

UConn Health
Office of Clinical & Translational Research
Standard Operating Procedures

Title: OCTR Standard Operating Procedures (SOP) Archival System	
Relates to Policy: NA	
SOP# 101-10	Version 2.0
Prepared by: Judie Fine	Original date: 6/17/10
Approved by: Judi Kulko	Date approved: August 19, 2016

Purpose and Applicability: The purpose of this document is to establish a uniform process for the electronic filing of SOPs that are no longer in use, either replaced with a revised document, or no longer relevant to OCTR procedures.

Background and Significance: Please see SOP 100-08.

Scope: All SOPs no longer in use are to be archived in the OCTR Shared Drive folder named "*SOPs, archived*", by following the procedural steps outlined below.

Responsibilities:

1. It is the responsibility of staff to identify the need for revision or removal of an SOP and convey that need to the Executive Administrator OCTR
2. It is the responsibility of Executive Administrator OCTR to
 - a) oversee the drafting and approval of a revised document, or
 - b) determine that an existing SOP be deactivated as no longer relevant
3. It is the responsibility of the OCTR Coordinator assigned to SOPs to follow the procedural steps outlined below

Procedural Steps:

1. Using the Revision Table embedded at the end of every active SOP, complete the information required:
 - Date revised:
 - Revised by:
 - Reason for revision:
 - Date revised version sent to archives & current revision version # advanced:
2. Cut and paste the outdated/irrelevant SOP from the OCTR Shared Drive folder named "*SOPs, active*" to the Shared Drive folder named "*SOPs, archived*", making sure that it is pasted into the proper SOP tab number folder
3. Make sure the newly revised SOP carries the appropriate "advanced version number", and that the embedded table in the new active SOP is blank.
4. Make paper copies of the new SOP and replace in any SOP binders, removing the older version.

Revision date: 8/19/16	Revised by: D. Clavette
Reason for revision: Name change	
Date revised version sent to archives & current revision version # advanced: 8/19/16	