

Standard Operating Procedures

Subject: Form Inventory

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Purpose: The purpose of this Standard Operating Procedure (SOP) is to define the minimum standards for the inventory of forms. An inventory of forms gives a written (or computer) record of all forms received for a project. The purpose of the inventory is to make sure that the forms a project says have been sent for data entry have actually been received in the Data Management and Analysis Center (DMAC).

Scope: This procedure applies to all programmers in the FPG Data Management and Analysis Center.

Responsibility: Every programmer has the responsibility of creating an inventory of forms received. If more than one programmer works on a project, then it is the responsibility of the senior programmer on the project to ensure that an inventory is completed. Inventories can be stored with project documentation.

Types of Inventories:

- **Written Inventories:** This type of inventory can be a hand-written or word processed list of forms received. The unique ID for a form is listed. Typically these are done by type of form, so each type of form has a separate inventory. If a new batch of data is received, then a new inventory is generated.
- **Computer-entered inventory:** Inventories can also be data sets, with unique IDs entered into SAS, EXCEL, etc.
- **Computer-generated inventory:** This inventory can be constructed by merging all datasets in a project by unique ID. A printout can also be generated of data that are expected but missing.

Definitions:

- **Inventory:** A list of forms received. Forms are listed by a unique ID.
- **Unique ID:** The information that distinctly and uniquely defines a form. This information can include ID, Time point, date, etc.