

How iMedRIS addresses the requirements of
FDA 21 CFR Part 11
in Closed systems

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Title 21 Code of Federal Regulations (21 CFR Part 11) Electronic Records; Electronic Signatures came into effect on August 20, 1997 and sets forth criteria under which the agency considers electronic records, electronic signatures, and handwritten signatures executed to electronic records to be trustworthy, reliable, and generally equivalent to paper records and handwritten signatures executed on paper. People using electronic signatures must certify to the agency that the electronic signature in their system is intended to be the legally binding equivalent of traditional handwritten signatures.

Subpart A – General Provisions

11.1 Scope

(a) The regulations in this part set forth the criteria under which the agency considers electronic records, electronic signatures, and handwritten signatures executed to electronic records to be trustworthy, reliable, and generally equivalent to paper records and handwritten signatures executed on paper.

(b) This part applies to records in electronic form that are created, modified, maintained, archive, retrieved, or transmitted, under any records requirements set forth in agency regulations. This part also applies to electronic records submitted to the agency under requirements of the Federal Food, Drug, and Cosmetic Act and the Public Health Service Act, even if such records are not specifically identified in agency regulations. However, this part does not apply to paper records that are, or have been, transmitted by electronic means.

(c) Where electronic signatures and their associated electronic records meet the requirements of this part, the agency will consider the electronic signatures to be equivalent to full handwritten signatures, initials, and other general signings as required by agency regulations, unless specifically excepted by regulation(s) effective on or after August 20, 1997.

(d) Electronic records that meet the requirements of this part may be used in lieu of paper records, in accordance with Sec. 11.2, unless paper records are specifically required.

(e) Computer systems (including hardware and software), controls, and attendant documentation maintained under this part shall be readily available for, and subject to, FDA inspection.

11.2 Implementation

(a) For records required to be maintained but not submitted to the agency, persons may use electronic records in lieu of paper records or electronic signatures in lieu of traditional signatures, in whole or in part, provided that the requirements of this part are met.

(b) For records submitted to the agency, persons may use electronic records in lieu of paper records or electronic signatures in lieu of traditional signatures, in whole or in part, provided that:

(1) The requirements of this part are met; and

(2) The document or parts of a document to be submitted have been identified in public docket No. 92S-0251 as being the type of submission the agency accepts in electronic form. This docket will identify specifically what types of documents or parts of documents are acceptable for submission in electronic form without paper records and the agency receiving unit(s) (e.g., specific center, office, division, branch) to which such submissions may be made. Documents to agency receiving unit(s) not specified in the public docket will not be considered as official if they are

submitted in electronic form; paper forms of such documents will be considered as official and must accompany any electronic records. Persons are expected to consult with the intended agency receiving unit for details on how (e.g., method of transmission, media, file formats, and technical protocols) and whether to proceed with the electronic submission.

11.3 Definitions

(a) The definitions and interpretations of terms contained in section 201 of the act apply to those terms when used in this part.

(b) The following definitions of terms also apply to this part:

(1) Act means the Federal Food, Drug, and Cosmetic Act (secs.201-903 (21 U.S.C. 321-393)).

(2) Agency means the Food and Drug Administration.

(3) Biometrics means a method of verifying an individual's identity based on measurement of the individual's physical feature(s) or repeatable action(s) where those features and/or actions are both unique to that individual and measurable.

(4) Closed system means an environment in which system access is controlled by persons who are responsible for the content of electronic records that are on the system.

(5) Digital signature means an electronic signature based upon cryptographic methods of originator authentication, computed by using a set of rules and a set of parameters such that the identity of the signer and the integrity of the data can be verified.

(6) Electronic record means any combination of text, graphics, data, audio, pictorial, or other information representation in digital form that is created, modified, maintained, archived, retrieved, or distributed by a computer system.

(7) Electronic signature means a computer data compilation of any symbol or series of symbols executed, adopted, or authorized by an individual to be the legally binding equivalent of the individual's handwritten signature.

(8) Handwritten signature means the scripted name or legal mark of an individual handwritten by that individual and executed or adopted with the present intention to authenticate a writing in a permanent form. The act of signing with a writing or marking instrument such as a pen or stylus is preserved. The scripted name or legal mark, while conventionally applied to paper, may also be applied to other devices that capture the name or mark.

(9) Open system means an environment in which system access is not controlled by persons who are responsible for the content of electronic records that are on the system

Subpart B – Electronic Records

11.10 Controls for Closed Systems

Persons who use closed systems to create, modify, maintain, or transmit electronic records shall employ procedures and controls designed to ensure the authenticity, integrity, and, when appropriate, the confidentiality of electronic records, and to ensure that the signer cannot readily repudiate the signed record as not genuine. Such procedures and controls shall include the following:

System Validation

11.10(a) Validation of systems to ensure accuracy, reliability, consistent intended performance, and the ability to discern invalid or altered records.

iMedRIS Statement

System validation is performed using a risk-based approach to the software. Risk is determined considering elements such as: subject safety, erroneous data, and software security. Essential components of the software have been tested for accuracy, reliability and functionality using specific test cases.

