**The Archive of Nutrient, Carbon and Nitrogen and CFLUX files generated in the last 25 years of contracting at the Institute of Ocean Sciences.**

**By Linda White**

**October 24, 2016**

**Updates 2 Nov 2016 by Sarah Zimmermann**

Paper data files from cabinets in Linda White’s office, room 1403, have been archived in Room 1246 (OSD paper archives) and 1421 (Chemistry-wing storage room), and secure stores, at the Institute of Ocean Sciences, Sidney, British Columbia.

An Excel workbook has been created and contains 4 sheets showing what files were present and where they can be found:

***LWhite nutrients*** This is a list of the files associated with the nutrient analsysis by Linda White

***JBClarke*** This is a list of the files associated with nutrient analysis by Janet Barwell-Clarke

***LWhite CHN, Opal and more***

List of files associated with non-nutrient analysis by Linda White

***Notes*** Notes relevant to the spreadsheets.

**Nutrient files**

The” LWhite Nutrient” spreadsheet contains the following headers to inform individuals how they were created and where the files have been deposited:

Column A - Date file/event was created

Column B – Start date for analysis

Column C – Program description (very brief)

Column D – Cruise ID or some other descriptor

Column E – Owner/Scientist who requested the analysis

Column F – Group Owner/Scientist with which he/she is associated

Column G – Location of Analysis

Column H – Destination of paper files as of October 2016

Column I – Comments

Some nutrient files (mainly JOIS- nutrient) are very large and did not fit in the drawers of the date the Cruise event occurred. These files were placed in the top drawer and on top of cabinet #30 in room 1246. Roy Hourston has been informed. Daily lab books have been placed there too.

All Nutrient chromatograms were kept along with the daily log sheets. The paper chromatograms may be discarded in the future as there are electronic copies on file in N: drive and previously backed up from old nutrient acquisition computers.

Electronic data, files, reports were given to the Owner/Scientist at the completion of the analysis.

Electronic records still on Linda's computer have been copied to an external hard drive and is with Sarah Zimmermann.

***LWhite CHN, Opal and more***

**Elemental Carbon and nitrogen files, Opal (Silicate) analysis**

Files and lab books for Elemental carbon and nitrogen analysis on all sediment trap material, beach samples, soot carbon samples, alga, fish, crab samples, air pollutions samples, logging sort samples have been passed along to Sophie Johannessen and Cindy Wright. Sophie has them on shelves in her office.

**Nutrients - University of Victoria**

Nutrient files, 1992, for John Dower was discarded as instructed by him.

**Year 2000 Lab Equipment BIOS compliance**

Linda worked in 1999 to survey DFO labs in BC regarding the type of lab equipment being run and determining if there would be a Y2K issue due to type/presence/absence of computer BIOS. Her collection of hard copy equipment manufacturer testimonials, regarding compatibility with Y2K event, is in storage on a shelf in secure stores.

Linda White archived file excel spreadsheet and report are located**:**

 **N: Drive/Share/Utilities/Data Archives – Linda White.**