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| --- | --- | --- | --- |
| **Procedure Name** | | | |
| **Parent Policy** |  | | |
| **Policy Sponsor** |  | **Category** |  |
| **Policy Contact** |  | **Effective Date** |  |
| **Procedure Contact** |  | **Review Date** |  |

1. **Purpose**
2. **Scope**
3. **Definitions**

|  |  |
| --- | --- |
| **Term** |  |
| **Term** |  |

1. **Guiding Principles**
2. **Applicable Legislation and Regulations**

*[To ensure accuracy, hyperlinks to any relevant legislation and associated regulations to the procedure must be added before sending to the Policy Office for review.]*

1. **Related Procedures/Documents**

**History**

|  |  |
| --- | --- |
| *Date* | *Action* |
|  |  |
|  |  |