The FDA states in section 5.1 of their "Draft Guidance for Industry, 21 CFR Part 11; Electronic Records; Electronic Signatures Validation" document, *"Regardless of whether the computer system is developed in-house, developed by a contractor, or purchased off-the-shelf, establishing end user (i.e., a person regulated by the FDA) requirements is extremely important for computer system validation. Without first establishing end user needs and intended uses, we believe it is virtually impossible to confirm that the system can consistently meet them."*

In section 5.2, the FDA further states, *"We consider thorough documentation to be extremely important to the success of our validation efforts. Validation documentation should include a validation plan, validation procedures, and a validation report, and should identify who in management is responsible for approval of the plan, the procedures and the report."*

Validation Logs

Validation logs are kept in a concurrent version system (CVS). With each subsequent version not replacing the old version. A hardcopy of the current working version is kept by authorized iMedRIS personnel.

Test cases validate that

- Functions on a screen work correctly
- Added records function as intended
- Input data is accurate when viewed
- User access is limited to role
- Electronic signatures cannot be copied, forged, or illegally accessed.

Test cases are authored by an iMedRIS staff member, who has been trained on the intended process of the software. The test case is run by another iMedRIS staff member, and finally reviewed by an iMedRIS project manager. See Alternative Validation Procedures for failed test cases.

Alternative Validation Procedures

When a test case does not pass, a request is issued to a software engineer to correct the issue that failed the test case. When the issue is resolved, the same test will be run, but it will be attached to the original documentation and will not replace the original test case.

For each new release of iRIS, only components of the software that have been modified, added or would be affected by a modified or added component are validated. Each new version of validation does not replace old versions in the CVS.

11.10(b) The ability to generate accurate and complete copies of records in both human readable and electronic form suitable for inspection, review, and copying by the agency. Persons should contact the agency if there are any questions regarding the ability of the agency to perform such review and copying of the electronic records.

All records and audit trails recorded in iRIS are printable in both human readable and electronic form suitable to be inspected, reviewed and copied by the agency if needed.

Data Availability

11.10(c) Protection of records to enable their accurate and ready retrieval throughout the records retention period.

iMedRIS Statement

The issue of data accuracy is dependant upon the client. It is their responsibility to ensure accurate data is entered into iRIS.

The issue of data availability is more than adequately addressed in iRIS in the following ways:

1. Files are located in user-specific directories on the local drive or network drive and can, therefore, be easily retrieved.
2. The system audit trail includes a log of all records that have been created on the system. The system audit trail (master) resides on the server computer. The system audit trail is a mirror copy of the master database table which contains all modification transactions to a record.
3. This audit table can be queried to show all historical user modifications to a single record.

Validation

1. Check user directories for specific files
2. Create record in iRIS:
 - a. Record created: User training record for user cackerman (see screenshot below)
 - b. Date created: 03/29/2006

The screenshot displays the 'User Administration - Training record list for Ackerman, Catherine' window. It includes a header with a 'Back' button and three main action buttons: 'Add New Training Record', 'Delete Training Record(s)', and 'Save Training Record'. Below this is a detailed user profile for Catherine Ackerman, showing fields for User ID, Job Title, Degree, Employee ID, Social Security Number, Specialty, Affiliations, Other Affiliation, Name, Status, Login Enabled, Email Address, Primary Number, Cell Number, Pager Number, Fax Number, and Mailing Address. The 'User Training status' is set to 'Active' and the 'User Training Override flag' is 'off'. At the bottom, a table lists recent training courses.

Recent Course	Course Date	Course Expiration	Score
<input type="checkbox"/> Initial User Training and Setup	03/07/2006	03/29/2009	
<input type="checkbox"/> Initial User Training and Setup	01/09/2006	01/09/2007	B
<input type="checkbox"/> Initial User Training and Setup	01/09/2006	01/26/2006	F

c. Check audit trail for created form type (see screenshots below*)

System Administration - Data Audit Back

User ID: Search

Begin Date: 08/25/2006

End Date: 09/02/2006

Tables:

- Review Board Committee Member
- Review Board Consent Item
- Review Board Form comment
- Review Board Submission Recommendation
- Review Board Submission Stipulation
- Review Board Meeting
- Review Board Meeting Attendee
- Review Board Meeting Availability

