

<b>BROOKHAVEN NATIONAL LABORATORY CLINICAL RESEARCH CENTER POLICY</b>	CRC POLICY 1.3	PAGE 1 OF 1
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SUBJECT: CREATING AND REVISING CRC POLICIES	REVIEWED BY: F. HENN	
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	EFFECTIVE DATE: 5/5/08	
	REVISION HISTORY: orig. 10/11/04	

**1.0 PURPOSE**

To establish a process for creating or revising CRC Policies in accordance with the SBMS Subject Area “Documents Control.”

**2.0 SCOPE**

All policies and procedures in the Clinical Research Center Policy Manual, Clinical Research Center Infection Control Manual and Clinical Research Center Investigator’s Manual fall under the scope of this policy.

**3.0 POLICY**

Policies will be developed, revised, reviewed and distributed according to guidelines in the Subject Area, where possible. For existing policies, it may not be feasible to format them according to the guide in the Subject Area.

**4.0 REFERENCES**

SBMS Subject Area “Documents Control.”

**5.0 DEFINITIONS**

**6.0 PROCEDURE**

- 6.1 Policies will be created and revised according to guidelines in the Subject Area.
- 6.2 New and revised policies will be reviewed by the CRQAC or by an expert in the relevant area as determined by the CRC Manager.
- 6.3 The reviewed policy will be approved by the Department Chair or designee.
- 6.4 As per the SBMS "Document Control" Subject Area, all policies will be reviewed at least every five years by the CRC Manager or his designee.

The only official copy of this file is the one online on the Medical Department website under “Clinical Research Center Policy Manual.” Before using a printed copy, verify that it is the most current version by checking the document effective date on the website.