

Title: Management and Archiving of Instrumental Data		Copy No: ##
SOP No.: 7.16/2.0/S	Effective Date: September 11, 2013	Location: ###

QSM Approval: \_\_\_\_\_

## Management and Archiving of Instrumental Data

### 1.0 Scope

This Standard Operating Procedure provides instructions for : 1) managing instrumental sample, blank, and calibration standard data using networked computers and servers, 2) retrieval of archived processed instrumental data on CD/DVD, and 3) archiving of hardcopy data.

### 2.0 Procedure

#### 2.1 Managing Instrumental Data Files on Networked Computers

Following completion of an analytical sequence, all acquired data files should be promptly copied to the applicable instrument folder on the **Atsdata** Shared Drive on the NCR server. Normally, processing of the data will be carried out on the analyst's computer, rather than the computer on which the data was acquired. The main exception being the FID data which may be analysed on one of the laboratory computers containing the required software. Once processed, data files are copied to and stored on the server. At this point, the raw data files may be deleted from the server. **Only when data has been reported to the laboratory supervisor may the copy of the data on the analyst's computer be deleted.** This will leave a copy of the processed data on the server and the raw data files on the instrument computer. The latter are only deleted when hard drive memory is low, thus at least the previous 12 months should be available.

#### 2.2 Archived Data on Recordable-CD/DVD

Most of the data acquired between 1998 and 2009 were backed up on CD/DVD; however, this is no longer necessary due to the measures outlined in SOP 2.15/\*./S Backup Operations at 335 River Road Laboratories.

In order to locate this data refer to the "**Airtoxic Server Data Back-up and Storage**" logbook located in Rm. 176. Open the logbook to the tabbed section corresponding to the instrumental system which generated the data. It will contain a list of the CD/DVD identifying names and the date range for the data on the disc. The discs are located on the same shelf as the log book.

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**2.3 Archiving of Hardcopy Data**

Processing of instrumental data may result in the generation of hardcopy data in the form of chromatograms, ChemStation-software generated reports, and “custom” reports from the use of user-created templates. Hardcopy data is usually generated for reasons of convenience in working with the data, and can always be regenerated from the raw instrumental data, if necessary. However, because hardcopy data may sometimes contain an analyst’s handwritten notes or comments, and because hardcopy data may sometimes be more quickly retrieved than archived instrumental data, **hardcopy data is retained for a minimum of three years from time of generation.** Hardcopy data is stored in labeled cardboard boxes, either in the lab, or in Cage 6.

**3.0 Revisions:**

- Oct 2011      Section 2.1:    indicated that CD/DVD archival is not necessary due to provisions of SOP 2.15/\*.\* /S and indicated location of processed and raw data files that are retained.  
                   Section 2.3:    changed location where hardcopy data is stored.  
                   Deleted previous revisions.
  
- Aug 2013      Section 2.1:    deleted reference to ETC08 server and replaced with Atsdata shared drive on NCR server.  
                   Section 2.2:    deleted procedure for backing up data files on CD/DVD as this is no longer done, replaced with instructions on how to find data that were backed up in this manner prior to creation of Atsdata shared drive.

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**Author:**        Gale Bryant  
**Title:**            Chemist, Air Toxics Unit

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**Approved By:** Daniel Wang  
**Title:**            Senior Project Chemist, Air Toxics Unit