MD-SOP-0031

This document has been electronically signed

* Master Control*		STANDARD OPERATING PROCEDURE		
SOP NUMBER:		VERSION:		
SOP TITLE:				

PURPOSE OF THIS SOP AND WHAT IT IS APPLIED TO

<Describe the purpose of the SOP, what it should be applied to and when/under which</p> circumstances. Include details of any specific limitations and/or exclusions>

WHO THIS SOP IS APPLICABLE TO

FUNCTION(S)		SITE(S)		REGULATIONS			
□ ED			☐ Global			☐ GCP	☐ GLP
□ смс	☐ GBT	☐ GxP Supt Dept.	☐ ALN	☐ CHA	☐ DEN	☐ GMP	☐ None
□ LO	☐ NCFS	☐ Non-GxP Supt	☐ GRN	☐ HAR			
☐ PATH	□ QA	□SA	☐ MSN	☐ MUE	☐ PCV		
☐ SA GOS			☐ SHA				

SPECIFIC	<if groups="" list="" necessary,="" or="" p="" roles="" sop<="" specific="" sub-functions,="" that="" the=""></if>		
APPLICABILITY	applies to and any specific exclusions, otherwise "N/A" >		

OTHER DOCUMENTS NEEDED TO EXECUTE THIS SOP

DOC REFERENCE	TYPE	TITLE
<add doc="" reference=""></add>	<add doc="" type=""></add>	<add doc="" title=""></add>

STEP-BY-STEP INSTRUCTIONS

<Add Heading 2; remove if no sub sections>

ROLE		ACTION	
<add role=""></add>	1	<add instructional="" text=""></add>	
		• <add decision="" option="" text=""></add>	
	2	<add instructional="" text=""></add>	
	3	<add instructional="" text=""></add>	
	4	<add instructional="" text=""></add>	

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