38 result(s) found... 1 - 10

Details	Table Name	Modified By	Date Modified	Action
	A_PATIENT_STUDY_TASK	ADMIN	August 29, 2006 11:23:34 AM	U
	A_PATIENT_STUDY_TASK	nrmessman	August 30, 2006 11:01:25 AM	U

https://www.imedris.net - iRIS: Auditing Details - Microsoft Internet Explorer

Column	Value
PK_INDEX	22
USER_ID	37
TRAINING_ID	15
RECENT_COURSE	Initial User Training and Setup
COMMENTS	null
COURSE_DATE	2006-03-07 00:00:00.0
EXPIRATION_DATE	2009-03-29 00:00:00.0
SCORE	null
CURRENT_VERSION	No
ID_CREATED	29
DATE_CREATED	2006-03-29 17:43:17.06
ID_MODIFIED	29
DATE_MODIFIED	2006-03-29 17:43:17.06
ACTION	I



(Screenshot of record details. User cackerman has USER_ID of 37)

3. Create and submit a new study (see the screenshot below)

- a. Study number: Test 123
- b. Date Submitted: 03/29/2006

Open	for Initial Review	035	Investigator, Principal A., MD	Paclitaxel and Carboplatin with Molecular Correlates	GH4456	Copy
Open	Pending - Submitted for Initial Review	042	Investigator, Principal A., MD	irispi creates a study	Test 123	Copy
	Pending - Submitted	CH 05 033 02/07/2007	Investigator, Principal A., MD	MVAC in Organ-Confinned Bladder Cancer Based on p53 Status		

c. Check audit trail for created study (see the screenshot on the following page*)

Details	Table Name	Modified By	Date Modified	Action
	A_RB_MEETING	cackerman	August 31, 2006 10:35:13 AM	I
	A_RB_MEETING	cackerman	August 31, 2006 10:46:57 AM	U

* In the audit trail I = Insert (creation of a record), U = Update (edit of a record), and D = Delete (deletion of a record)

Limiting Access

11.10(d) Limiting system access to authorized individuals.

iMedRIS Statement

User access is limited to certain departments and roles. The user will have different levels of access depending on which role a user receives within iRIS.

Currently in development: role read and write access. System Administrators can control the level of access each key study personnel role (Principal Investigator, Study Coordinator, Co-Investigator) on the study will receive. Each role can be limited to read or write access for each screen in Study Management. The review board Administrators will have similar control over read and write access of the review board members as well.

Validation

Study Management Access

1. Assign user access to the study:
 - a. Roles/users:
 - i. irispi, Principal Investigator
 - ii. fttest, Co-Investigator
 - iii. mtest, Study Coordinator
 - b. Study Number: TS 002
2. User has access?
 - a. irispi has access
 - b. fttest has access
 - c. mtest has access
3. User not assigned has access?
 - a. User jsmith cannot find study
 - b. User gtest cannot find study
4. Add user after study has been submitted to the review board?
 - a. Cannot add KSP to study after it has been submitted.

Review Board access

1. What review board roles can access the study?
 - a. Administrative role
 - b. Coordinator
 - c. All other review board member roles have a limited access to the study.
2. What roles can review the study?
 - a. Administrative role and Coordinator have ability to assign designated reviewers to the study.
3. What roles have voting rights on the study?
 - a. When a user is specified a role in the review board, the System Administrator must specify if the user will have voting rights.
4. Can the submission be altered by a review board member?
 - a. Any submission made is read-only
5. Can review board members add KSP?
 - a. Any review board member has the ability to add a KSP to a study that has been submitted.

Administrative Access

1. User roles that have access to the study, but are not associated to the study:
 - a. System Administrator
 - b. Site Assistant Department Administrator, if associated with the same department

Audit Trails

11.10(e) Use of secure, computer-generated, time-stamped audit trails to independently record the date and time of operator entries and actions that create, modify, or delete electronic records. Record changes shall not obscure previously recorded information. Such audit trail documentation shall be retained for a period at least as long as that required for the subject electronic records and shall be available for agency review and copying.

iMedRIS Statement

iRIS contains an Audit Trail for all critical tables (changes to the system settings and data entry). Tables are considered to be critical on a risk based assessment by iMedRIS personnel. Each entry is time and date stamped. The audit trail records modifications capturing data column changes with extra information which includes the record creation date and user ID at creation time. The user ID and date modified are supplied in the audit trail so it is easy to determine exactly who made the changes.

This ensures that our audit trail identifies who performed the action within the software.

Validation

1. Each database transaction is audited which captures every INSERT, UPDATE, and DELETE to a mirror audit table.

The screenshot shows a web interface titled "System Administration - Data Audit". It includes a search form with fields for "User ID:", "Begin Date:" (set to 1/2/2006), and "End Date:" (set to 02/09/2006). A "Search" button is present. Below the form is a "Tables:" dropdown menu with options: User License, User Profile, User CV, User Timesheet, User Timesheet Review, User Timesheet Task, User Training (selected), and User Training Course. Below the dropdown, it says "12 result(s) found...". A table displays the audit results with columns: Details, Table Name, Modified By, Date Modified, and Action.

