

1 Purpose

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 are automatically saved to instrument computers, however, they need to be backed up to a location on the server to prevent loss and damage.

2 Procedure

- 2.1 If instrument computers are connected to the network, data files can be transferred directly to the server. If instrument computers are not connected to the network, data files will first need to be transferred to an external drive then to a computer with access to the network.
- 2.2 QC and/or performance checks will be backed up on the day they are performed.
- 2.3 When a case is assigned to an individual analyst, it is the responsibility of the analyst to back up data prior to the conclusion of the case (indicated by the rolling of draft complete milestone in LIMS). Data backup will be verified by the case technical reviewer on the appropriate review sheet.
- 2.4 When cases are batched, it is the responsibility of the analyst to back up data prior to the conclusion of the batch (indicated by the submission of the batch for review). Data backup will be verified by the batch technical reviewer on the appropriate review sheet.
- 2.5 Data files may be removed from instrument hard drives once they have been backed up to ensure there is adequate storage space.