1. PURPOSE
   1. This procedure establishes the process to create and update standard operating procedures and associated checklists and worksheets.
   2. The process begins when the Institutional Official, HSPP Executive Director, or designee determines that a standard operating procedure needs to be created or modified.
   3. The process ends when the new or revised standard operating procedure has been approved and filed.
2. REVISIONS FROM PREVIOUS VERSION
   1. None
3. POLICY
   1. None
4. RESPONSIBILITIES
   1. The HSPP Executive Director or designee carries out these procedures.
5. PROCEDURE
   1. For a new standard operating procedure, assign a Toolkit number.
   2. Assign an author and approver.
   3. Have the author create or update the standard operating procedure following HRP-505 - TEMPLATE SOP or update the associated checklist or worksheet.
   4. Have the approver review and approve the document.
   5. Once approved by the approver:
      1. Update the approval/effective date.
      2. File and maintain the approved new or revised document in the standard operating procedure files.
      3. Post the approved procedure on the Human Subject Protection Program Web site.
      4. File and retain the previous version in the standard operating procedure files.
      5. Notify affected individuals of the Toolkit change(s).
6. MATERIALS
   1. HRP-505 - TEMPLATE SOP
7. REFERENCES
   1. None