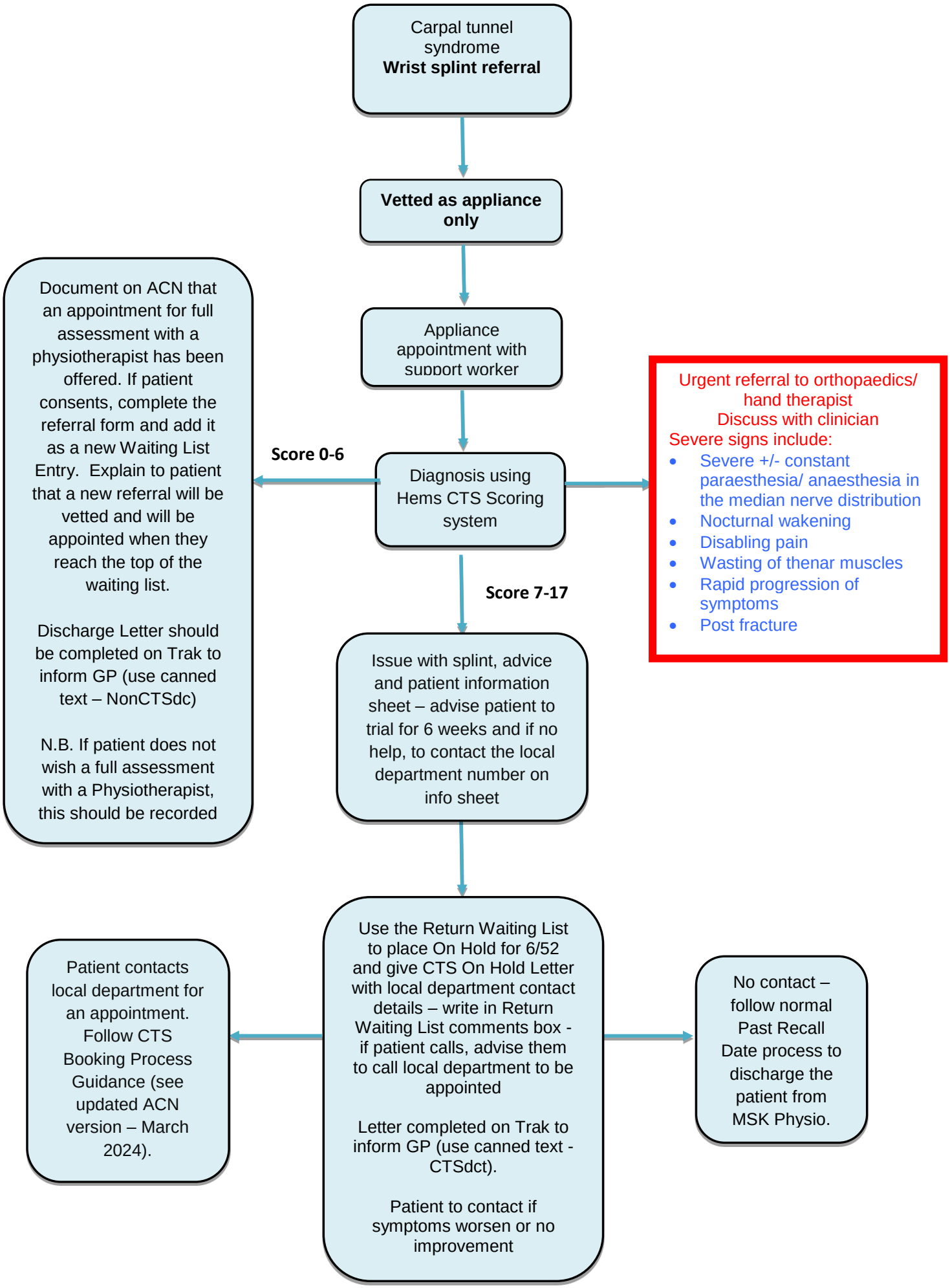SOP for CTS updated March 2024