



**Office of the Vice President for Research
Standard Operating Procedure**

Receipt and Storage of Data Covered by a Data Use Agreement

This Standard Operating Procedure is for use with confidential or restricted data as defined by Saint Louis University's [2.8s Data Classification Enterprise Standard](#).

- A. Individuals with a Data Use Agreement (DUA) (i.e., Data Custodians (DC)) may receive physical media containing DUA covered data on media in commerce delivered by couriers such as FedEx. A package containing DUA covered data is not considered "received" by the entity until the intended recipient takes possession of the package.
- B. Prior to shipment by the sending entity, the DC will confirm shipping location, shipping date and expected receipt date with the sending entity. Tracking numbers must be sent to the Office of the Vice President of Research (OVPR) prior to shipment.
- C. Data on the media must be protected by a strong cryptographic algorithm (such as AES-256) prior to shipment. Decryption keys must be sent to the DC by a separate, secure communication channel.
- D. Saint Louis University DC or one of his/her OVPR approved designees will arrive at shipping address located at Doisy Research Center, 1100 S. Grand Blvd., St. Louis, MO 63104, and wait for package to arrive.
- E. If the shipping dock staff are not present, the package **must** be refused.
- F. Upon receipt of the shipment, Doisy Research Center receiving staff will contact the DC or one of the OVPR approved designees to come to the research center and sign for the package. DC or OVPR representative will confirm that the correct package was received by matching the tracking number with that received from the shipper. If received by the OVPR representative, the package will be immediately delivered to the DC. The contents of the package will be verified by the DC upon receipt.
- G. If there is a discrepancy noted in the contents of the shipment, the DC must immediately notify the OVPR, shipper and entities identified in the DUA. The OVPR will seek instruction from the data provider about return or destruction of the discrepant data; the OVPR will return or destroy the data in accordance with shipper's written instructions and provide confirmation to the shipper.
- H. Unexpected shipments of packages containing research data **must** be refused.