Screening Facility, FMP, Berlin
16.3.2011

Data Storage Guidelines Screening Facility FMP

Network drives for users:

- Each user of the screening facility gets an individual network drive folder assigned. This network drive folder must be used to store data generated during visits at the screening facility.
- The data is not accessible or visible to other users of the screening facility. However, all staff members of the screening unit have access to all user network drives.

Instrument computers and confidentiality of generated raw data:

- All users of the screening facility use the same login for the instrument computers using a restricted user account. Data stored locally on instrument computers is visible for all users of the screening facility and is not backed up in case of hard drive failures. **It is your responsibility to move your raw data as soon as possible to your network drive.**

- In case of HCS microscopy data, your data is stored on a central SQL server system. Login to microscope data is accomplished through a client application whereby its password is shared with all users of the HCS equipment. Confidentiality is therefore limited due to technical reasons. **Therefore, do not include information about your target or your identity within the method names if not desired.**

Data recovery:

- When you have finished the screening campaign, your data is statistically analyzed using specialized software. You will receive a copy of the raw data. Your data is additionally stored on a central server on RAID5 drives if desired. **However, it is your responsibility to store own copies at your institution.**

- In case of HCS microscopy data, we will archive your raw data on an external USB hard drive in "tif" format. Due to the limited capacity on our HCS microscope servers, your raw data is stored on the servers for a **maximal duration of one month**. The central server is additionally secured with a tape drive for 1 month. Then, data is archived in duplicate onto external USB hard drives that are stored at our facility. **It is your responsibility to provide us with USB hard drives to archive your HCS data after having completed your screen and to keep your own copy of the archived image data at your institution.**