

Standard Operating Procedures

Subject: Updating SOPs

Date: 15Jun2006

Purpose: The purpose of this Standard Operating Procedure (SOP) is to define who may update or change any of the Data Management and Analysis Center (DMAC) SOPs, and when these changes can be made.

Scope: This procedure applies to the senior programmers and the director of the FPG Data Management and Analysis Center.

Responsibility: It is the responsibility of the senior programmers to ascertain if and when the SOPs need to be changed. It is also the senior programmers' responsibility to make the changes and get the unit director's approval.

Creating, Updating, and Removing SOPs: Periodic review of the unit's SOPs may be necessary. If any senior programmer concludes that a SOP is incorrect or ineffective, it may be necessary to create a new SOP or update or remove an existing SOP from the SOP notebook. These changes can be made only after review of the senior programming staff and final approval by the unit's director.