

MEMORANDUM FOR RECORD

SUBJECT: Rescind WRAIR Standard Operating Procedure (SOP) UWZ-C-635: Stamping of Protocol Materials

1. This memorandum for record describes the rescinding of the above-referenced SOP.
2. On 21 January 2019, Walter Reed Army Institute of Research (WRAIR) Human Subjects Protection Branch (HSPB) determined the requirement to routinely stamp Institutional Review Board (IRB) approved study documents to reflect current versions and dates is no longer a necessary process as current version control is ensured through the requirements outlined in the "Commander's IRB Policy Memorandum #01, Submission of Protocols Involving Human Subjects, Human Information or Biospecimens, for Scientific and Ethical Review" under Appendix A" (dated 10 June 2019).
3. Under Appendix A, there is a requirement for all protocol documents, including the materials covered under this SOP, to reflect the most current approved version and date. As such, this requirement accomplishes the intended version control process outlined in SOP UWZ-C-635.
4. Rescinding of WRAIR SOP UWZ-C-635 reduces unnecessary administrative burden for the WRAIR HSPB and research staff by eliminating a duplicative process. Thus, from this point forward, unless specifically requested by a Sponsor, stamping of protocol documents is no longer required.
5. Please include this memorandum for record in the SOP file.
6. The point of contact for this action is [REDACTED].

Signature on file

For Distribution