



SOP-21 PROCEDURES FOR REVIEW AND APPROVAL OF DOCUMENTS

The Chancellor and the Defense Security Services has authorized the **RESEARCH AND ENVIRONMENTAL COMPLIANCE OFFICER (RECO)** to sign numerous applications, approvals, assessments, certifications, correspondences, forms, proposals, receipts, and records on behalf of the University of Mississippi. The RECO approves or disapproves the applications, protocols, and proposals based upon a number of factors, including user competence and training, as well as available facilities and equipment, to assure regulatory compliance and personnel safety.

The following steps detail the procedure to follow whenever a staff member has one or more items that require an original, handwritten signature from the Research and Environmental Compliance Officer. This procedure applies to all employees, including those individuals assigned to Laboratory Services.

PROCEDURES FOR REVIEW AND APPROVAL

The individual in possession of the document(s) that will require a signature will:

- Submit the original documents directly to the RECO, or,
- Hand the documents to the Staff Assistant II who will submit the documents directly to the RECO, and,
- Indicate that one or more signatures are required to have the documents processed.

The RECO will return to document to the Staff Assistant or other individual following the review and signing, or rejection of the document.

Under no circumstances will documents receive a signature without a thorough review. Documents may require time for research, review, or consultation with additional individuals prior to approval or rejection. Individuals, departments or program representatives must have the original documents submitted directly to the RECO.