



Department of Biostatistics
 Department of Epidemiology
 Department of International Health

Department of Medicine
 Department of Ophthalmology
 Oncology Center

(Wednesday 5:24am) 29 November 2000

Memorandum

To: Center for Clinical Trials faculty and staff

Fr: Curt Meinert

Re: Study e-mail good practice policies and procedures (GPPP)

Definitions

study letter *n* - A letter, memo, or e-mail concerning study matters, issued from a **center** or **office** in the study, and distributed to relevant centers or personnel in the study. rt: **numbered policy and procedure memorandum**

P&P 1: Maintain a hard copy file of study e-mails; achieve by Cc distribution to copy file.

P&P 2: Maintain a chronological file of outgoing and incoming study e-mails; retain for a minimum of 2 year; thereafter purge as necessary to keep file to a manageable size (see *Operations good practice policies and procedures*).

Comment

The file may be merged with the chronologic file for incoming and outgoing letters and memos or maintained separately.

P&P 3: Do not use e-mail for numbered policy and procedure memos.

Comment

See *Numbered memo good practice policies and procedures* (GPPP).

P&P 4: Include the distribution list in the body of the e-mail.

Comment

The *To* portion of e-mail is not substitute for indicating distribution. It is too cluttered and too reader unfriendly to serve that purpose. Compare the listing below with its formatted counterpart.

To: "Aldilaimi Ahmed" <aaldilai@jhmi.edu>, "Berman Rosanne (BIMC)" <rberman@bethisraelny.org>, "Carlson Kimberly A. (MAYO)" <carlson.kimberly@mayo.edu>, "Crook Sonya (CCF)" <crooks@ccf.org>, "Fisher Susan (MAYO)" <fisher.susan@mayo.edu>, "Fitzpatrick Maureen (UCSF)" <fitzpatrick@medicine.ucsf.edu>, "Gelbard Rondi (BUSM)" <rgelbard@medicine.bumc.bu.edu>, "Gilson Barbara (UMMC)" <bgilson@umich.edu>, "Lund Steve (UCSF)" <stewel@medicine.ucsf.edu>, "Rodin Karen (DUKE)" <rodin001@mc.duke.edu>, "Strom Kimberly (CCF)" <stromk@ccf.org>, "Allen Nancy" <allen024@mc.duke.edu>, "Calabrese Leonard" <calabrl@cesmtp.ccf.org>, "Davis Jr. John" <jdavis@medicine.ucsf.edu>, "Fye Ken" <kenfye@itsa.ucsf.edu>, "Haftel Hilary" <hils@umich.edu>, "Hellman David" <hellmann@jhmi.edu>, "Hoffman Garry" <hoffmag@cesmtp.ccf.org>, "McCune Joseph" <jmccune@medmail.med.umich.edu>, "Merkel Peter" <pmerkel@bu.edu>, "Specks Ulrich" <specks.ulrich@mayo.edu>, "Spiera Robert" <rspiera@bethisraelny.org>, "Sridharan Sudhakar"

Memo re Study e-mail good practice policies and procedures
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<sridhas@ccf.org>, "St. Clair Bill" <stcla003@mc.duke.edu>, "Stone John" <jstone@mail.jhmi.edu>, "Ytterberg Steven" <ytterberg.steven@mayo.edu>, "Meinert Curt" <cmeinert@jhsph.edu>

Beth Israel Medical Center (BIMC)	Mayo Clinic (MAYO)	Coordinating Center
Rosanne Berman	Kristin Brandt	Debbie Amend-Libercci
Robert Spiera	Kimberly Carlson	Jessica Donithan
Boston University (BUSM)	Susan Fisher	Janet Holbrook
Rondi Gelbard	Ulrich Specks	Anita Longhlin
Cindy Gray	Steven Ytterberg	Curtis Meinert
Peter Merkel	University of California, San Francisco (UCSF)	Nancy Min
Melynn Nuite	John Davis	Maria Oziemkowska
Cleveland Clinic Foundation (CCF)	Maureen Fitzpatrick	James Tonascia
Deb Bork	Ken Fye	FDA
Len Calabrese	Steve Lund	Robert Pratt
Sonya Crook	University of Michigan (UMMC)	Pat Robuck
Gary Hoffman	Barbara Gilson	Jeff Siegel
Kimberly Strom	Hilary Haftel	NIH/NIAMS
Sudhakar Sridharan	Fernando Martinez	Susana Sztein
Duke University (DUKE)	Joe McCune	Christine Densmore
Karen Rodin	Chair's Office	Immunex
Nancy Allen	John Stone	Barbara Finck
Bill St. Clair	Misty Uhlfelder	Rose Hesselbrock
Edna Scarlett		Carol Krantz
Johns Hopkins University (JHU)		Central Repository
Ahmed Aldilaimi		C. Lynne Burek
David Hellmann		Noel R. Rose
John Stone		Monica Talor

P&P 5: For e-mails with attachments: List the contents of attachments in the body of the e-mail.

\\GPPP\Em.WPD