



Texas Tech University

Data Collection and Management

1. A copy of ALL research project data is kept in MEAT LAB ROOM 110 in binders. Additionally, all computer files (data entered into XCEL files, protocols, SAS info, data sheets) need to be saved on the external hard drive on the meat lab research computer.
2. Each project should include: column codes, raw data, and computer printout of data, data disks, sampling diagrams, and SAS printouts.
3. Texas Tech personnel should collect all data on approved data sheets using a black sharpie or black ballpoint pen.
4. All data sheets shall contain the project name, date and data recorder.
5. Any mistakes shall be crossed thru one time and initialed and the new information recorded next to the incorrect information.
6. All data sets should be doubled checked by the person entering the data and by a fellow graduate student before the data is sent to professors or companies. Each data checker needs to initial and date the printout of the data.
7. All data notebooks will be visibly labeled with the project name and dates on the spine and include a cover page, blank data sheets and protocols necessary for the project completion. All data disks shall be visibly labeled with project name and disk contents with the year.
8. Notebooks and disks will be stored in filing cabinets or desk drawers of the persons in charge at the end of each workday.
9. All original data shall be kept separate from copied data and remain at the research facility at all times.
10. Box labels have been made and MUST be used. Make sure every box or bag has a label. The labels need to be attached on the end of the box and taped. If your samples are going in the ultracold make sure there is a label on the bag/box. **only use vac pac bags to store in the ultracolds and put label inside bag...do NOT write on the exterior (even in sharpie)
11. When making tags for carcasses or steak make sure to include the animal id number, project name and year on the tag.

