The Herbal Preparation Journal

A working record from first question to finished investigation



Source: Jennifer Dewees.

Keep the story attached to what is in the jar.

HERBAL PREPARATIONS & PRACTICE / HP-R01

Make the record yours

Use this journal with Herbal Preparations & Practice. A good record makes the work understandable later, including the part that did not go to plan. Choose the pages you need for one investigation, give it an identifier, and keep the pages together.

Print or type

Print pages 3-11 again for a new investigation, or use the blank fillable fields. Page 4 can be repeated for each ingredient; page 6 for a longer timeline. The optional cover is page 1. Working pages are white and can be printed in grayscale at actual size on US Letter paper.

Keep the method with the page

Follow the activity and safety boundaries in the matching lesson. These forms are records, not preparation recipes or storage validation. Observation samples remain separate from food and products for use; discard them at the activity endpoint. Preparation quantities are not doses.

Find a page

03 Start with a question
04 Give each ingredient a passport
05 Set up the work
06 Record the process as it happens
07 Follow separation and recovery
08 When the plan changes
09 Observe first, explain second
10 Close the batch record
11 Find the record again
12 References and cover-image credit

Start with a question

Before setting out jars, decide what you want to learn. A question about visible color, filtering, or texture can stay small enough to investigate.

Investigation ID

Date / learner

My question and the property I will observe

Matching lesson / complete source procedure / exact page or section

Why this method fits the material and the question

What I need to establish before starting / information still missing

Planned activity endpoint

What will happen to the samples afterward

Give each ingredient a passport

Complete one page per ingredient. Copy the original wording first; keep your own observations and any checked identification evidence separate.

Investigation ID / ingredient ID

Supplier / source

Name on original packaging / botanical name and plant part if reported

Lot / batch / package identifier

Fresh or dried / cut or processed form

Received / opened dates, if known

Source storage instructions

Identity or quality documentation actually available / report and lot match

My observations / what remains uncertain

Amount used and units / source file or photograph ID

Set up the work

Walk through the sequence before you begin. The notebook needs a place to land too.

Investigation ID

Work date / location

Equipment / capacity / measurement divisions / relevant limits

Containers and closures / suitability for the planned conditions

Cleaning and handling instructions from the complete procedure

Planned sequence / receiving labels / filter and transfer setup

Specific handling concerns, interruptions or missing equipment to resolve

Record the process as it happens

Keep the starting liquid description distinct from the material you recover later. Enter an actual time and action, rather than copying the plan after the fact.

Investigation ID / sample ID

Starting date / time

Plant mass and condition

Extraction liquid: identity / stated composition

Liquid added and units

Initial loading ratio with units and stage

Actual time	Action / measurement and units	Conditions / deviation

Unrecorded or uncertain steps / linked continuation page

Follow separation and recovery

Recovered liquid is an observation after a process step. It does not measure the amount of every plant constituent extracted.

Investigation ID / sample ID

Separation date / time

Filter / strainer / receiving vessel / any prewetting liquid

Settling, decanting, pressing or draining: actual sequence and duration

Empty receiving-vessel mass

Filled vessel mass / net recovered mass

Recovered volume, if measured

Units / temperature or measurement conditions

What stayed with the solids or equipment / spills / other losses

If calculating a recovery percentage: numerator, denominator and process stage

When the plan changes

Do not tidy away the interruption. Record it while the details are still available.

Investigation ID

Time / person recording

What changed / the last step definitely completed

Where the labeled sample is now / what happened during the interruption

What I actually did next and why / added or removed material

Which comparisons or conclusions this change may affect

What remains unresolved / linked photographs or records

Observe first, explain second

Write what you saw or measured before writing what you think caused it. A useful uncertainty belongs in the record.

Investigation ID / sample ID

Observation date / setup

Time / condition	Observation or measurement	Possible explanation / not yet tested

Lighting / camera or photograph IDs / other observation limits

What I would need to measure before making a larger claim

Close the batch record

Finish the record even when the result is a changed plan or an unanswered question.

Investigation ID / final sample ID

Closed on / recorded by

What was made or examined / actual recovered amount and units

What the observations support

What the observations do not establish

Disposition: what happened to samples, solids and filters / actual time

Next question / change for a later investigation

Find the record again

Keep one line per investigation. The identifier on the jar or teaching sample should lead here, and this index should lead to the full record.

Investigation ID	Subject / method	Date / notebook or file location

Naming convention / storage location for photographs and source files

A later transfer or a fresh label does not erase the earlier ingredient and process history. Keep those links when you continue a record.

Sources & cover-image credit

Read with Witchward Rising, Herbal Preparations & Practice (16 lessons, November 2026). Page footers identify the related lessons and the numbered sources below. Regulatory sources retain their stated product and jurisdiction context.

1. U.S. Food and Drug Administration. Small Entity Compliance Guide: Current Good Manufacturing Practice in Manufacturing, Packaging, Labeling, or Holding Operations for Dietary Supplements. 2010. Sections VIII and XII.
Use here: Ingredient identity, specifications and certificates of analysis; U.S. manufacturing context Checked 2026-11-05.

Open the checked source

2. Zhang QW, Lin LG, Ye WC. Techniques for extraction and isolation of natural products: a comprehensive review. Chinese Medicine. 2018;13:20. doi:10.1186/s13020-018-0177-x. Section: Extraction.
Use here: Solvent, particle size, duration, temperature and equilibrium Checked 2026-11-05.

Open the checked source

3. Flowers P, Theopold K, Langley R, Robinson WR. Chemistry 2e. OpenStax; 2019. Section 3.4 Other Units for Solution Concentrations.
Use here: Mass, volume and mass-volume concentration definitions. Checked 2026-11-06.

Open the checked source

4. European Medicines Agency. Guideline on declaration of herbal substances and herbal preparations in herbal medicinal products/traditional herbal medicinal products. EMA/HMPC/CHMP/CVMP/287539/2005 Rev.1. 11 March 2010. Definitions and extract declarations.
Use here: Genuine preparations, DER and extraction solvent. EMA landing page identifies this as the effective version; Revision 2 was a consultation draft in 2026. Checked 2026-11-06.

Open the checked source

5. Flowers P, Theopold K, Langley R, Robinson WR. Chemistry 2e. OpenStax; 2019. Section 11.5 Colloids.
Use here: Suspensions, colloidal systems, emulsions and coalescence. Checked 2026-11-06.

Open the checked source

6. U.S. Food and Drug Administration. Shelf Life and Expiration Dating of Cosmetics. Sections What is shelf life and What factors affect shelf life.
Use here: Cosmetic type, use, storage and physical, chemical and microbial deterioration. Checked 2026-11-06.

Open the checked source

Cover image source: Jennifer Dewees.

First edition / November 2026. The blank forms support learning and traceable records; they do not establish a product specification or storage period.