**Policy and Procedures Manual**

***Formal Submission for Approval***

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| **Applies To:** |  | **POLICY & PROCEDURES** |
| **Monitoring:** |  |
| **Date:** | Effective: |  |
|  | **Next Review:** |  |

 ***Approving Authority:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***Authorized Signature:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| ***Record of Decision*** | Approving Body: |  |
| Meeting Date: |  |

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| **This is a CONTROLLED document. Any copies of this document appearing in paper form should always be checked against the electronic version prior to use.** |

1. **POLICY**
2. **DEFINITIONS**

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1. **PURPOSE/SCOPE**
2. **APPLICATION**
3. **PROCEDURES**
4. **MONITORING**
5. **REFERENCES**

**Related Documents**

**References**

**Appendices**

1. **STAKEHOLDER REVIEW**

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| **Group/Committee** | **Dates of Review** |
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1. **REVIEW HISTORY**

**Review Dates:**