MD-SOP-0028



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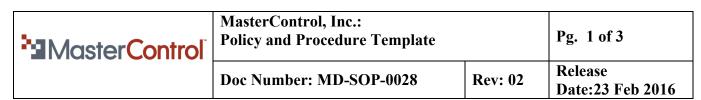
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# POLICY AND PROCEDURE TEMPLATE

#### **APPROVALS**

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#### 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 MasterControl<sup>TM</sup> system to verify revision.

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MasterControl, Inc.: Policy and Procedure Template	Pg. 2 of 3	
Doc Number: MD-SOP-0028	Rev: 02	Release

# **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	

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* Master Control	MasterControl, Inc.: Policy and Procedure Template		Pg. 3 of 3
	Doc Number: MD-SOP-0028	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.

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**Signature Manifest** 

**Document Number: MD-SOP-0028** Revision: 02

Title: Bleach Handling

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## **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 Oct 2017, 01:14:58 PM	Complete

### **Approval**

Name/Signature	Title	Date	Meaning/Reason	
Matt Smith (MATT)		23 Oct 2017, 01:16:44 PM	Approved	

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