Details	Table Name	Modified By	Date Modified	Action
	A_USER_TRAINING	ADMIN	January 09, 2006 02:33:38 AM	I
	A_USER_TRAINING	ADMIN	January 09, 2006 02:35:23 AM	I
	A_USER_TRAINING	cockerman	January 09, 2006 04:10:40 PM	U
	A_USER_TRAINING	ntossman	January 09, 2006 06:53:24 PM	U
	A_USER_TRAINING	ntossman	January 09, 2006 06:53:54 PM	U
	A_USER_TRAINING	ntossman	January 09, 2006 06:56:17 PM	I
	A_USER_TRAINING	cockerman	January 11, 2006 01:19:13 PM	I
	A_USER_TRAINING	irisrb	January 17, 2006 01:46:13 PM	U
	A_USER_TRAINING	irisrb	January 17, 2006 02:01:40 PM	U
	A_USER_TRAINING	ntossman	January 09, 2006 06:53:54 PM	U

2. Each primary transaction is tested to verify it is structured correctly and further tested by stepping the programming through the code using a debugger.
 - a. If the application logic involves dependent transactions, the transactions are placed in try catch structure (used to test a block of code for errors) with auto commit turned off (changes are not automatically accepted).
 - b. If no error occurs then the transaction is committed. Otherwise, the transaction is roll backed and no partial data is committed.

Sequencing, Authority and Device Checks

11.10(f) Use of operational system checks to enforce permitted sequencing of steps and events, as appropriate.

iMedRIS Statement

iRIS application logic is structured in such a way which allows data entry when edit mode is permitted. When the record is complete or under review the record becomes read-only. This process ensures that only the appropriate user(s), based on a user-role, can modify or view a record through its life cycle.

Validation

1. Based on the hard coded study statuses
 - a. Study Management access is allowed for all hard coded statuses
2. Based on System Administration configurable status
 - a. Study Management access is allowed depending upon configuration
3. Based upon Submission
 - a. During workflow routing, Review Board access is allowed

11.10(g) Use of authority checks to ensure that only authorized individuals can use the system, electronically sign a record, access the operation or computer system input or output device, alter a record, or perform the operation at hand.

iMedRIS Statement

Only authorized users can access the iRIS software through a user ID and encrypted password validation process and electronically sign a record or perform the operation at hand. Records can only be altered by authorized users.

Validation

1. Accounts are granted by the System Administrator
 - a. System Administrator assigns user name and password.
2. Access is restricted based upon user role (see 11.10(d))
3. All electronic signatures require
 - a. User ID
 - b. User password
4. System checks validate that the user ID and password match the logged in user as well as if the user is the designated signer.
 - a. If user is not required to signoff, the user can still see the signoff page, but page is read-only (see screenshot on the following page)

The screenshot displays the 'Submission Signoff Sheet' interface. At the top, it shows the user is 'Administrator' in the 'CA-GH - Cardiology' department. The study title is 'A Sequential Approach to the treatment of Muscle Invasive, Non-Metastatic Carcinoma of the Bladder: A Phase II Trial of Neoadjuvant Gemcitabine, Paclitaxel and Carboplatin with Molecular Correlates'. Below this, there is a section for 'Submission Form(s)' with a link to review documents. The main question is 'Principal A. Investigator, MD as Principal Investigator do you Approve or Deny this submission?' with 'Approve' and 'Deny' radio buttons. A note states 'This form requires your electronic signature. If Approved, Please enter your User ID & Password:'. The 'Investigator Assurance' section contains a list of responsibilities for the investigator, such as meeting scientific/ethical/financial criteria, complying with regulations, maintaining records, supervising personnel, and participating in publications. A 'View Other Comments' link is at the bottom.

The user, Administrator, is associated to the study, but is not required to signoff on the submission. Administrator can view the signoff page, but it is read-only.

(h) Use of device (e.g., terminal) checks to determine, as appropriate, the validity of the source of data input or operational instruction.

iMedRIS Statement

Users can login from any computer with Internet access using their unique user ID and password. Users are then validated and allowed access based on their privileges set with in the software.

Validation

1. Depending on the actual system, iRIS is accessible from any computer that meets system requirements and has network access to the iRIS Application server.
2. Access is restricted based upon user role (see 11.10(d))

Training

(i) Determination that persons who develop, maintain, or use electronic record/electronic signature systems have the education, training, and experience to perform their assigned tasks.

iMedRIS Statement

It is the responsibility of the client to ensure that individuals have the education, training, and experience to perform their assigned tasks. iMedRIS Data Corporation offers user training during client setup and configuration as well as other educational opportunities after software implementation. The training is documented and performed by qualified service personnel.

Validation

1. Initially, training is set up within the contract
2. Clients may request training as needed

Written Policies

(j) The establishment of, and adherence to, written policies that hold individuals accountable and responsible for actions initiated under their electronic signatures, in order to deter record and signature falsification.

iMedRIS Statement

iRIS gives the client the ability to establish their own policies and assurances for electronic signatures. The client creates and implements these policies and assurances into the system. Adherence to these policies and assurances are solely the responsibility of the client. It is the responsibility of iMedRIS to inform the client of this feature.

