

**DANA-FARBER / HARVARD CANCER CENTER
STANDARD OPERATING PROCEDURES FOR CLINICAL RESEARCH**

TITLE: Maintenance and Use of the DF/HCC Research Listserv	
SOP #: GA-102	Page: 1 of 1

**Applicable Regulations
& Guidelines:**

Not Applicable

Other References:

Responsible Personnel:

DF/HCC Study Teams, Quality Assurance Office for Clinical Trials (QACT), Office for Human Research Studies (OHRS), Clinical Trials Education Office (CTEO) and Clinical Research Unit (CRU)

Policy Statement:

A listserv is used and maintained to disseminate information to the DF/HCC research community.

Procedure:

1) QACT, OHRS, CTEO and CRU all send out e-mail announcements to the DF/HCC research community. The announcements are regarding updated or new policies and procedures, workshops and seminars, office updates, etc.

2) Announcements are sent to the following lists in the Outlook Global Address List:

DFCI HCC Clinical Trial CRCs (includes the following lists: DFCI Pediatric CRCs,
DFCI Med Onc Solid Tumors CRCS, DFCI Hem Onc Data Management)

DFCI HCC Clinical Trial M.D.s

DFCI HCC Clinical Trial Admin

DFCI HCC Clinical Trial Others

DFCI HCC Clinical Trial Pedi

DFCI HCC Clinical Trials RNs

BIDMC Contact List in the OHRS Public Folder

The titles of listservs begin with: Research Listserv. The email addresses are put in the blind carbon copy field.

3) The QACT maintains these lists.

4) Study staff should contact the QACT (gcc@partners.org) with the names of staff members that should be added or removed from the list.

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