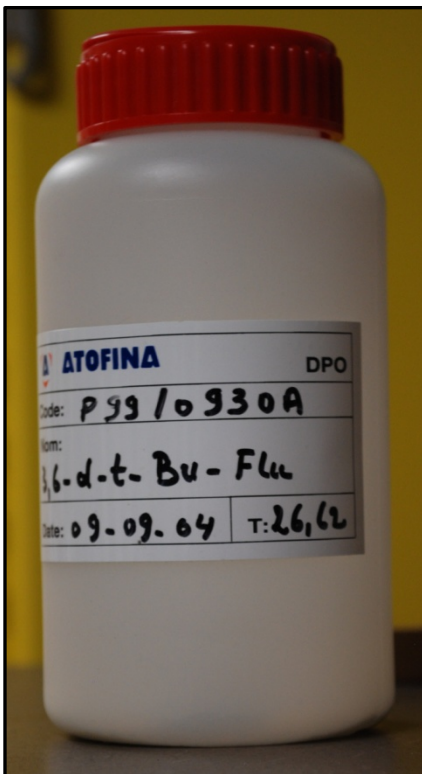


### III. How to label your chemicals for storage

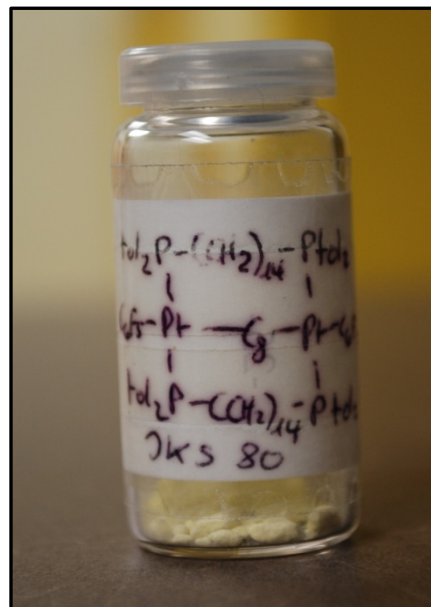
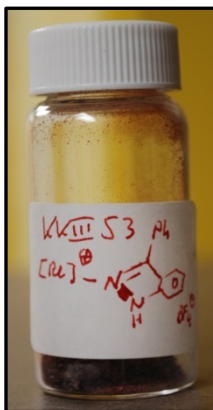
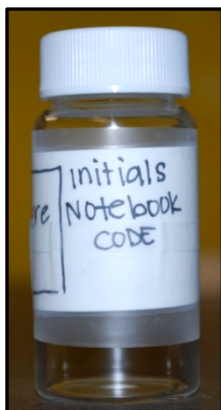
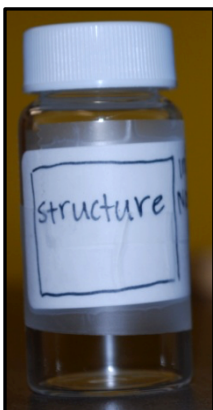
Your sample must be contained in an acceptable vial; the smaller the better. Labeled flasks and Schlenk flasks are costly and unacceptable for archival chemical storage in this research group.

The label on your chemicals should include: your initials (or some label code identifying it as yours), a hand drawn chemical structure, and some way to couple it with your research notebook. For example some co-workers have codes that will relate a specific sample with a specific reaction, i.e. if Paul David Zeits were labeling the product from a reaction on page

75 in notebook 3 he would label it PDZ-3-75. Others number their reactions so that they may write their initials and reaction number i.e. Nancy Weisbach might label the product from reaction 100 as NW-100. Both of these methods are easily understood by all experienced researchers. You should label each vial and cover the label with clear tape. You should use an ink that will not bleed.



These four are examples of how NOT to label your chemicals. The first is in a container that is much too large. The two vials are not labeled with the co-workers initials. The last sample is not labeled appropriately nor is it in an approved container (the round bottom flask and stopper costs \$30).



These are examples of how TO label your chemicals. The first two show a model of what your label should include. The third and fourth vials both show co-workers' initials, notebook code, and include a hand written structure.