Validation

1. Client creates policies and/or assurances
2. Policies/assurances are implemented into the signoff page
3. By signing, user agrees to the written policy and/or assurance

Revision Controls

11.10(k) Use of appropriate controls over systems documentation including:

(1) Adequate controls over the distribution of, access to, and use of documentation for system operation and maintenance.

(2) Revision and change control procedures to maintain an audit trail that documents time-sequenced development and modification of systems documentation.

iMedRIS Statement

All documentation for the iRIS application is subject to a validation process. Separate manuals are provided for each module purchased. Administrative documentation related to system security, user accounts and other sensitive functions are handled separately and are only available to assigned personnel. The assigned personnel are the responsibility of the client to define. (i.e. the Software Administration functionality and role)

Each time the iRIS system is updated, a complete listing of what was changed, problems corrected, or improvements added is provided to the client in Release Notes.

Validation

1. Assigned iMedRIS personnel are responsible for creating and updating documentation
2. All documentation is stored in a concurrent version system (CVS)
 - a. Allows only one copy of a document to be checked out for modifications at a time
 - b. Allows version tracking
 - c. Allows history comparison
3. Clients are supplied with documentation on an as-needs basis at an iMedRIS personnel's discretion.
4. Release notes are distributed to each client before or upon the release.

Data Security in Open Systems

11.30 Persons who use open systems to create, modify, maintain, or transmit electronic records shall employ procedures and controls designed to ensure the authenticity, integrity, and, as appropriate, the confidentiality of electronic records from the point of their creation to the point of their receipt. Such procedures and controls shall include those identified in § 11.10, as appropriate, and additional measures such as document encryption and use of appropriate digital signature standards to ensure, as necessary under the circumstances, record authenticity, integrity, and confidentiality.

iMedRIS Statement

The iRIS application is not considered an Open system.

Validation

According to 11.3 of this document:

(4) Closed system means an environment in which system access is controlled by persons who are responsible for the content of electronic records that are on the system.

(9) Open system means an environment in which system access is not controlled by persons who are responsible for the content of electronic records that are on the system

Signature Manifestations

11.50 Signature Manifestations

(a) Signed electronic records shall contain information associated with the signing that clearly indicates all of the following:

- (1) The printed name of the signer;
- (2) The date and time when the signature was executed; and
- (3) The meaning (such as review, approval, responsibility, or authorship) associated with the signature.

iMedRIS Statement

iRIS addresses paragraph (a) in the following ways.

- (1) The user's full name is retrieved from the personal contact demographic record for the logged-in user which will be displayed on any form or document after a signature is applied.
- (2) A date and time stamp is applied once the signature has been validated.
- (3) The "meaning" is associated with the type of document the user is electronically signing and is maintained for visual display whenever the signature is viewed. The signature can contain the ID of the user entering data. Each time a data point is changed, the timestamps are included in the iRIS audit log which are captured on the data server database.

Validation

At any time, the signoff page can be viewed to see the name of the user who applied the signature. See screenshot below.

iRIS by iMedRIS
Integrated Research Information System

Account: Nathan Mossman
Department: CA-GH - Cardiology
Navigation: Home > my studies > study mgmt. > track submission

Home Logout Help

Submission Signoff Sheet

Study Title: Rick Study

Submission Form(s): [Click here to review the submission documents](#)

Nathan Mossman
as Principal Investigator
do you Approve or Deny this submission?
 Approve Deny

This form requires your electronic signature. ELECTRONIC SIGNATURE HAS BEEN APPLIED
if Approved, Please enter your by Nathan Mossman
User ID & Password:

Investigator Assurance

I am particularly aware that as an investigator conducting research sponsored by General Hospital, I assume certain responsibilities, namely that:

- The proposed research must meet scientific, ethical, and fiscal merit criteria before the actual work may begin;
- I will comply with all regulatory requirements and policies that govern the conduct of research at General Hospital;
- I will maintain accurate and records of all work performed and results obtained;
- I will insure proper supervision of research personnel and data collected during the conduct of the study;
- I will insure appropriate dealings with industrial representatives and avoid any conflicts of interest;
- I will participate in the open publication and discussion of research methods and results and give appropriate assignment of credit and responsibility for research and publications.

View Other Comments:

(b) The items identified in paragraphs (a)(1), (a)(2), and (a)(3) of this section shall be subject to the same controls as for electronic records and shall be included as part of any human readable form of the electronic record (such as electronic display or printout).

iMedRIS Statement

All human readable forms of the electronic record contain the decrypted electronic signature(s) as well as the associated information.

Validation

Any time the electronic signature is viewed, it is in readable format.

