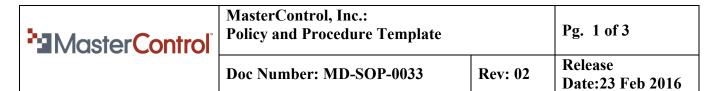


6330 South 3000 East, Suite 200 Salt Lake City, UT 84121

	DOCUMENT NUMBER:		
	DOCUMENT TITLE:		
	DOCUMENT NOTES:		
ا Do	Document Information		
	Revision:	Vault:	
	Doc Type:	Status:	
Da	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



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.



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

Table of Contents

1.	PURPOSE	3
2.	SCOPE	3
3.	DEFINITIONS	3
4.	. RESPONSIBILITIES	
5.	PROCEDURE/POLICY/WORK INSTRUCTION (REMOVE TITLE THAT DOES NOT APPLY)	3
	5.1 PROCESS FLOW	3 3
6.	APPLICABLE REFERENCES	3

MD-SOP-0033

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

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