



6350 South 3000 East
Salt Lake City, Utah 84121

MD-SOP-0036 R- 02

BATCH ID: SEP-2022-9

SITE: Clinical trail234*

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Document Number:
Title:
Notes:

Document Information:	
Revision:	Vault:
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	Doc Number: MD-SOP-0036	Rev: 02	Release Date:23 Feb 2016

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.

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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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MD-SOP-0036 R- 02

BATCH ID: SEP-2022-9

SITE: Clinical trail234*

Signature Manifest

Document Number: MD-SOP-0036

Revision: 02

Title: Annual Conference Attendance Policy

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)			
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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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