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| **Topic:** |  |
| **Functional Area(s):** |  |
| **Responsible Officer(s):** |  |
| **Last Revised Date:** |  |

**I. Purpose**

*State the objective or reason for the procedure. (e.g., “The purpose of this procedure is to…(define/describe/identify/provide/outline/establish) (guidance/guidelines/requirements) for: “)*

**II. Definitions/Acronyms**

*Add definitions/acronyms that are procedure specific or assist in clarifying the procedure.*

**III. Roles**

*List authorities and responsibilities for all personnel who use the procedure.*

**IV. Procedure**

*List/describe the activities necessary to complete a process, including who, what, when, and how.*