

Part 1 – Purpose

The Westmead Cell Imaging Data Management Policy and Procedure is to facilitate data transfer and ensure the security of users' data. This includes managing virus threats on cell imaging instruments by limiting USB usage to dedicated instruments, and maximising instrument computer storage and efficiency during image capture.

Part 2 – Scope

This policy applies to the data acquired from both WRH Core and WIMR Cell Imaging Facilities.

Part 3 – Policy

Scientific Platforms Data Management Policy

- The storage of data files is the user's responsibility
- The data on the instrument computer will be kept on the local instrument hard drive for 7 days and then permanently deleted by an automated data cleaning script
- Users can either transfer data to their own storage servers, or temporary storage can be provided in a dedicated folder on the facility's host institute server (see details below in Part 4)
- Data in temporary storage will be kept for 14 days and then permanently deleted by the scripts
- No USB or portable hard drives are allowed to be used on any instrument computers
- Users can transfer their data from temporary storage using a USB or portable hard drive via a dedicated analysis computer

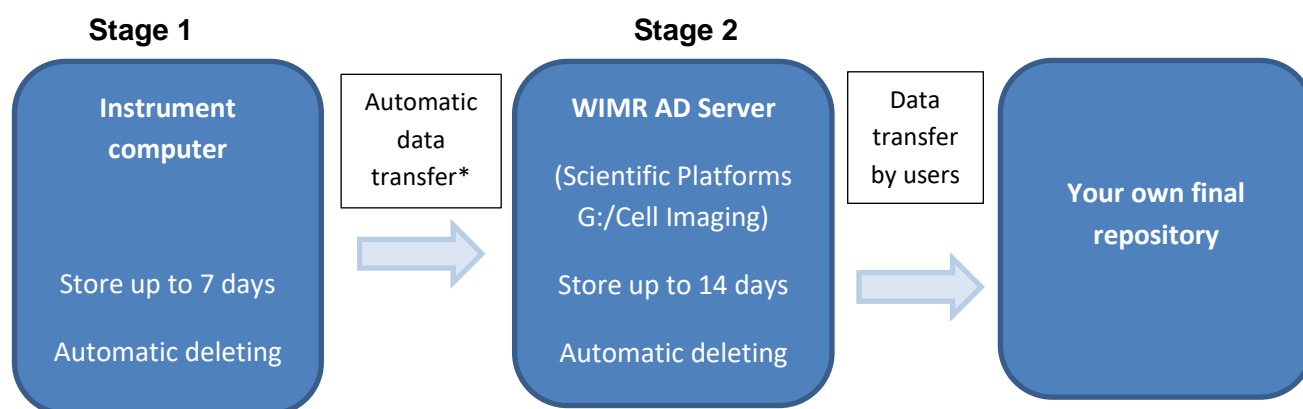
Part 4 – Procedures

Automatic Data Transfer and Deleting Workflow

There are two automated stages in the transfer and deleting procedure (summarised in the diagram below):

- Stage 1: The originally generated data MUST be saved to the designated place (see Table 1 below) in the instrument computer where it will be stored for up to 7 days before being permanently deleted from the instrument by an automated data cleaning script
- Stage 2: Data generated on all instruments except the Deltavision will be transferred in real time and stored for 14 days in a dedicated folder in the Scientific Platforms folder (G:) located on the WIMR Active Directory (AD) server. The data will then be deleted permanently by a data cleaning script. All files will be organised in this way: "Scientific Platforms (G:)\Cell Imaging\subfolder named in the specific instrument name\sub folder in your own name" e.g. G:\Cell Imaging\Olympus Confocal\hong.yu. Refer to Table 2 below for the instrument folders on the shared drive Scientific Platforms (G:).

Automatic data transfer and deleting workflow diagram



*: Data transfer in real time with all the instruments except Deltavision (at the fixed time of midnight).

Note: The Scientific Platforms folder is not writable by individuals.

Table 1: Designated folders for data storage on instrument computers

| No. | Instrument | Designated drive | Designated Folder |
|-----|---|------------------|----------------------------------|
| 1 | NanoImager super resolution microscope | E: | Your folder |
| 2 | Leica TCS SP5 confocal microscope | D: | Your folder |
| 3 | Olympus FV 1000 confocal laser scanning microscope | F: | Confocal users Data |
| 4 | DeltaVision Elite devonvolution microscope | Data1 | Your folder |
| 5 | Zeiss live cell imaging microscope | DATAPART1 (D:) | Zeiss Users Data |
| 6 | Nuance/Leica upright fluorescence microscope | C: | Nuance Users Data |
| 7 | Olympus BX53 upright fluorescence microscope | C: | BX53 Users Data |
| 8 | PALM/Zeiss Laser Capture Microdissection microscope | D: | LCM User Data |
| 9 | *Olympus VS 120 slide scanner | Data (F:) | Virtual Slide Images/your folder |
| 10 | *NanoZoomer slide scanner | DATA (D:) | Scans/your folder |

* NanoZoomer and Olympus slide scanners are WIMR-owned but open to the Hub.

Table 2: Designated folders for data storage on the shared drive Scientific Platforms (G:)

| No. | Instrument | Designated Folder |
|-----|---|-------------------------|
| 1 | Nanolmager Super Resolution Microscope | Nanolmager |
| 2 | Leica TCS SP5 Confocal Microscope | CLEM |
| 3 | Olympus FV 1000 Confocal Laser Scanning Microscope | Olympus Confocal |
| 4 | DeltaVision Elite Devolution Microscope | Deltavision |
| 5 | Zeiss Live Cell Imaging Microscope | Zeiss Live Cell Imaging |
| 6 | Nuance/Leica Upright Fluorescence Microscope | Nuance |
| 7 | Olympus BX53 Upright Fluorescence Microscope | BX53 |
| 8 | PALM/Zeiss Laser Capture Microdissection Microscope | LCM |
| 9 | Olympus VS 120 Slide Scanner | Olympus VS 120 |
| 10 | NanoZoomer Slide Scanner | Nanozoomer |

Part 5 – Definitions

User A person who has completed the facility induction and instrument training

Part 6 - Policy Status and Details

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