

ICP data management procedure

1. Turn on the data reduction computer and open **ICP Raw > 2011 > ICP Log 2011.xls** file. (For a different year, create a new year folder and continue with these instructions, replacing 2011 with the correct year.) 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. Save your LOI file under **ICP Raw > 2011 > LOIs** in the format YMMDD PROJECT NAME LOI.xls.
3. Go to the **ICP Raw > 2011 > Runs** folder and create a folder with the dates of the run in the format YMMDD(Start) – YMMDD(End) PROJECT NAME. (For example, a project called “East Humboldt” that had majors done on January 16th, 2011 and trace done on January 17th would be called “110116-110117 East Humboldt”.)
4. At the end of the day you are running, extract your data from the ICP computer using the GeoAnalytical Lab Memory Stick with the silver ribbon. Save the .PRN file in the folder you created in Step 3.
5. Using the HP Deskjet F3180, scan the rack list, lab book pages, and standards page. Save all of the files in the folder from Step 3.
6. Once you reduced your data (no later than a week later after you got your data), go to the **Projects** folder. Chose the appropriate project you are working on (ex: Wooley Creek). Save your report file in the **ICP** folder in the format “**YMMDD Major/Trace PROJECT NAME.xls.**” (e.g. data from the February 3rd, 2011 trace run for the Wooley Creek Project should be labeled 110203 Trace Wooley Creek).
7. If you get confused, check the **Instructions.txt** files, under *ICP Raw* and *Projects* or ask Melanie. DO NOT MAKE UP YOUR OWN FILING SYSTEM.