True Copy™ Scanning for Life Sciences

Accelerate digital transformation with a validated process and documented quality assurance that maintains the integrity of the original records.

Business challenge

As digital transformation becomes a strategic initiative across Life Sciences organizations, you need to reduce reliance on paper records while establishing appropriate true copies to ensure compliance with your policies. You need all copies to be verified and scanned through a validated process to take advantage of the agility, efficiency and insights that digitization has to offer while minimizing risks and reducing storage costs.

What if you could

› Scan verified original documents with a validated process that elevates efficiency?

› Provide detailed and documented quality assurance that enables regulatory compliance?

› Enable seamless information sharing across your enterprise and partners while reducing costs and risks?

Iron Mountain True Copy™ Scanning

With Iron Mountain True Copy™ Scanning, you can create high-quality, fully validated electronic copies of paper or electronic records, preserving the content and meaning of the original record including all the metadata. The solution offers organizations the ability to validate that the electronic document is an accurate representation of the original record and includes the same attributes and information.

This cost-effective solution allows digital conversion of documents such as physical records, paper validation forms, device history and batch records, lab notebooks, memos and more.

IRON MOUNTAIN®

IRON VERIFIED

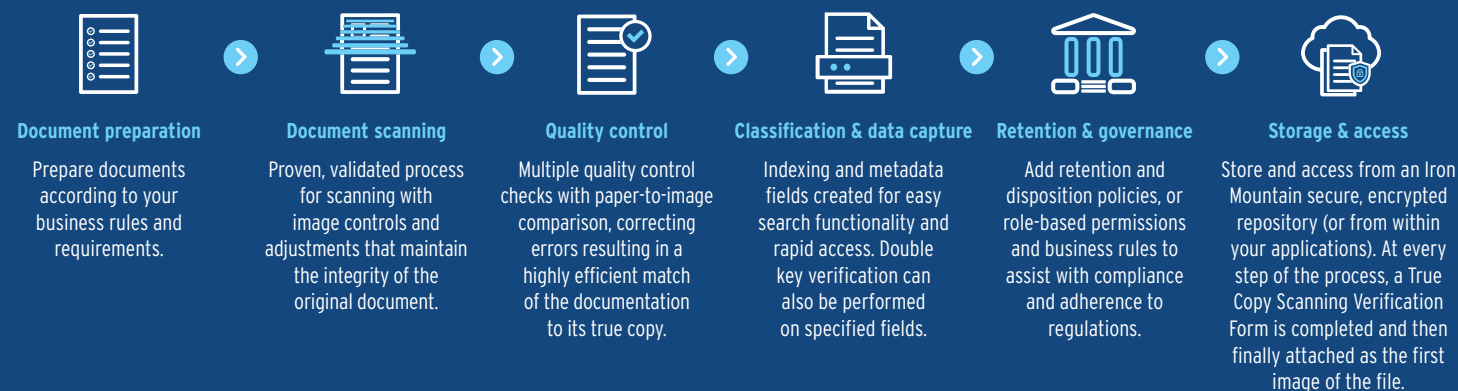Validated data capture that elevates enterprise-wide access and security

You will be able to:

> **Enable** validation, accuracy, and authenticity of records with consistent reproduction and true copy certification

> **Establish** compliance to regulatory requirements, protecting R&D investments and reducing delays and risks associated with audits

> **Ensure** data integrity with a complete and accurate record to help meet your quality and compliance requirements

> **Elevate** efficiency by accelerating digital transformation across your organization while meeting your Environmental, Social & Governance (ESG) goals

How does True Copy work?

Once documents or records are identified for digitization per your organization's or business' policies and requirements, Iron Mountain True Copy Scanning ensures consistent reproduction of the content from the original record to the True Copy record.

Document preparation
Prepare documents according to your business rules and requirements.

Document scanning
Proven, validated process for scanning with image controls and adjustments that maintain the integrity of the original document.

Quality control
Multiple quality control checks with paper-to-image comparison, correcting errors resulting in a highly efficient match of the documentation to its true copy.

Classification & data capture
Indexing and metadata fields created for easy search functionality and rapid access. Double key verification can also be performed on specified fields.

Retention & governance
Add retention and disposition policies, or role-based permissions and business rules to assist with compliance and adherence to regulations.

Storage & access
Store and access from an Iron Mountain secure, encrypted repository (or from within your applications). At every step of the process, a True Copy Scanning Verification Form is completed and then finally attached as the first image of the file.

The copy can then be downloaded via Iron Mountain Connect™, our secure online customer hub, and stored in a repository of your preference such as:

> **Iron Mountain InSight®**, our GxP-compliant information management and content services platform

> **Iron Cloud® Secure Offline Storage (SOS)**, our cost-effective solution for inactive cloud data and long-term retention. Data is stored offline and offsite in an air-gapped, climate-controlled vault disconnected from the network for enhanced data protection and security

> An electronic document management system (eDMS)

> Other Cloud or FTP applications

What you gain

> **Better enterprise-wide access to data** and secure workflows, allowing greater information sharing across teams and also to rapidly respond to requests and audits

> **Adherence to federal regulations** and eliminate the risk of audits and noncompliance

> **Protection of proprietary data** in a digital format that helps eliminate both associated storage costs while strengthening your reporting, retention and archiving policies

To learn more about Iron Mountain's solutions for life sciences, please contact us toll free at **800.899.IRON** (4766), or visit us online at **ironmountain.com/lifesciences**.

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