RESEARCH FLOW CYTOMETRY CORE (RFCC)

DATA MANAGEMENT POLICY

THIS MEMO DESCRIBES HOW TO MANAGE DATA GENERATED WHILE USING THE RFCC INSTRUMENTS.

PLEASE READ CAREFULLY!

A project drive has been set up for FACS data called RFCC-FACSDATA and for ImageStream data called RFCC-ImageStream.

To initiate access to a project drive you must do the following:

Step 1: Request permissions for your PI's data folder

1. Visit https://bmirdsdp.cchmc.org/DAP and login with your network id.
2. Click the **Permission Requests** link on the left.
3. Under **User**, make sure the selected user is you. Or you can request permissions for another person by clicking **Change User.**
4. Under **Folder**, click **Browse.** Expand '**Rheumatology**' then expand **'Rheumatology Cores'** and then '**RFCC-FACSDATA**' and check the box next to your PI's folder. Click **Add**. (If you do not see a folder for your PI, contact us and we will create one).
5. Under **Operations**, select **Read Write**.
6. For **Explanation**, type "Client of Flow Core needs access for data storage".
7. Click **Submit**. Your permissions will be approved by the authorizer via email.

Step 2: Map your PI's data folder

On a PC:

1. After logging in, right click on 'My Computer' and select Map Network Drive
2. Select the letter you want to assign to the drive (e.g. 'Z:')
3. Type: \\rds1\Rheumatology-1\RFCC-FACSDATA

On a Mac:

1. In Finder select Go then Connect to Server
2. Type: smb://rds1/rheumatology-1/RFCC-FACSDATA/'PI Name' Lab
3. Login with your network id and password

Step 3: Follow the data management protocol (see following pages)

****It is your responsibility to ensure that your data is properly transferred.****

<u>WARNING:</u>

Data left in the browser of FACSDiVa will be deleted after ONE WEEK.
Data left on the computers will be deleted after ONE WEEK.

Data Management for FACSDiVa

1. **EXPORT EXPERIMENT OR FCS FILES**:
   When you are done acquiring your data, export your experiment or FCS files to D:\\. The time it takes to export is directly related to the amount of data in the experiment. Do not export over the network as files may not export correctly!
   Do not save to the desktop!

2. **TRANSFER DATA TO SERVER**:
   Transfer your data to your PI's folder on the project drive rds1/rheumatology-1/RFCC-FACSdata OR to your personal folder on your departmental project drive (e.g. your G:, H: or O: drive).
   Make sure that the size of the folder is the same after transfer. It is YOUR responsibility to ensure proper transfer of your data!

   OR

   TRANSFER FCS FILES TO REPOSITORY: Good option for UC clients.
   Open Internet Explorer and navigate to http://research.cchmc.org/flow. Click on "Flow Cytometry Data Repository". Log in with your user name and password. Click on Upload. Select a PI. Enter batch/experiment. Add your FCS files to the upload queue and click Start Upload. Once uploaded, these files may be accessed via the web from any computer by using the download tab.

   Then move experiment or FCS files to folder on D:\\ named "Delete after 1 week". Data in this folder will be deleted after 1 week!

3. **DELETE EXPERIMENT FROM BROWSER**:
   Return to the browser in FACSDiVa and delete your experiment. The time it takes to delete is directly related to the amount of data in the experiment. You are responsible for keeping your browser clean. **However, the flow core staff will delete any experiments after one week.**

EXPORTING AN EXPERIMENT

Right click on your experiment and select "Export" then "Experiment". Under the "Export Experiments" window the check box for "Delete experiments after export" should be deselected. "Browse" the Directory to find D://FACSDiVa Data then select "Export" and then "OK".

EXPORTING FCS FILES

Right click on your experiment and select "Export" then "FCS files". At the top of the box, it asks for the "File Version"; you can choose to export your FCS files as FCS 2.0 or FCS 3.0 files. Choose FCS 3.0 if you are using FlowJo, FCS Express or FACSDiva for your analysis. Choose FCS 2.0 if you are using CellQuestPro for analysis. The main disadvantage to using FACSDiva for analysis is the inability to make histogram overlays. In the box, it also asks for the parameter type for each of the parameters used in the experiment. If everything looks good, select "OK". A second box appears in which you can "Browse" the Directory to find D://FACSDiVa Data then click "Choose Directory" and then "Save".

EXPORTING AN EXPERIMENT TEMPLATE

Experiment templates are useful for experiments that are repeated frequently. If you choose to export your experiment as a template, then the "Export Experiment Template Wizard" appears. Where it asks for "Type" select "General" from the pull-down list. Click "Next" and the screen "Enter study details" will appear. Study details are not necessary, but you can include the name, type, date and any notes about the study that you wish. Click "Next" and the screen "Enter user information" appears. Here you can add information such as name, address, phone #, cell #, pager #, and other notes about the "Cytometer operator" or the "Investigator". However, again, no details are necessary. Finally, click "Finish".

To retrieve your experiment template, in the browser, you must have the folder where you want the experiment to go highlighted. Then you can go to "Experiment" in the toolbar and select "New Experiment". A box will appear where you can select "General" from the top tabs and then look for the name of your template in the scroll down. Once you select your experiment template click "OK". A new experiment will be created with your template under the highlighted folder. You can also go to "Edit" and select "Duplicate without data" to use a highlighted experiment in the browser as a template.

Data Management for CellQuest Pro

1. **SAVE DATA TO FOLDER ON DESKTOP**:
   Create a new folder, name the folder and choose the folder in the directory in your browser. Data will automatically be saved to the chosen folder immediately following acquisition.

2. **TRANSFER DATA TO SERVER**:
   Transfer your data to your PI's folder on the project drive rds1/rheumatology-1/RFCC-FACSdata OR to your personal folder on your departmental project drive.
   Make sure that the size of the folder is the same after transfer. It is YOUR responsibility to ensure proper transfer of your data!

3. **MOVE DATA TO DELETE AFTER 1 MONTH**
   Move your folder to "Delete after 1 Month" drive. **Data in this drive will be deleted after 1 month!**

   You are responsible for keeping your desktop clean. **However, the flow core staff will delete any experiments from the desktop after one week.**

Data Management for the ImageStream

1. **LOG IN TO COMPUTER AS AMNIS**:
   Log in to the acquisition computer using Username: Amnis and Password: is100 on the local computer (ISX-131). A pop up window will appear. Log in with your CCHMC (internal) or LDAP (external users) credentials.

2. **SAVE ALL FILES TO PROJECT DRIVE**:
   Log in to RFCC-ImageStream (internal users) from the shortcut on the desktop with CHMCCORP\your username and your password. In the INSPIRE software, map to your respective PI's folder under RFCC-ImageStream. If you want to create a specific users folder create it under your PI's folder.
   Do not save anything on the acquisition computer. Any data found here will be immediately deleted!