

	<b>SOP: Standard Operating Procedures</b>		
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## 1 PURPOSE

- 1.1 This SOP establishes the process to create and update standard operating procedures and associated checklists and worksheets.
- 1.2 The process begins when the HRPP Director or Institutional Official or designee determines that a standard operating procedure needs to be created or modified.
- 1.3 The process ends when the new or revised standard operating procedure has been approved and filed.

## 2 REVISIONS FROM PREVIOUS VERSION

- 2.1 Revised from the 5/30/17 version.

## 3 SOP Statement

- 3.1 Each approved standard operating procedure and associated materials will be reviewed no less than three years from the last review or update. Revisions to the content of the existing standard operating procedures and associated material will be made only if changes are needed. If there are no changes needed at the time of the three-year review, at a minimum the header date will be updated to reflect the current approval date.

## 4 RESPONSIBILITIES

- 4.1 The HRPP Director or designee carries out these procedures.

## 5 PROCEDURE

- 5.1 For a new standard operating procedure, assign a number.
- 5.2 Have the author create or update the standard operating procedure following the HRP-505 - TEMPLATE SOP or update the associated checklist or worksheet.
- 5.3 Have the SOP reviewed and send to assigned approver.
- 5.4 Once approved by the approver:
  - 5.4.1 Update the approval/effective date.
  - 5.4.2 File the approved new or revised document in the standard operating procedure files.
  - 5.4.3 Post the approved procedure on the Human Research Protection Program Web site.
  - 5.4.4 File the old document, if any, in the standard operating procedure files on the shared drive.
  - 5.4.5 Notify affected individuals informing them of the change.

## 6 MATERIALS

## 7 HRP-505 - TEMPLATE SOP REFERENCES

- 7.1 AAHRPP elements I-9, II.5.A