MD-SOP-0036

Pending



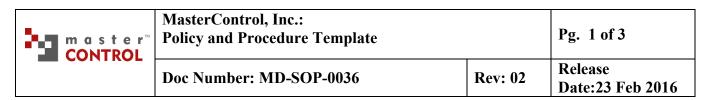
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Document Number:	
Title:	
Notes:	
Document Information:	
Revision:	Vault:
Туре:	Status:
Date Information:	
Effective Date:	Next Review Date:
Release Date:	Expiration Date:
Control Information:	
Author:	Previous Number:
Owner:	Change Number:

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POLICY AND PROCEDURE TEMPLATE

APPROVALS

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REVISION HISTORY

AUTHOR	REVISED SECTION/PARAGRAPH		RELEASED
D Ade	Initial Release	01	See MasterControl

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Access MasterControlTM system to verify revision.

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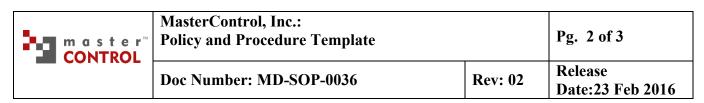


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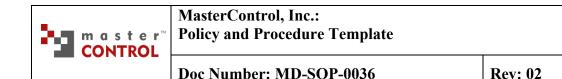
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Date:23 Feb 2016

Release

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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

Issued to:

SONALI SHELAR

Signature Manifest

Document Number: MD-SOP-0036

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)

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

BATCH ID

Panding

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Revision: 02