

## DF/HCC Operations for Human Research Maintenance and Use of the DF/HCC Research Listserv

### 1. BACKGROUND:

The Research Listserv is the mechanism used to disseminate announcements and information regarding policy updates to the DF/HCC sites.

### 2. ASSOCIATED DF/HCC POLICIES:

2.1. [ADM-100](#)

### 3. PROCEDURE:

3.1. The DF/HCC Research Listserv is derived from the email list of those individuals granted access to the OHRS Oncology Protocol System (OncPro), as well as a non-Partners email list maintained by OHRS.

3.2. ODQ and OHRS are responsible for the creation and dissemination of important announcements to the DF/HCC sites including, but not limited to, new or revised DF/HCC Policies and Operations.

3.3. The subject line for each announcement will begin with: DF/HCC Listserv.

3.4. Copies of critical announcements will be retained and archived by the issuing department.

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**Maintained by:** Office for Human Research Subjects (OHRS)