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	DOCUMENT NUMBER:	
	DOCUMENT TITLE:	
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Do	ocument Information	
	Revision:	Vault:
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All dates and times are in



MasterControl, Inc.:	
Policy and Procedure T	emplate

Rev: 02

Release

Pg. 1 of 3

Date:23 Feb 2016

POLICY AND PROCEDURE TEMPLATE

APPROVALS

All approvals are maintained and controlled in the MasterControlTM system. Please refer to the MasterControlTM system for the current controlled revision and approval records.

REVISION HISTORY

AUTHOR	REVISED SECTION/PARAGRAPH	REV	RELEASED
D Ade	Initial Release	01	See MasterControl

Draft and Archived/Obsolete revisions are not to be used. Access MasterControlTM system to verify revision.

Printed By: Printed Date & Time:



MasterControl, Inc.:
Policy and Procedure Template

Doc Number: MD-SOP-0033

Rev: 02

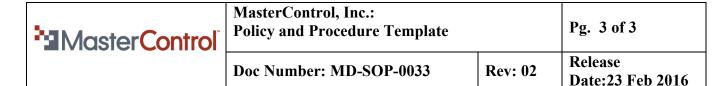
Release

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Date:23 Feb 2016

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1. PURPOSE

Briefly describe the reasoning or purpose of the document.

2. SCOPE

Briefly describe the coverage or scope of what is covered and/or exempted from this process. Please refrain from adding policy or procedure detail in this section.

3. **DEFINITIONS**

- Word Definition
- Word Definition

4. RESPONSIBILITIES

• Responsible Party – Describe the responsible party responsibilities

5. PROCEDURE/POLICY/WORK INSTRUCTION (REMOVE TITLE THAT DOES NOT APPLY)

5.1 Process Flow

If applicable insert simple process flow chart or picture here. Keep the flowchart descriptions simple putting the detail in the next subsection. If there is not a flow chart or picture write "Not Applicable".

- 5.2 Procedure/Policy/Work Instruction (remove title that does not apply)
 - 5.2.1 Overview
 - 5.2.2 Details

6. APPLICABLE REFERENCES

List of applicable reference documents.

•

Signature Manifest

Document Number: MD-SOP-0033 Revision: 02

Title: Copper Sulfate - Handling

All dates and times are in Mountain Time Zone.

SOP Approval

Collaboration

Name/Signature	Title	Date	Meaning/Reason
Paul Sanderson (PSANDERSO	ON)		
Dallas Volk (DVOLK)			
Sarah Christensen (SCHRISTENSEN)			
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Matt Smith (MATT)		23 Feb 2016, 12:14:58 PM	Complete

Approval

Name/Signature	Title	Date	Meaning/Reason
Matt Smith (MATT)		23 Feb 2016, 12:16:44 PM	Approved

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