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| **BLUE TEXT**: Instructions regarding a document section. Remove the blue instructional before approving.**RED TEXT**: Replace with Solution or Project specific content. Change the font color to black.**BLACK TEXT**: Recommended language that can remain or be changed to meet the Project Team’s needs.Using Templates* Always retrieve the current template when creating new documents.
* When modifying an existing document compare that document against the current template. Address any differences and update the document.
* If certain sections of a template do not apply, enter “Not Applicable” beneath the Section Header and provide appropriate justification. Do not remove Section Headers. If all subsections under a higher level section are not applicable, remove the sub-section headers and include the justification under the remaining high level section header. For example, if there is a section 3, 3.1, 3.1.1, 3.1.2, and 3.2, and all are not applicable, remove the sections 3.1, 3.1.1, 3.1.2, and 3.2 and write Not Applicable” and the rationale under section 3.
* If needed, add a section or sections to the appropriate area of the template.
* Update the Table of Contents before circulating for approval.
* Ensure the version number in the Page Header and the Revision History Table is correct
* Ensure the Revision Date in the History Table is set to the date the document was last modified prior to routing for Approval.
* Templates may be merged. If so, include all sections of each template.

**-- DELETE THIS INSTRUCTION BOX –** |

**NO APPROVALS REQUIRED**

This Environment Acceptance demonstrates IT acceptance of the infrastructure preparations necessary to support solution name & version #. The target environment has been prepared to receive the solution in accordance with pre-defined specifications and procedures.

The environment(s) in scope of this certificate include: itemize any and all controlled environment(s) in scope of this form.

Evidence supporting this statement are identify and reference any documentation that corroborates this declaration (e.g., qualification summaries, review of completed tasks, checklist, referenced and attached email).

# Revision History

Update this table each time this document is revised. Where possible, include a Change Number or Project related to the document change. Entries should provide the reader with only an indication of what changed. Include section where a change took place. Add rows as necessary.

| **Version** | **Version Date** | **Revisions** |
| --- | --- | --- |
| 1.0 |  | Enter “Initial Release” or, if this document is replacing a previous document(s) as a release 1.0 of a new document, identify the predecessor documents. |

# Appendix X: Name of Appendix

Enter any supporting information best suited for an appendix. If there is no need for an appendix, remove this header and the page break before it. If there is only one appendix, recommend changing “Appendix X:” to “Appendix:”