The screenshot shows the iMedRIS Submission Signoff Sheet interface. At the top, the iMedRIS logo is on the left, and the user's account information is on the right: "Account: Principal A. Investigator, MD", "Department: CA-GH - Cardiology", and "Navigation: Home > study mgmt.". There are also links for "Home", "Logout", and "Help". The main heading is "Submission Signoff Sheet" with a "Back" button. Below this, there is a "Save Signoff" button. The "Study Title" is "An Exploratory Pharmacogenomic Study of Erbitux Mono Therapy in Patients with Metastatic Colorectal Carcinoma". Under "Submission Form(s)", there is a link "Click here to review the submission documents". The user is identified as "Principal A. Investigator, MD" and is asked "do you Approve or Deny this submission?". There are radio buttons for "Approve" (selected) and "Deny". Below this is a link "Click here to add comments.". At the bottom, there is a section for "This form requires your electronic signature. if Approved, Please enter your User ID & Password:" with input fields for "User ID: irispi" and "Password: ●●●●●●". There is also a "View Other Comments:" link.

Signature is viewed and is readable.

Signature/Record Linking

11.70 Signature/Record Linking

Electronic signatures and handwritten signatures executed to electronic records shall be linked to their respective electronic records to ensure that the signatures cannot be excised, copied, or otherwise transferred to falsify an electronic record by ordinary means.

iMedRIS Statement

The electronic signature(s) are embedded in the electronic record and cannot be excised, copied, or otherwise transferred by ordinary means. A signature cannot be used by any other person, as long as the user's organization maintains proper security control of identification codes and passwords.

Validation

1. When an electronic signature is applied the verification process places an acknowledgement in the database, including the date and time the signature is applied.
2. Forms require an electronic signature, can be copied but if the copied form contains a signature, the signature placeholder is zeroed out (deleted) indicating that the form is not signed.

Electronic Signatures

11.100(a) Each electronic signature shall be unique to one individual and shall not be re-used by or re-assigned to, anyone else.


11.100(b) Before an organization establishes, assigns, certifies, or otherwise sanctions an individual's electronic signature, or any element of such electronic signature, the organization shall verify the identity of the individual.

iMedRIS Statement

Whenever the iRIS System Administrator creates a new user account, the iRIS software validates each unique user ID and ensures that the user ID and password are not a duplicate in the system. The password is also encrypted in the database for additional security. In addition, password changes may be required based on a configuration setting by the System Administrator.


Validation

1. The system.enforce_strong_password system property enforces the strong password (which must contain the items listed in the description of the screen shot below) if the property is set to "Yes".




Name:	system.enforce_strong_password
Value:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Description:	Passwords must consist of 3 characters from the following four sets: A-Z, a-z, 0-9, { } [] , . < > ; : " ' ? / \ ` ~ ! @ # \$ % ^ & * () _ - + = . Also, system.min_password_length, will be checked upon password edit or creation.

2. The system.min_password_length property requires the minimum amount specified in the text box to be used in the password.



Name:	system.min_password_length
Value:	<input type="text" value="4"/>
Description:	Set the minimum amount of characters in the password.

3. The system.password_alpha_numeric property requires the use of letters and numbers in the password, if set to "Yes".



Name:	system.password_alpha_numeric
Value:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Description:	Enter ""Yes"" to use numbers and letters in the password, enter ""No"" to use strictly letters in the password.

4. The above said system properties are accessible only to the System Administrator role(s) of iRIS.

11.100(c) Persons using electronic signatures shall, prior to or at the time of such use, certify to the agency that the electronic signatures in their system, used on or after August 20, 1997, are intended to be the legally binding equivalent of traditional handwritten signatures.

(1) The certification shall be submitted in paper form and signed with a traditional handwritten signature, to the Office of Regional Operations (HFC-100), 5600 Fishers Lane, Rockville, MD 20857.

iMedRIS Statement

This document, which is sent to the agency, should state – for each person – that the electronic signatures are to be considered as legally binding as traditional handwritten signatures. The document should be signed (handwritten signature) by the person in the organization who is responsible for maintaining the uniqueness and security of the electronic signatures. This is the responsibility of the client.

(2) Persons using electronic signatures shall, upon agency request, provide additional certification or testimony that a specific electronic signature is the legally binding equivalent of the signer's handwritten signature.

iMedRIS Statement

Such additional information shall be provided with the necessary information and in the format required by the agency (client). The agency may require this information to be notarized or externally certified in some other manner. This is the responsibility of the client.

Validation

1. The client creates the Security Policy in System Administration.
2. If the Security Policy feature is turned on, users must agree to the security policy on initial login to iRIS.

Electronic Signature Components and Controls

11.200 Electronic Signature Components and Controls

11.200(a) Electronic signatures that are not based upon biometrics shall:

(1) Employ at least two distinct identification components such as an identification code and password.

(i) When an individual executes a series of signings during a single, continuous period of controlled system access, the first signing shall be executed using all electronic signature components; subsequent signings shall be executed using at least one electronic signature component that is only executable by, and designed to be used only by, the individual.

