

POLICY MEMORANDUM 2-01: Policy Memoranda

8 January, 2026

1. The purpose of this memorandum is to address situations where a change in wording or procedure that is covered in an official WASART document has been developed and coordinated with all affected WASART stakeholders, but approval and publishing of the next revision of that document has not yet taken place.
2. In such cases, the policy memorandum format may be used. Such memoranda will be used to record an approved change to a parent document that is planned for incorporation into the next revision of that document. Policy memoranda may be used to record changes to policies, operating procedures, guidelines, or forms, and shall follow the same approval and publication processes as their parent document. They shall not be used as standalone documents.
3. This change will be incorporated into Revision R of Policy 2 when coordinated for publication.

/s/ _____

Lynn Snow

President

/s/ _____

Angela Sorkin

Vice-President