

# Tip of the Week

*October 4, 2004*

## **Field Data Backup Procedure using USB Flash Drive**



Everyone that uses a computer to record or store project-related information in the field should own a **USB Flash Drive**. If not, then contact Eric Campbell to get one and start using it. The procedure referenced above contains detailed information on what is required of anyone that uses a field computer. In summary, if you use or operate a laptop or field computer, you must:

1. Back-up all project-related computer files on a DAILY basis. This includes, but is not limited to:
  - CEM data files
  - Electronic job log notes
  - Electronic field timesheets
  - Electronic Chain-of-Custody records
  - FPS Workbooks
  - Report workbooks entered in the field
  - Field laboratory data files and spreadsheets
2. Store and transport the Flash Drive separately from the computer being backed up. DO NOT store the device in a laptop case or CEM trailer cabinet.
3. Keep the back-up data on the Flash Drive until you are sure that the ORIGINAL data has been safely transferred to the Palatine Server. If you are not sure of this, and you need to make room on the Flash Drive, then burn the data to a CD before cleaning the drive.

We have had one catastrophic loss of field data and several close calls over the past few years. All of these would have been prevented through collection of a daily back-up. It used to be a time-consuming and inconvenient task to create a back-up. Flash Drives have changed that...they are fast, portable and extremely easy to use. **There is no excuse in not using them to protect our hard work!**