



6330 South 3000 East, Suite 200  
Salt Lake City, UT 84121

CONTROLLED COPY

R-

DOCUMENT NUMBER:
DOCUMENT TITLE:
DOCUMENT NOTES:

Document Information

Revision:	Vault:
Doc Type:	Status:

Date Information


Effective Date:	Next Review Date:
Release Date:	Expiration Date:

Control Information

Author:	Previous Number:
Owner:	Change Number:

All dates and times are in

\*\*This document has been electronically signed\*\*

	<b>MasterControl, Inc.:</b> <b>Policy and Procedure Template</b>		<b>Pg. 1 of 3</b>
	<b>Doc Number: MD-SOP-0033</b>	<b>Rev: 02</b>	<b>Release</b> <b>Date:23 Feb 2016</b>

POLICY AND PROCEDURE TEMPLATE

APPROVALS

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

REVISION HISTORY

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

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


	<b>MasterControl, Inc.:</b> <b>Policy and Procedure Template</b>		<b>Pg. 2 of 3</b>
	<b>Doc Number: MD-SOP-0033</b>	<b>Rev: 02</b>	<b>Release</b> <b>Date:23 Feb 2016</b>

Table of Contents

1. PURPOSE ..... 3

2. SCOPE ..... 3

3. DEFINITIONS..... 3


4. RESPONSIBILITIES ..... 3

5. PROCEDURE/POLICY/WORK INSTRUCTION (REMOVE TITLE THAT DOES NOT APPLY) ..... 3

    5.1 PROCESS FLOW ..... 3

    5.2 PROCEDURE/POLICY/WORK INSTRUCTION (REMOVE TITLE THAT DOES NOT APPLY) ..... 3

6. APPLICABLE REFERENCES..... 3

	<b>MasterControl, Inc.:</b> <b>Policy and Procedure Template</b>		<b>Pg. 3 of 3</b>
	<b>Doc Number: MD-SOP-0033</b>	<b>Rev: 02</b>	<b>Release</b> <b>Date:23 Feb 2016</b>

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 (PSANDERSON)			
Dallas Volk (DVOLK)			
Sarah Christensen (SCHRISTENSEN)			
Mark Sloan (MSLOAN)			
Rob Carpenter (RCARPENTER)			
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

\*\*This document has been electronically signed\*\*

CONTROLLED COPY

R-