STEM CELL LABORATORY (STCL)

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Archiving Flow Cytometry Data

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FLOW-GEN-021
ARCHIVING FLOW CYTOMETRY DATA

1   PURPOSE

1.1   This procedure is designed to provide guidance for designated staff to use when transferring flow cytometric test related electronic listmode, PDF, or other data to a secured shared server maintained by Duke Health Technology Solutions (DHTS).

2   INTRODUCTION

2.1   Flow cytometric listmode data files must be archived indefinitely in the event the files must be reanalyzed for an unforeseen reason.   DHTS maintains a designated secured shared drive for this purpose. Once the files have been backed up to the shared drive, they may be deleted from the original storage location by the STCL flow cytometry supervisor or other designated staff as time permits.

3   SCOPE AND RESPONSIBILITIES

3.1   This process applies to archiving flow cytometry data files from related testing performed in the Stem Cell laboratory. This process must be performed by trained STCL staff.

4   DEFINITIONS/ACRONYMS

4.1   **STCL**   Stem Cell Laboratory

4.2   **DHTS**   Duke Health Technology Solutions

4.3   **Folder**   A storage location for electronic data on a computer.

4.4   **Shared Drive -** A large capacity server for electronic data files that may be accessed by one or more users with access privilege through secured login.

4.5   **Local computer -** The computer where data files are collected and stored originally.

4.6   **Navigate -** Term for using the computer mouse to open directories, folders, or files.

4.7   **Drag and drop -** The action of using the computer mouse to click on a file/folder or set of files/folders in order to transport (dragging) them across the screen to another storage location to be copied.

4.8   **Listmode data files -** The term "listmode" describes flow cytometry data files that list the values of the scatter and fluorescence parameters for each event, in the order in which the events passed through the cytometer's interrogation point (usually a laser beam). Listmode files are raw cytometer data files. Flow cytometry analysis software must be used to access the information contained in these files in order to perform analyses.

4.9 **Designated staff -** Staff that have access privilege to secured shared drives or that are responsible for deleting electronic data once the data has been backed up to the secured shared drive.

4.10 **Password protected -** A method of securing computer generated electronic information by limiting access only to a designated person or group with unique password at login.

4.11 **Workday -** defined as a day during which staff are on site and performing flow cytometry specimen testing, the conclusion of which is considered the completion of the workday.

5 MATERIALS

5.1 N/A

6 EQUIPMENT

6.1 N/A

7 SAFETY

7.1 Wear appropriate personal protective equipment when working in an area with the potential for coming into contact with biohazardous material.

8 PROCEDURE

8.1 Data files stored on the computer hard drive at each flow cytometer workstation (if used) during the course of one workday, must be backed up to the shared drive prior to the beginning of the following workday by doing the following steps:

8.2 Repeat on each of the BD FACSCalibur Macintosh computer workstations:

8.2.1 Insert the flash drive to be used for data file transfer into an open USB port at the FACSCalibur workstation computer.

8.2.2 The icon for the drive will display on the workstation desktop.

8.2.3 Locate the file folder with the current days data file list.

8.2.4 Drag this folder onto the flash drive and drop folder there.

8.2.5 Verify that all files transferred correctly.

8.2.6 Drag the flash drive icon to the trash can to eject, then remove drive from USB port.

8.3 FACSCanto file transfer:

8.3.1 Insert the flash drive to be used for data transfer into an open USB port at the FACSCanto workstation computer.

8.3.2 See the message "Found new hardware" at bottom of screen task bar.

8.3.3 Click on the computer workstation icon (My Computer) found on the desktop to open.

8.3.4 Go to "Devices with Removable Storage" find "Removable Disk (E:)" and click to open.

8.3.5 Right click in the flash drive window, scroll to New then Folder.

8.3.6 Name the new folder Canto.

8.3.7 Click on My Computer - Local Disk (C:) - Program Files - FACSCanto Software - Lab Reports - Current year folder - Current month folder - Current day folder.

8.3.8 Select all files with mouse and drag to the Canto folder on the flash drive.

8.3.9 Exit the Local Disk (C:) drive.

8.3.10 Click on New volume (D:) – FACSCantoFCSFiles – Current Year – Current month – Current day.

8.3.11 Select all files by using the mouse and drag to the flash drive Canto folder.

8.3.12 Verify that all files were transferred to the flash drive correctly.

8.3.13 Close the flash drive window.

8.3.14 Click on the "Safely remove" arrow on the bottom right task bar.

8.3.15 Remove the flash drive from the USB port.

8.4 Take the flash drive to your secure Duke PC workstation and plug into an available USB port.

8.5 Click the icon for your PC (found on the desktop) to open.

8.6 Find Network location and locate the flowcydata drive (aka K drive).

8.7 Click to open and navigate to the folder for FLOW DATA (current year) then click to open.

8.8 In task bar upper left click the New Folder icon to create a folder to receive the data files.

8.9 Rename the folder using mm-dd-yyyy Tech Initial then open the folder and move open window aside.

8.10 Return to "This PC" and navigate to the USB Drive (E:). Click to open.

8.11 Select the folders to be transferred and drag to the newly created folder on the flowcydata drive.

8.12 Verify that the folders and files transferred.

8.13 Go back to the Flash drive and drag the folders to the recycle bin on the PC Desktop to remove them from the flash drive.

8.14 Exit the My PC window and click the "Safely Remove" button on the task bar at bottom of screen.

8.15   Remove the flash drive from the PC USB port.

8.16   Return the flash drive to the proper storage location.

9   RELATED FORMS

9.1   N/A

10   REFERENCES

10.1   N/A

11   REVISION HISTORY

Revision No.	Author	Description of Change(s)
04	Melissa Reese	Updated the procedure section to reflect change in process for transfer/backup of flow cytometry data.

Signature Manifest

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Author

Name/Signature	Title	Date	Meaning/Reason
Melissa Reese (REESE008)		26 Mar 2021, 12:23:03 PM	Approved

Management

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATER002)		07 Apr 2021, 02:49:34 PM	Approved

Medical Director

Name/Signature	Title	Date	Meaning/Reason
Joanne Kurtzberg (KURTZ001)		07 Apr 2021, 03:54:28 PM	Approved

Quality

Name/Signature	Title	Date	Meaning/Reason
Isabel Storch De Gracia (IMS19)		13 Apr 2021, 10:37:19 AM	Approved

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Name/Signature	Title	Date	Meaning/Reason
Sandra Mulligan (MULLI026)		12 May 2021, 11:18:10 AM	Approved