



## SOP-100-09—Attachment 2: Request New SOP/SOG

### 1.0 ***Vital Information***

1.1 Submitted by: Date: \_\_\_\_\_  
(dd/mm/yyyy)

Name: \_\_\_\_\_

Firm/Agency/Dept: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

1.2 Proposed name for new SOP/SOG.

\_\_\_\_\_

1.3 Briefly outline reason for request.

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\_\_\_\_\_

### 2.0 ***Define Subject of new SOP/SOG***

2.1 Detail specific gaps or omissions in current SOP/SOG documentation that will be addressed in the new SOP/SOG.

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\_\_\_\_\_

*Attach additional as needed*



## SOP-100-09—Attachment 2: Request New SOP/SOG

### 3.0 ***Define Scope of new SOP/SOG***

- 2.1 Consider the section headings of a typical SOP/SOG and provide a list of points that should be included under various section headings for the new SOP/SOG.

Section heading / Detail:

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*Attach additional as needed*

### 4.0 ***References***

- 4.1 Document any cited references to governing or supporting documents that will need to be included in the new SOP/SOG (i.e., municipal by-laws, resolutions or policies; Provincial Acts and Regulations; contract documents, agreements; etc.).

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*Attach additional as needed*



**SOP-100-09—Attachment 2: Request New SOP/SOG**

**5.0 Notes**

5.1 Provide any additional information that may assist in creating the proposed new SOP/SOG.

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**6.0 MPS Notes**

6.1 Review Comments

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