1. **MOST RECENT REVISION SUMMARY:**

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| --- | --- | --- |
| **Revision Number** | **Section & Paragraph Affected** | **Summary of Changes as Compared to the Previous Version of the Document** |
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1. **PURPOSE:**

The purpose of this Procedure/Policy is…

1. **SCOPE:**

This document applies to…

1. **RESPONSIBILITIES:**

Describe the roles for carrying out all aspects of this policy/procedure…

1. **DEFINITIONS:**

List definitions of any acronyms or esoteric terms in this section.

1. **POLICY/PROCEDURE:**

## Heading

1. Step 1
2. Step 2

## Heading

1. Step 1
2. Step 2
3. **EXCEPTIONS:**

List any exceptions to the execution of this policy/procedure- if none list N/A

1. **ATTACHMENTS:**

List all attachments to this policy/procedure if none list N/A

1. **REFERENCES:**

List all references to this document- if none, list N/A

1. **DOCUMENT HISTORY**:

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| **Prepared** **By**: |  | **Date**: |  |