

## Study Number Assignment

Chapter 2: PROTOCOLS

AHETF-2.B.O.

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### 1.0 PURPOSE AND SCOPE

- 1.1 This Standard Operating Procedure (SOP) describes how an Agricultural Handlers Exposure Task Force (AHETF) study number is assigned. The Task Force Manager is responsible for tracking and assigning AHETF study numbers.

### 2.0 RESPONSIBILITY

- 2.1 The assignment of AHETF study numbers will be the function of the AHETF Task Force Manager. This will ensure continuity and enable the AHETF to keep accurate records of the individual studies conducted.

### 3.0 PROCEDURE

- 3.1 A unique AHETF study number for each study will be assigned and documented. It will consist of a prefix code and a unique, sequential number pair.
- 3.2 The prefix code for AHETF studies is: **AHE**
- 3.3 The sequential identification numbers will begin with "01" and increase by one with each new AHETF study.

3.4 The study ID numbers will be assigned as follows:

- a. The Study Monitor, Study Director, or designee will contact the Task Force Manager for assignment of the next number in the study series.
- b. The Task Force Manager will document the study number assigned and provide the number to the Study Monitor, Study Director or designee.
- c. A list of study numbers will be maintained by the Task Force Manager or designee to prevent confusion or duplication of study numbers.

3.5 Study numbers will be a five (5) character alphanumeric code. The following are examples of typical study numbers:

AHE01	first AHETF study
AHE02	second AHETF study
AHE03	third AHETF study
AHE10	tenth AHETF study