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For Specialty Crops and Minor Uses*

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DATE: June 15, 2016

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S. Nagahiro, K. Samoilo, K. Sims, V. Starner, J. Thompson  
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FROM:

CC: Jerry Baron

SUBJECT: Revised Appendix E to SOP 7.1:11

The following SOP AMENDMENT, 7.1:11 appendix E has been signed by Management. Please insert the attached copy of the amendment in the appropriate location in your SOP manual.

If you have any questions, please contact the SOP Chair, Grace Lennon at [lennon@aesop.rutgers.edu](mailto:lennon@aesop.rutgers.edu).

Thank you.

GL/jt

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## IR-4 SOP AMENDMENT FORM

**SOP amendment from: Headquarters SOP 7.1:11 Appendix E**

Effective Date: June 15, 2016

**Description of SOP Amendment:**

This SOP amendment changes the order of Archivists in Appendix E as shown on the attached revised Appendix E to 7.1:11 Appendix E.

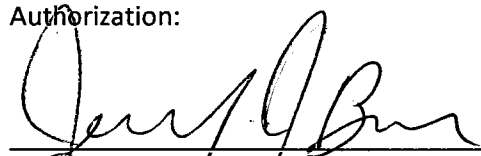
**Reason for the SOP Amendment:**

- Change Lead archivist from Susan Bierbrunner to Karen Sims
- Add Juliet Thompson as Archivist for all GLP and Pre- GLP Studies
- To allow for any member of the archive staff to collect, organize and retrieve all archive materials

**Impact operation:**

None

Authorization:



Dr. Jerry J. Baron  
IR-4 Project Executive Director

15 June 2016

Date

cc: All IR-4 recipients with full set SOP

## **Appendix E to SOP# 7.1:11**

Archivists are information professionals who assesses, collects, organizes, retrieves, and maintains control over all archive materials (on and off site).

Designated Archives Staff for: GLP Studies, Pre-GLP Studies, QA Files and Facility Files are as follows:

- Karen Sims
- Juliet Thompson
- Susan Bierbrunner
- Debbie Carpenter
- Daniel Kunkel
- Van Starner
- Jerry Baron