

 TEXAS A&M UNIVERSITY KINGSVILLE®	SOP: Standard Operating Procedures	
	Section I: Administrative Management	
	Number	Effective Date
	IRB I-003	9/13/2025

1. PURPOSE

- 1.1. This SOP outlines the process to create and update standard operating procedures, associated checklists, and forms.
- 1.2. The process begins when the IRB Chair or designee determines that a standard operating procedure needs to be created or modified.
- 1.3. The process concludes when the new or revised standard operating procedure has been approved and filed.

2. REVISION FROM PREVIOUS VERSIONS

- 2.1. None

3. STATEMENT

- 3.1. None

4. RESPONSIBILITIES

- 4.1. The IRB Chair or designee carries out these procedures.

5. PROCEDURE

- 5.1. For a new standard operating procedure, assign a unique identification number.
- 5.2. Have the author create or update the standard operating procedure or update the associated checklist or form.
- 5.3. Have the SOP reviewed and approved by an appropriate authority.
- 5.4. Once approved by the approver:
 - 5.4.1. Update the approval date.
 - 5.4.2. File the approved, new, or revised document in the Standard Operating Procedure repository.
 - 5.4.3. Post the approved procedure on the relevant website and/or shared location.
 - 5.4.4. File the old document, if any, in the Standard Operating Procedure repository.
 - 5.4.5. Notify affected individuals informing them of the change.
 - 5.4.5.1. Research Compliance Staff assigned to the IRB will be notified of new and revised SOPs through email with verification documented through email replies.
 - 5.4.5.2. IRB members will be notified of new and revised SOPs through email with verification documented through email replies
 - 5.4.5.3. Researchers may review all new and revised SOPs on the TAMUK IRB website and/or the Cayuse electronic system.

6. REFERENCES

- 6.1. None

Approved by: *Lori Kupczynski*

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