



INTEGRATED BIOREPOSITORY OF H3AFRICA UGANDA

**MAKERERE UNIVERSITY
COLLEGE OF HEALTH SCIENCES**

STANDARD OPERATING PROCEDURE

TITLE: DATA BACKUP AND RECOVERY		PAGE 1 of 6
SOP #: IBRH₃AU-SOP-RMD-001	Effective Date: 09/01/2014	Next Rev: DEC 2014
Prepared by: _____	Reviewed by: _____	Approved by: _____
(Signature & Date) NAME: TITLE:	(Signature & Date) NAME: TITLE:	(Signature & Date) NAME: TITLE:

VALIDATION AND RETIREMENT

	NAME	DATE
Validated by:		
Retired by:		

ACKNOWLEDGEMENT OF READING AND UNDERSTANDING

I have received and understood the training on this SOP. If I have not understood the training I have asked the trainer to retrain me to ensure that I completely understand all the requirements.

	NAME	SIGNATURE	DATE
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1 INTRODUCTION

The biorepository intends to manage the safekeeping of clinical data and other sample associated data in its custody. IBRH3AU has policies regarding security safeguards to protect data and personal information stored in its database against failure, loss and damage. Failure may occur due to user error modifying or destroying the data accidentally or through a user choice, media failure or a catastrophic event such as a fire, power outage, virus, or hacking. The backup process must ensure the database can be completely and accurately recovered. The IBRH3AU will strive to ensure data can be fully recovered.

2 PURPOSE

The purpose of this data backup SOP is to outline procedures that will ensure that the IBRH3AU data is backed up regularly and can be recovered fully in case of a catastrophic event.

3 SCOPE

This standard operating procedure (SOP) outlines general elements and features that should be in place to ensure that IBRH3AU data can be recovered accurately, completely and in a timely manner

4 ROLES AND RESPONSIBILITIES

Personnel	Responsibility
IT staff	Conducts backup and restoration Deciding on what to backup
Biorepository manager	Participates in development of biorepository data backup and recovery plan. Outlines recovery expectations
Biorepository Coordinator	Ensures adequate backup and recovery systems are in place Establish appropriate data backup schedule and type Decide backups storage facilities Backup retention policy



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5 MATERIALS, EQUIPMENT AND FORMS

- 5.1 Database backup system
- 5.2 Removable backup media
- 5.3 Offsite storage location

6 PROCEDURES

Database Backup – Gene:

- Database size
- Backup media available
- Database Management System (DBMS) used
- Recovery requirements (Acceptable data loss)
- Error detection. Undiscovered problems with data integrity that may require recovery from one or more older archive sets to locate and correct the problem.
- Every time new data is entered into the database back up on a DVD
- Document this by filling in the database backup log
- Send regular backup copies to the Biorepository Director's office for storage in case of fire, or other "Acts of God" which may destroy on-site archives.
- Test data recovery at specific intervals (every three months) and record results.
- Test both individual records and full database recovery; be sure to test offsite archival sets as well.

7 ATTACHMENTS

- 7.1 Data backup log: refer to IBRH3AU-FORM-016



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8 REFERENCES

- Best Practices for Repositories I. Collection, Storage and Retrieval of Human Biological Materials for Research. International Society for Biological and Environmental Repositories (ISBER). http://www.isber.org/Search/search.asp?zoom_query=best+practice+s+for+repositories



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9 REVISION HISTORY

Revision No	Effective Date	Description of Changes Made from Preceding Revision	Approved by/ Date

ANNEX 1: DOCUMENTATION OF SUGGESTED CHANGES TO THIS SOP

CLAUSE	SUGGESTION	BY	DATE