

**Institute of Primate Research**

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**STANDARD OPERATING PROCEDURE (SOP) DOCUMENT**

**Genome and Proteome Data Management**

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| **Approvals** |  |  |  |
|  | **Name** | **Signature** | **Date** |
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# PURPOSE

To provide standard procedures for secure, compliant, and reproducible management of genomic and proteomic datasets generated or curated by DS&AS.

# SCOPE

Applies to all genome and proteome data collected, processed, or stored under DS&AS, including raw sequence reads, processed alignments, annotations, and proteomic mass-spectrometry data.

# PERSONS RESPONSIBLE:

* **Bioinformatician:** Oversees data handling and quality control.
* **Data Engineer:** Maintains secure databases and repositories.
* **Head of DS&AS:** Ensures compliance with institutional and regulatory standards.

# FREQUENCY

* Continuous during project lifecycle.
* Annual data audits to ensure compliance.

# MATERIALS

* Secure servers/cloud storage with encryption.
* Reference databases (GenBank, UniProt, Ensembl).
* Metadata templates (MIAME/MIAPE standards).
* Institutional Data Protection and Sharing Policy.

# PROCEDURE

1. **Data Collection:** Store raw data in secure servers immediately after sequencing/analysis.
2. **Metadata Capture:** Document experimental details using MIAME/MIAPE standards.
3. **Quality Control:** Run sequence/proteome QC (FastQC, ProteoQC).
4. **Access Control:** Restrict access to sensitive datasets via role-based permissions.
5. **Archiving:** Maintain backups and mirror copies in long-term storage.
6. **Compliance:** Ensure anonymisation of sensitive human-derived data before sharing.

# REFERENCES