(ii) When an individual executes one or more signings not performed during a single, continuous period of controlled system access, each signing shall be executed using all of the electronic signature components.

iMedRIS Statement

All accesses to iRIS require a unique user ID plus a specific password. All ID's are unique and each has the complete name of the owner associated with it in their user account. Login attempts, both successful and unsuccessful are recorded in the audit trail. Before executing a signature, the password must be confirmed. See example screenshot below:

Submission Signoff Sheet

Study Title: test again

Submission Form(s): [Click here to review the submission documents](#)

Catherine Ackerman
as Principal Investigator
do you Approve or Deny this
submission?

Approve Deny

[Click here to add comments.](#)

This form requires your electronic
signature. User ID:
if Approved, Please enter your User
ID & Password: Password:

Investigator Assurance

I am particularly aware that as an investigator conducting research sponsored by General Hospital, I assume certain responsibilities, namely that:

- The proposed research must meet scientific, ethical, and fiscal merit criteria before the actual work may begin;
- I will comply with all regulatory requirements and policies that govern the conduct of research at General Hospital;
- I will maintain accurate and -records of all work performed and results obtained;
- I will insure proper supervision of research personnel and data collected during the conduct of the study;
- I will insure appropriate dealings with industrial representatives and avoid any conflicts of interest;
- I will participate in the open publication and discussion of research methods and results and give appropriate assignment of credit and responsibility for research and publications.

[View Other Comments:](#)

Validation

1. User ID
 - a. Unique for each instance of iRIS
 - b. Associated to complete name of owner in user account
2. Login attempts
 - a. Recorded in system audits
 - b. Set system property to email System Administrator after a client specified amount of failed login attempts
3. Apply signature
 - a. Must supply user ID and password before saving the signature
 - b. Password is confirmed before signature is applied to any document

(2) *Be used only by their genuine owners; and*

iMedRIS Statement

To execute the signing of the electronic record, the password must be confirmed.

Validation

The client and its personnel are responsible for creating and securing user ID's and passwords.

(3) Be administered and executed to ensure that attempted use of an individual's electronic signature by anyone other than its genuine owner requires collaboration of two or more individuals.

iMedRIS Statement

To use an electronic signature, the person must be logged on as a user with one or more signature privileges. Upon initial login, the user is prompted to change their password. If the Security Policy is used, then it will be the second time the user logs into iRIS. This prevents the System Administrator (the person that created the user account), from being able to log on as the genuine user.

Validation

1. User must have a role as a Principal Investigator or other key study personnel (KSP) to apply a signature to a submission.
 - a. Necessary signatures are defined in the workflow
 - b. Users assigned PI or other KSP role in the study application form or in study management
 - i. Must have access to the study to assign these roles
2. User's signature must be specified as required by an other, appropriate role within the system
 - a. If user is required to apply signature, only that user will receive the availability to do so
3. Set a system property to require a change of password on initial log on

11.200(b) Electronic signatures based upon biometrics shall be designed to ensure that they cannot be used by anyone other than their genuine owners.

iMedRIS Statement

The iRIS software application is not based on biometric identification but three distinct components: the user ID, the user's password and the user's role.

Validation

1. User ID
 - a. Unique for each instance of iRIS
 - b. Associated to complete name of owner in user account
2. Password
 - a. Associated to the user ID when applying the signature
3. Role
 - a. User must have a role as a Principal Investigator or other KSP to apply a signature to a submission.
 - b. User must be specified as required by other, appropriate role within the system
 - c. Signature access is granted based on department and/or review board access

Access Time-out

Concerning 11.200, the FDA in its comments in the Federal Register states (XII.124):

"The agency acknowledges that there are some situations involving repetitive signings in which it may not be necessary for an individual to execute each component of a non-biometric electronic signature for every signing, " ... " For example, an individual performs an initial system access on 'log on,' which is effectively the first signing, by executing all components of the electronic signature (typically both an identification code and a password)" ... " ...it is vital to have stringent controls in place to prevent the impersonation. Such controls include: (1) Requiring an individual to remain in close proximity to the

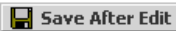
workstation throughout the signing session; (2) use of automatic inactivity disconnect measures that would 'de-log' the first individual if no entries or actions were taken within a fixed short timeframe; and (3) requiring that the single component needed for subsequent signings be known to, and usable only by, the authorized individual."

iMedRIS Statement

User inactivity on the system for more than an administrator-specified period of time will automatically log off the current user. Log-offs are also recorded in the audit trail.

Validation

1. Set the property system.session_timeout_in_minutes to the amount of idle time before user is prompted if they want to continue
 - a. After the prompt is idle for five minutes before the user is logged off of iRIS

	
Name:	system.session_timeout_in_minutes
Value:	<input type="text" value="45"/>
Description:	Depending on this setting, the system will open a pop up when the system times out, asking the user if they would like to stay logged into the system. Enter the amount of time, in minutes, that the system should timeout at.

