

Research Data Management

Nicole Vasilevsky | BD2K Skills Course | January 13, 2016





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I can't send you the original data because I don't remember what my excel file names mean anymore [#overlyhonestmethods](#)

9:11 AM - 8 Jan 2013



125



74




Animal Cell Culture Protocol

Aseptic Technique and Good Cell Culture Practice *To ensure all cell culture procedures are performed to a standard that will prevent contamination from bacteria, fungi and mycoplasma and cross contamination with other cell lines.*

Procedure

- 1 Sanitize the cabinet using 70% ethanol before commencing work.
- 2 Sanitize gloves by washing them in 70% ethanol and allowing to air dry for 30 seconds before commencing work.
- 3 Put all materials and equipment into the cabinet prior to starting work after sanitizing the exterior surfaces with 70% ethanol.
- 4 While working, do not contaminate hands or gloves by touching anything outside the cabinet (especially face and hair). If gloves become contaminated re-sanitize with 70% ethanol as above before proceeding.
- 5 Discard gloves after handling contaminated cultures and at the end of all cell culture procedures.
- 6 Equipment in the cabinet or that which will be taken into the cabinet during cell culture procedures (media bottles, pipette tip boxes, pipette aids) should be wiped with tissue soaked with 70% ethanol prior to use.
- 7 Movement within and immediately outside the cabinet must not be rapid. Slow movement will allow the air within the cabinet to circulate properly.
- 8 Speech, sneezing and coughing must be directed away from the cabinet so as not to disrupt the airflow.
- 9 After completing work disinfect all equipment and material before removing from the cabinet. Spray the work surfaces inside the cabinet with 70% ethanol and wipe dry with tissue. Dispose of tissue by autoclaving.
- 10 Sanitize the cabinet with 10 – 30 min UV light. Warning – plastics will crack and become brittle over time with repeated exposure to UV light. Only some cabinets have timed UV lights. Ensure they are not left on for extended periods.

Instructions



On a sticky note, write
down a file name for the
file above


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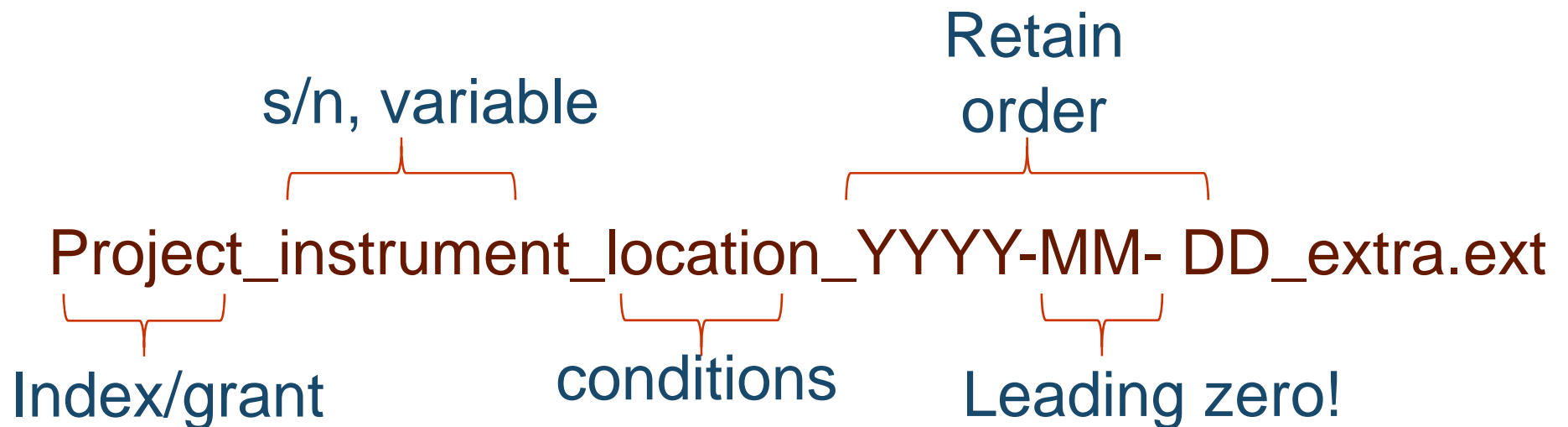
Instructions



Exchange the sticky note with
someone nearby

- Does the file name make sense?
- Would you be able to find this file on your computer?

