

LabArchives: Moffitt Best Practices

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Objective: This guide will provide you with the minimum requirements for utilizing **LabArchives: Electronic Lab Notebook (ELN)** for your research projects.

For detailed information regarding use of any ELN, please access **MoffittNet > Research > Research Electronic Laboratory Notebooks > ELN Minimum Standards** ([link](#)).

Moffitt Best Practices:

1. Notebook Ownership:
 - a. Principal Investigator (PI) is owner of all lab/project notebooks
 - b. Provides documentation of Research Data Chain of Custody
 - c. PI must transfer notebook(s) ownership prior to leaving the institution
 - d. Lab team members need to transfer any applications, tools, widgets, etc. developed in a personal notebook prior to changes in status (e.g. student > employee; leaving the institution)
2. Contents:
 - a. Create notebook per project
 - b. PI, as owner, with lab manager and/or designated team member(s) controls access to and user management of documentation
 - c. Access categories:
 - i. Administrator(s)
 - ii. User(s)
 - iii. Guest(s) – internal and/or external collaborators
 - iv. Access can be set to one of the following levels:
 - v. Entire notebook
 - vi. Folder(s)
 - vii. Page(s)
 - viii. Specific section(s) or entry
 - d. Format/Template
 - i. Fully customizable format, no Moffitt predefined template
 - ii. PI, lab manager and team members determine all necessary documentation required for reproducing their research activities

LabArchives ELN:

1. Complies with applicable regulatory and legal requirements:
 - a. Health Insurance Portability and Accountability Act of 1996 (HIPAA)
 - b. ***DO NOT UPLOAD IDENTIFIABLE PATIENT HEALTH INFORMATION (PHI)**
 - c. Florida General Law
 - d. Code of Federal Regulations 45 C.F.R. 160.103
 - e. EU General Data Protection Requirement (GDPR) if the Research Data include personal data collected in the EU, and the research is operating under contract or research agreement with GDPR terms.
2. Cannot delete data or record keeping activities
3. All entries are documented including Time Stamp, user information, action(s)

Additional Resources:

Additional information can be found on this topic at the following resources (ctrl+click to open):

- [Education Page: Moffitt Biomedical Library website](#)
- [ELN Minimum Standards: Moffitt Research](#)



Moffitt Biomedical Library

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