 Children's Hospital of Philadelphia® RESEARCH INSTITUTE	<i>Committee for the Protection of Human Subjects (IRB)</i>	Published Date: 12/04/2023 Revised Date: 12/01/2023
SOP 101: Maintenance of Standard Operating Procedures		Page: 1 of 4 SOP

I. PURPOSE

Written operating procedures compliant with federal regulations and guidance, and CHOP policies, must be in place to ensure the highest quality and integrity of the review and oversight of research involving human subjects and for the adequate documentation of such oversight.

Compliance with these operating procedures ensures that the rights and welfare of human subjects participating in clinical research will be overseen and protected in a uniform manner, regardless of changes in personnel.

II. POLICY STATEMENT

Standard operating policies and procedures (SOPs) will be developed, reviewed, and maintained in accordance with CHOP policies. These SOPs provide the framework for the ethical and scientifically sound conduct of human research.


III. SCOPE

These policies and procedures apply to all IRB staff.

IV. DEFINITIONS

Senior Director, HSR: Senior Director, Human Subjects Research

Chair, CPHS: The Chair functions as the executive chair of all the IRB committees and subcommittees and provides input for IRB policies and educational training requirements. The Chair works with the Senior Director, Human Subjects Research and the VP, Research Compliance and Regulatory Affairs on procedural matters pertaining to the IRB. The Chair serves as Chair or Vice-Chair for one or more of the CHOP IRBs.

 Children's Hospital of Philadelphia® RESEARCH INSTITUTE	<i>Committee for the Protection of Human Subjects (IRB)</i>	Published Date: 12/04/2023 Revised Date: 12/01/2023
SOP 101: Maintenance of Standard Operating Procedures		Page: 2 of 4 SOP


V. PROCEDURES

A. Review, Revision, Approval of Policies & Procedures

1. The Senior Director, HSR with input from the Chair and Vice-Chair(s) CPHS, the Vice President, Research Compliance and Regulatory Affairs, IRB Staff, as applicable, determines when a new or updated SOP must be generated. The following may warrant changes or additions to the SOPs:
 - a. Changes to federal regulations;
 - b. New or revised federal guidelines;
 - c. Changes to CHOP research practice;
 - d. Modifications to CHOP policies and procedures; or
 - e. Recommendations from external auditors or inspectors.
2. Policies will be reviewed by the Senior Director, HSR and the Chair, CPHS at intervals not less than every two years, in order to determine whether or not they are current.
3. New and updated SOPs are drafted in collaboration with the appropriate members of the IRB Office, the IRB Chairs and in consultation with the Vice President, Research Compliance and Regulatory Affairs.
4. The Senior Director, HSR reviews the SOP for consistency, accuracy and ability for those affected by the SOP to easily and effectively implement.
5. The Senior Director, HSR and the Chair, CPHS will approve all new or revised SOPs. The Senior Director, HSR and Chair will issue approval electronically in the CHOP policy management system.

B. SOP Dissemination and Training

1. When a new or revised SOP is approved, notice of the changes will be disseminated to all appropriate individuals and departments and the revised SOP will be made available on the CHOP IRB Internet page and the CHOP policy management system.
2. Training will be provided to all members of the IRB and IRB staff, as appropriate, on applicable new or revised SOP. Evidence of training will be documentation in meeting minutes. **(SOP 102)**
3. Each new IRB member or staff employee must review the applicable SOPs, prior to undertaking a related IRB responsibility. Evidence of training must be documented in training records.

 Children's Hospital of Philadelphia® RESEARCH INSTITUTE	<i>Committee for the Protection of Human Subjects (IRB)</i>	Published Date: 12/04/2023 Revised Date: 12/01/2023 Page: 3 of 4
SOP 101: Maintenance of Standard Operating Procedures		SOP

C. Archiving of Previous Versions

Upon approval of a new version of a SOP, the previous version will be archived but will be available for review.

D. Forms and Checklists

The electronic reviewer forms and checklists may be used to facilitate compliance with the regulatory requirements and IRB SOPs. These tools are reviewed periodically and updated as necessary.


1. *Reviewer forms and checklists, as applicable*, are used by the IRB reviewer to ensure compliance with the regulations. They include space for written comments, and for recording recommendations for IRB action (e.g., indication of approval or requested modifications).
2. *Analyst's checklists* are job aids that IRB Office staff may use to ensure that submissions are complete and ready for review.

VI. APPLICABLE REGULATIONS AND GUIDELINES

45 CFR 46.108	21 CFR 56.108
45 CFR 46.109	21 CFR 56.109
45 CFR 46.113	21 CFR 56.113

VII. REFERENCES TO OTHER APPLICABLE SOPS

SOP 102: HRPP Training and Education for IRB Members and Staff	
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 Children's Hospital of Philadelphia RESEARCH INSTITUTE	<i>Committee for the Protection of Human Subjects (IRB)</i>	Published Date: 12/04/2023 Revised Date: 12/01/2023
SOP 101: Maintenance of Standard Operating Procedures		Page: 4 of 4 SOP

VIII. RESPONSIBILITIES

Title	Responsibility
Senior Director, HSR	Responsible for establishing and periodically reviewing and modifying (as appropriate) IRB standard operating policies and procedures.
Chair, CPHS	Responsible for establishing and periodically reviewing and modifying (as appropriate) IRB standard operating policies and procedures.

IX. ATTACHMENTS

X. REVISIONS:

07-20-2006	Initial approval date
06-09-2010	Revised to update titles and editorial changes for clarity.
02-02-2013	Editorial changes.
09-25-2018	Revised to include reference to the archiving of previous SOP versions.
11-09-2021	Revised to reflect updated job titles and responsibilities, and the use of the CHOP policy management system.
12-01-2023	Revised to reflect current practices and updated job titles

XI. APPROVAL

Approval Indicator: Approved by Amy Schwarzhoff and Barbara Engel on 12/01/2023
Amy Schwarzhoff, Senior Director, Human Subjects Research and Barbara Engel, Chair, CPHS