Laser ablation ICP-MS data management procedure

1. Turn on the data reduction computer and open *ICPMS Raw > 2011 > Logbook 2011.xls* file. Fill out as many relevant fields as you can. Make sure the Project Name you list is the same as the folder you will be storing your reduced data under in the "**Projects**" folder. Enter today's date as MM/DD and the computer will automatically convert it to 2011/MM/DD format.

2. Go to the "**ICPMS-Raw**" file and make a copy of the "**Template – COPY ONLY**" folder and rename it with today's date in YYMMDD format. Please do not make any changes to the original template.

3. At the end of the day, recover your raw data from the ICP-MS computer and copy them in the "**Raw**" folder. Scan the appropriate pages of lab book and save them in the "**Run List and Experiment**" folder. Extract the experiment file from the laser computer and save it in this same folder. Then scan the photomicrographs you used to locate your laser spots and save them in the "**Photos**" folder. If you mapped some of your grains using the laser maps, extract them from the laser computer and copy them in the "**Laser Maps**" folder.

4. Print a copy of the run list of the day so you can reduce your data easily.

5. Once you reduced your data (no later than a week later after you got your data from the laser), go to the project folder. Chose the appropriate project you are working on (ex: Wooley Creek). Save your compiled file in the "**Compiled**" folder in the format "*YYMMDD – compiled SAMPLENAME.xls*." Do not forget to write down the date and the sample number in the file name (e.g. *100920- compiled MMB208.xls*). In the "**Reduced**" folder, copy all the files associated with data reduction. Your reduced data should be saved in the "**Reduced**" folder in a folder called "**YYMMDD – Reduced SAMPLENAME**." There will be a file for each Laser spot you made, minus the standard spots that you should have used to reduce the data.

6. If you get confused, check *Instructions.txt* , under " **ICPMS Raw**" and in a file of the same name under "**Projects**" or ask Melanie. DO NOT MAKE UP YOUR OWN FILING SYSTEM.