# PURPOSE

# The purpose should define the intent of the document and be no longer than one or two sentences.

# It needs to be detailed enough so end users can quickly recognize what the document covers with no other detail included.

# GUIDELINES

# All points are to be bulleted or numbered and contain only one main point per bullet

# No mandatory statements are to be included in guidelines, these need to be in a policy or standard operating procedure

# Guidelines may provide more extensive guidance/advice around best practice

# In some situations, guidelines will be structured best as FAQs

# If hyperlinks are to be included in guidelines, please provide necessary urls on submission for publishing.

# REFERENCES, MATERIALS, AND/OR ADDITIONAL INFORMATION

#  Include links to applicable statutes, regulations, policies, forms, templates, guidance documents, FAQs and other materials that are relevant to the SOP.

# *This section is optional; delete if not needed*.

# HISTORY

# Each time a document is created or updated, revise the History table to include the following:

# Effective Date: the date (mm/dd/yyyy) on which the document was created or revised

# Version #: the number assigned in increasing order (beginning with 000) that corresponds to each version of the document

# Authors: the person who is responsible for the content and changes to the document

# Description: a brief summary of the changes to the document

# NOTE: History page is to be removed prior to publishing document on external website.

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| **Effective****Date** | **Version #** | **Authors** | **Description** |
| MM/DD/YYYY | 000 |  |  |
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