

Title: Chemical Analysis Section – Data Archiving**1 Scope**

The purpose of this document is to provide a uniform policy for the storage of raw electronic data generated by instrumentation within the Chemical Analysis Section (CAS). Data files take up a great deal of the hard disk space and cause a variety of system problems when allowed to remain on system hard drives for an extended periods of time. Therefore, a policy has been established to handle old data and to provide optional methods for permanent data archiving.

2 Principle

As stated in individual policies and protocols, hard copies of data are often printed and kept within various places (e.g., case files, instrument logbooks). Once data has been printed and filed appropriately, the printed materials are considered the 'official' copies and are deemed technical records. However, where possible, data files are kept and archived. The majority of the instrument computers within the Chemical Analysis Section (CAS) are connected to a closed network. This policy outlines the amount of time that data may be stored on an instrument computer and optional methods of data archiving. The term 'data' used in this procedure includes, but is not limited to: raw data, data file, file, directories, methods, sequences, layouts, reports, or to a location on an instrument/computer hard drive. This policy does not apply to those instruments that do not collect data to a computer or hard drive (e.g., an instrument connected directly to a plotter).

3 Equipment/Materials/Reagents

- TCP/IP Network (Transmission Control Protocol/Internet Protocol)
- CD-R or DVD-R disks (Compact Disc – Recordable ; Digital Video/Versatile Disc – Recordable)
- Thumb/Flash drives

4 Standards / Controls

Not applicable.

5 Calibration

Not applicable.

6 Sampling

Not applicable.

7 Procedure

A. Hard Drive Storage

- i. Data should be kept on instrument computer hard drives for at least a period of approximately six (6) months unless it is archived sooner in order to free-up file space on hard drives. Where applicable, the performance monitoring protocols can direct instrument operators to view and record the remaining available disk space on a daily basis. Instrument operators should contact a Lead Examiner or an appropriate Deputy Director if less than 100 MB are available on instrument computers.
- ii. Periodic checks should be made by Lead Examiners to ensure that data files dated older than six months on instrumental computers have been backed up, and possible removed, in order to maintain sufficient hard disk file space.
- iii. It is the responsibility of the individual instrument operators to either notify someone or to know when data needs to be backed up and/or transferred.

B. Data Archiving

- i. When the data stored on an instrument hard drive becomes excessive (typically indicated by the availability of less than 100 MB of free disk space), data files should be transferred (e.g., to network servers, CD-R/DVD-R, thumb drives) by either manual or automated methods.
- ii. When data are older than one (1) year from creation, they should be appropriately backed up. Data can remain on hard drives if there is adequate storage space.
- iii. Data located on the network servers will be backed up according to DESPP-IT (Department of Emergency Services and Public Protection – Information Technology) policy.
- iv. Any data transferred to removable media (e.g., CD-R, DVD-R, thumb drives) should be appropriately labeled (e.g., dates of archiving) and stored in a central location within limited access rooms (e.g., laboratory space). Media which is not conducive to proper labeling should be stored in a manner wherein proper labeling can be applied (e.g., a thumb drive teathered to a larger label).

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- v. If an individual operator, for any reason, wishes to archive data for their personal work-related use, the data can be copied (not deleted) from the hard drive, stored on a recordable medium, and they will be responsible for its security. This type of archiving is only optional, however, and not a requirement.
- vi. While Lead Examiners will do periodic checks of instrument file space, it is the responsibility of instrument operators to know when it is time to back up data and to perform the actual backing-up and/or transfer.
- vii. It is the responsibility of the instrument operators to ensure all media are adequately and securely stored and labeled.

8 Calculations

Not applicable.

9 Safety

Not applicable.

10 References

DSS Quality Manual.

CAS-01 Data Archiving

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History

1

New procedure/original issuance.

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