**T**



Procedures

|  |  |
| --- | --- |
| Policy Name | **\*Policy Name\*** |
| Policy # | **\*#\*** | Category | **\*Policy Category\*** |
| Policy Sponsor |  | Previous Revision Date |  |
| Policy Approved by |  | Revision Date |  |
| Procedures Approved by |  | Review Date | **See Policy Review Date or As Required** |

**See the related POLICY.** *(Link to be added when posted.)*

**DEFINITIONS**

*(If appropriate, include definitions to provide clarity of terms. Repeat from policy.)*

**PROCEDURES**

*(Procedures describe how the organization will carry out its strategic position and commitment on a given topic. Procedures answer the questions “Who?” and “How?” As such, procedures typically outline roles, responsibilities, methods, and chronological steps to take in a given situation.)*