Controls for Identification Codes/Passwords

11.300(a) Maintaining the uniqueness of each combined identification code and password, such that no two individuals have the same combination of identification code and password.

iMedRIS Statement

iRIS supports three options for user provisioning: database authentication; LDAP authentication and database/LDAP Hybrid.

Database Authentication

Database Authentication allows a System Administrator to manually input user accounts. Whenever the iRIS System Administrator creates a new user account, the iRIS software validates each unique user ID and ensures that the user ID and password are not duplicated in the system. The password is also encrypted in the database for additional security. In addition, password and ID changes are time stamped and stored in the audit trail.

Validation

1. New user ID, or a change in a user ID, cannot match the ID of another user. The system will not allow the save.
2. Encrypted password in the database
3. Audit trail tracks user ID and password changes
4. Password appears hidden on the User Demographics page
 - a. Only the role of System Administrator has access to the User Demographics page

LDAP Authentication

LDAP authentication allows for two methods: a System Administrator to either manually input user accounts (*manual process*) or the accounts are automated through iRIS – LDAP (*automated process*). Both methods

authenticate the user ID and password against the LDAP. No passwords are stored within the iRIS database. Both methods require the user profile record be established.

In the *manual process* this is exactly the same as database authentication example above except for no password input field is required.

In the *automated process* the LDAP directory is used for authentication. When the user first logs into iRIS, a user profile record is created from the LDAP directory based on a configuration / mapping table. This process brings the profile demographic information from LDAP and creates the database record. The profile record is updated from LDAP upon user login to keep it up to date. If the LDAP directory contains department relationships the department relationships can be used to synchronize user – department relationships. If the LDAP does not contain department relationships the user – department relationship must be done manually by the System Administrator.

Validation

1. LDAP passwords are not stored in iRIS. No password input field is available in the User Demographics page

DB – LDAP Hybrid Authentication

DB - LDAP hybrid authentication is a combination of database and LDAP authentication. In this method when a user attempts to log into iRIS they are first tested against the LDAP directory. If the authentication passes the user is granted access. If the user fails against the LDAP, the user is tested against the internal database user ID and password combination. If the authentication passes the user is granted access. If the authentication fails the user is not granted access and is allowed to retry. This feature is used mainly by larger installations where users may be located at remote clinics that are not covered in the LDAP directory.

Validation

1. LDAP accounts within iRIS do not contain password fields.
2. Database accounts contain password fields. These passwords are encrypted in the database.


11.300(b) Ensuring that identification code and password issuances are periodically checked, recalled, or revised (e.g. to cover such events as password aging).

iMedRIS Statement

Passwords can be set to automatically expire after a specified length of time after they were created.

Validation

1. Set the property `system.password_expiration_period` for the amount of days to cycle password expiration

	
Name:	system.password_expiration_period
Value:	<input type="text" value="45"/>
Description:	Set the amount of time for the password expiration period. The system will notify the user when the user logs on that their password has expired and it will ask them to create a new one.

2. User is required to change the password after the amount of days has passed
 - a. User cannot re-use the current password, it must differ

11.300(c) Following loss management procedures to electronically de-authorize lost, stolen, missing, or otherwise potentially compromised tokens, cards, and other devices that bear or generate identification code or password information, and to issue temporary or permanent replacements using suitable, rigorous controls.

iMedRIS Statement

iMedRIS Data Corporation does not supply user ID's and/or passwords in the form of physical tokens, cards, or other devices.

Validation

If the user or any other person believes that a password has been compromised, they should immediately inform their System Administrator and change their password immediately. In this case, the System Administrator may also choose to set up a new user account.

Unauthorized User Detection

11.300(d) Use of transaction safeguards to prevent unauthorized use of passwords and/or identification codes, and to detect and report in an immediate and urgent manner any attempts at their unauthorized use to the system security unit, and, as appropriate, to organizational management.

iMedRIS Statement

As a measure of active prevention, each user should be trained to keep passwords secret and to change the password periodically. The iRIS software provides a password renewal/aging feature to assist the users in periodically changing their passwords. After a given period of time, which is determined by the System Administrator, the user will be automatically reminded to change the password. In this case, the password must be changed in order to log on and use the system. Unsuccessful attempts to log on to the user level are recorded in the 'System Audit Trail'. Also after the System Administrator's specified number of failed log in attempts, the system will automatically receive an e-mail warning of potential security breach.

Validation

Unsuccessful logon attempts will lockout further logon activity for a set period of time. Both the amount of unsuccessful logons and the period of time the user will be locked out are configurable by the System Administration role. The fact that the lockout occurred is recorded in the audit trail and notifications are emailed to all users with the System Administrator role.

Log In



[I forgot my Password](#) [Request new account](#) [System/Browser Requirements](#)

Demo Site

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