**OECD Working Party on Good Laboratory Practice**

**Template for submission of comments on draft GLP Guidance Documents**

**Instructions for Use**

1. First, please complete the table below giving the full name of the draft document and your name and contact details. Comments received without the identity of the submitter may not be considered by the Working Party.

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| Full Name of Document: |  |
|  |  |
| Submitter’s Name: |  |
| Position in Organisation: |  |
| Organisation / Affiliation: |  |
| Address |  |
| Country / Economy |  |
| Email: |  |
|  |  |
| Date: |  |

1. Second, insert your comments into the template attached using the following instructions:
2. Go into the header of the template and enter the full name of the document. This will ensure this critical information appears on each page.
3. Column 1: Please enter a commonly accepted two or three letter abbreviation code for your country or economy. Do this for each comment. Also include the name and affiliation of the person sending the comments. This information is critical for the Working Party to collate and review comments and to assist in identifying the source of the comment.
4. Column 2: Please enter the section number of the location of the text you wish to comment on.
5. Column 3: Please enter the line number(s) of the text you wish to comment on.
6. Column 4: Please include your comment (including the affected text if appropriate).
7. Column 5: Please indicate what change you would like to make to the text as a result of your comment, along with any justification. Where relevant, please provide any proposed new wording.
8. Column 6: This is for OECD WP use only.
9. Finally, once completed, please forward your comments to the appropriate authority (see Instructions)

Thank you for your contribution to the work of the OECD Working Party on Good Laboratory Practice.

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| **Name of person sending comments, affiliation & Country** | **Section**  | **Paragraph number** | **Reviewer Comment** | **Proposed amendment and Justification** | **Opinion of the responsible GLP CMA about the comment (WP GLP Use only)** |
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