Texas Tech University

Good Clinical Practices in Data Collection, Management, and Storage

Good clinical practices in data collection provide a standard set of guidelines to use to ensure accurate records of all research are kept. These standards will provide a concise and appropriate method for recording data, data management, and data storage.

Data Collection

1. All data will be recorded on approved data management sheets.

2. Data management sheets *MUST* include the following information:
   a. Study name or number
   b. Collection date
   c. Name of person collecting data
   d. Name of person recording data (if different from person collecting data)
   e. Sample type being collected
   f. Page numbers (Page ___ of ___)
   g. Heading for Texas Tech University
   h. **All of the above information must be present on every page as well as filled out.**

3. Use only approved abbreviations. If other abbreviations are used then a legend explaining those abbreviations must be noted on the data sheet.

4. If a mistake is made in recording data mark out the mistake with *ONE LINE* and write the correct information beside it.

5. When a mistake is made denote with (EE) for entry error. Then at the bottom of the page write (EE) Entry Error, your initials, the date, and clarify the correction if needed.

6. Make sure that all data is accounted for at the end of the collection (if collections are on multiple days then make sure all data is accounted for at the end of each day).

7. If data is missing a note to file *MUST* be completed and kept with the data collection sheets. The note to file should contain the following information:
   a. Study name or number
   b. Collection date
   c. Name of person collecting data
   d. Name of person recording data (if different from person collecting data)

  e. Sample type being collected

  f. Page numbers (Page ___ of ___)

  g. Heading for Texas Tech University

  h. Explanation of the mistake made during data collection

    i. Who made the error

    ii. Why the error was made

    iii. When the error was noticed

    iv. What was done to rectify the error

    v. Any other pertinent information to the situation

  i. **All of the above information must be present on every page as well as filled out.**

8. Once all data has been collected keep all sheets together in a clearly labeled folder.

Data Management (Hard Copies)

1. Once all data is collected make photocopies. Be sure to clearly label originals and copies.

2. Make sure to include all information pertinent to the study in the binder or folder:

  a. Study proposal

  b. Study protocol

  c. Data sheets

  d. Note to file

  e. All other necessary sheets

3. Keep all data in a clearly labeled binder or folder (keep a separate binder or folder for originals and copies). Labels must contain the following information:

  a. Study name or number

  b. Study dates

  c. Principal Investigator

  d. Graduate student

  e. Binder or Folder number (Binder ___of___ , Folder ___of ___)

  f. Example of label

<div align="center">

Study Name

April – June 2010

PI / Grad Student

Binder 1 of 1

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Data Management (Electronic)

1. Once all data has been collected and filed it can be entered into a spreadsheet for analysis.

2. Data spreadsheets should be constructed in a logical order (i.e. put animal or sample ID before any data for that sample).

3. Make sure that column headings are self explanatory.

4. Enter data in a format that is easily imported into statistical analysis software (i.e. if there is a missing data point do not leave the cell blank, instead put a . in the cell).

5. Save documents with a file name that states what is contained in the file (i.e. Carcass_Data_2010)
   a. If multiple versions of the data will be saved make sure to clearly label which file is the most current (i.e. Carcass_Data_2010 and Carcass_Data_2010_revised)

6. Make sure to save data in more than one location (i.e. on the computer's hard drive and on a flash drive, external hard drive, or cd).

7. Keep all email correspondence about projects being conducted including sent emails (create folders in your email for every project). Keeping data and correspondence in your email helps to ensure that data will not be misplaced.

8. Make sure that the Principal Investigator has an electronic copy of the data (preferably on a cd, flash drive, or external hard drive)

9. Once an electronic version of the data is produced a cd of the data needs to be placed in the binder or folder with the hard copies of the data.

Data Storage
   1. Once all data has been copied, filed, and entered be sure to place the data in the lab with the other data.

   2. Once again make sure that the data is clearly labeled and that all hard copies and an electronic version are available.

   3. Data should be stored in a location that is easily accessible.

   4. Remember, someone may have to look at this data in several years. Make sure that data can be clearly deciphered by any individual after you have left.