**STANDARD OPEARING SYSTEM**

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| **SOP Number:** | **Insert Number** | | | |
| **SOP Title:** | **Document Control** | | | |
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| Author |  |  |  |  |
| Reviewer |  |  |  |  |
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# purpose

# introduction

# Scope

# responsibilities

## Chief/Principal Investigator

# specific procedure

## Version control and naming convention

## Other considerations

## Storage and archiving

# forms/Templates to be used

# Internal AND EXternal references

## Internal References

## External References

# Change History

| SOP no. | Effective Date | Significant Changes | Previous SOP no. |
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