Naming conventions



Naming conventions

Include a date using the format recommended by ISO 8601:

YYYY-MM-DD

Example:

2016-01-13

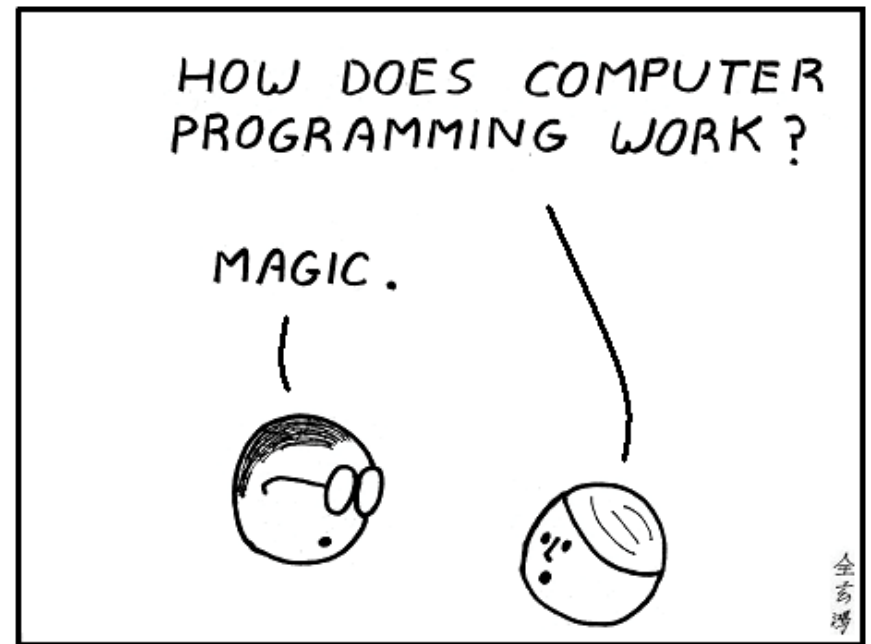


Avoid special characters and spaces

“ / \ : * ? “ < > [] & \$


Use underscores (_) not spaces to separate terms

These characters have specific meanings in your computer's operating system that could result in misreading or deleting these files



<https://www.techinasia.com/learning-code-2-years-learned/>

Instructions



Pretend you edited the file, and
you want to rename it.

Write the new file name and
exchange it with someone
nearby.

Versioning


DataManagement_BD2K_2016-01-13_v1_NV

DataManagement_BD2K_2016-01-13_Final

- Save a copy of every version of a data file
- Follow a file naming convention
- Version control software



Instructions



Pretend you edited the file again, and you want to save a new version.

Write the new file name and exchange it with someone nearby.

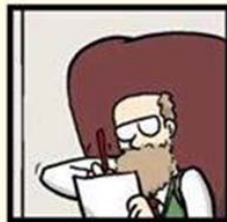
"FINAL".doc



FINAL.doc!



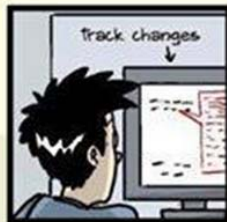
FINAL_rev.2.doc



FINAL_rev.6.COMMENTS.doc



FINAL_rev.8.comments5.
CORRECTIONS.doc



FINAL_rev.18.comments7.
corrections9.MORE.30.doc



FINAL_rev.22.comments49.
corrections.10.##\$%WHYDID
ICOMETOGRADSCHOOL????.doc

Other considerations

- File directory
- Where do you save your files?
 - Local computer
 - Dropbox
 - Box
 - Google Drive
- Where do you backup your files?
- How do you prepare your files for long term storage?



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A photograph of four students sitting on a grassy lawn. A woman on the left is using a laptop. A man next to her is pointing at a blue folder. Another man is holding a tablet. A woman on the right is writing on a notepad. There are colorful folders (green, red) and papers scattered around them.

OHSU Library

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<http://www.ohsu.edu/xd/education/library/data/>