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| SOP #: |  | |
| Version: | *1.0* | |
| Author(s): | *,  ,* | |
| Approval: | **Approved By** | **Date** |
| [signature] | , *Principal Investigator* | blank |
| [signature] | , | blank |

# Purpose

*The purpose of this SOP is to outline how the [insert site name] CRS [describe the process for this SOP].*

*References*

* *[insert applicable regulations]*
* *[insert applicable guidances]*
* *[insert other relevant site SOPs]*

# Scope

*This SOP applies to all [insert site name] CRS staff.*

# Definitions

*Include a list of terms and acronyms that are helpful for the proper understanding of the SOP. Add additional items to this list as appropriate. Consider country, state, local, or institutional terms and acronyms that may be specific to your site.*

# Roles and Responsibilities

*[Describe briefly who is responsible for which activities]*

# Procedures

*[Describe various steps of the process with roles of personnel that will be conducting these processes]*

*[Divide the process into levels or steps to ensure flow of the process to be described as it is performed]*

# Appendices

*[Title(s) of the Appendices, forms, templates]*

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| Revision History: | **Version**  *1.0* | **Effective Date**  *DD-MMM-YYYY* | **Description**  *First Approval* |
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