

<b>Project Title</b>	UNESCO Centre for Membrane Science Membrane Autopsy Studies	
<b>Project Description</b>	This project contains the documentary records for the UNESCO Centre for Membrane Science and Technology's membrane autopsy activities. This project includes both research and commercial autopsy activities and represents the primary record for these studies.	
<b>Project Chief Investigator</b>	[Redacted]	
<b>Contact Information</b>	[Redacted]	
<b>Project Affiliation</b>	Faculty of Engineering	
<b>Plan Last Updated</b>	<b>Project Start Date</b>	<b>Project End Date</b>
Date / Time	1-1-2009	On-going

Funding Information	
<b>Funding Body</b>	Not applicable
<b>Funding ID</b>	Not applicable
<b>Amount Requested</b>	<b>Amount Awarded</b>
-	-

Data Storage Requested	Ethic & Privacy	IP and Copyright
Yes	No	No

Field of Research (FOR) Subject Code(s)
090404 : Membrane and Separation Technologies

Project Contributor(s)		
[Redacted]	Faculty of Engineering	Lead Chief Investigator
[Redacted]	Faculty of Engineering	Research Project Manager
[Redacted]	Faculty of Science	Contributor
[Redacted]	Faculty of Science	Contributor
[Redacted]	Faculty of Engineering	Reader

**INFORMATION:**

There are 4 selectable roles for each project contributor.

**Lead Chief Investigator (LCI)** – Has complete read and right access to both the RDMP and associated storage. There can be only one LCI per plan.

**Research Project Manager** – Has the same access privileges as the LCI, but you can assign as many of these as you want

**Contributor** – Can read and write to the store and view the RDMP. (Note: cannot create folders in the Store.

**Reader** - Can only read from the Store and view the RDMP.

# Data Organisation

Documentation and Metadata Standards	
<b>Documentation Description</b>	The membrane autopsy handbook provides detailed procedures for all of the methods required to undertake an autopsy and sample preparation for analysis. As the handbook is continually updated with new a refined procedures, a copy of the version used should be stored with each autopsy.
<b>Relevant Metadata Standards</b>	No specific metadata standard has been used for this project.
<b>Protocols</b>	<p>All physical samples should be labelled with the membrane source location, Job ID, Date/Time of extraction and where applicable the method of analysis it was used for. i.e SEM or ICP.</p> <p>All digital data collected should be stored in the membrane centre NAS drive under the Membrane Autopsy Section. Each job will have a separate folder and be identified by the year it was conducted and source location (i.e. 2014_Kurnell)</p> <p>Under each job a directory the following directory structure will be maintained for each job. If an analysis is not required the director may be removed (but the number scheme remain)</p> <ul style="list-style-type: none"> <li>0_ClientInformation</li> <li>1_VisualInspection</li> <li>2_LOI</li> <li>3_ICP</li> <li>4_SEM</li> <li>5_Fujiwara</li> <li>6_TOS</li> <li>7_FTIR</li> </ul>

File Management	
<b>Filename Convention</b>	<p>For files where version control is not applicable the following naming convention should be applied with an underscore between each item</p> <ul style="list-style-type: none"> <li>Date Collected/Analysed – YYYYMMDD (20120822)</li> <li>Source Location (Kurnell)</li> <li>Analysis type (LOI)</li> <li>Item number (where applicable) (001)</li> </ul> <p>So the above example would result in the filename  <b>20120822_Kurnell_LOI_001.xls</b></p>
<b>Version Control</b>	<p>No specific version control mechanism is used for these project.</p> <p>For files where version is required – such as completing the autopsy report, the above naming convention should be applied, however the date collected should be removed and replaced with a revision number.</p> <ul style="list-style-type: none"> <li>Revision (REV1.0)</li> </ul> <p>Therefore the above example would be Kurnell_Report_REV1.0.doc</p>

## Data Creation, Collection or Generation

<b>Data Types</b>	Image files generated by microscopes, SEMs and cameras. Excel spread sheets for manual data collection and analysis.
<b>Data Checking and Verification</b>	Data checking should be undertaken manually. For some testing procedure the excel spread sheet will contain some data checking functions.

## Non-digital Data Usage

<b>Details</b>	<p>Membrane and Fouling samples will be collected through the course of the autopsy process. These need to be retained for at least 6 months in the event that they need to be re-examined.</p> <p>However, analyses results for some testing may change over time and this should be considered if additional examination is required.</p> <p>All samples need to be refrigerated and are stored in the Level 10 Autopsy Fridge.</p>
<b>Physical Storage Location</b>	All samples need to be refrigerated and are stored in the Level 10 Autopsy Fridge.

# Ethics & Privacy

Ethic Approval	
Ethics Approval Number	-
Expiry Date	-
Data will be collected from human participants?	NO

Ethic Approval	Personal Information Collected	Privacy Conditions Apply
Not Required	NO	NO
<b>Confidential Information</b>		<b>Culturally Sensitive Data</b>
YES		NO

Personal Information	
Disclosure consent has be / or will be obtained?	Not applicable
The consent form permits re-use of data for future research?	Not applicable

Data Privacy Conditions
The data privacy safeguards that are in place or will be in place to prevent unauthorised disclosure are:  Not applicable

Confidential Information
<b>Describe the use and location of the confidentiality agreement.</b> All material conducted for commercial clients is confidential and cannot be used in an identifiable manner without the explicit permission of the clients.
<b>Describe the safeguards to protect confidentiality.</b> The data may be used in aggregated not identifiable formats. (i.e. reporting the average fouling rates of membranes in seawater facilities)

Culturally Sensitive Data Details
Not applicable

# Intellectual Property and Copyright

IP & Copyright Conditions	Third Party Data	Pre-existing Data	Special Requirements
YES	NO	NO	NO

## Intellectual Property & Copyright Conditions

Copyright Owner(s)	The UNESCO Centre for Membrane Science and Technology are the copyright holders of this information
Copyright Year	2009
Intellectual Property Owner(s)	The UNESCO Centre for Membrane Science and Technology are the IP owners of this information

## Third Party Data Ownership

Details	NONE
Date Acquired	-

## Pre-existing Data

Legal Details	NONE
Storage Details	NONE

## Special Requirements

Details	NONE
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# Data Storage

Tools or Applications	
<b>Tools or Applications Used</b>	Digital Camera Scanning Electron Microscope (SEM) – Based in the Analytical Centre FTIR - Based in the Analytical centre TOC – Based in the UNESCO Centre labs ICP-OES – Based in the Analytical Centre  The primary software tool for the analysis is excel, however, some proprietary software tools may be required depending on the analysis being conducted.
<b>File Formats</b>	PNG, JPG, TIF, XLSX, DOCX, TXT, SP
<b>Estimated Digital Data Volume</b>	100GB
<b>Backup Procedures</b>	Data is initially stored on Membrane NAS system which retains two copies of the data. This will be periodically archived to the UNSW LTRDS at the conclusion of each job.

<b>Retention Period</b>	Permanently
<b>Post-project Storage</b>	The Institutional archive or data store

Is data storage allocation required?	
<b>Is data storage allocation required?</b>	YES
<b>Preferred Storage</b>	UNSW Long Term Research Data Store (LTRDS)

UNSW Long Term Research Data Store	
<b>Storage Affiliation</b>	Faculty of Engineering School of Chemical Engineering
<b>Research Stage</b>	Ideas