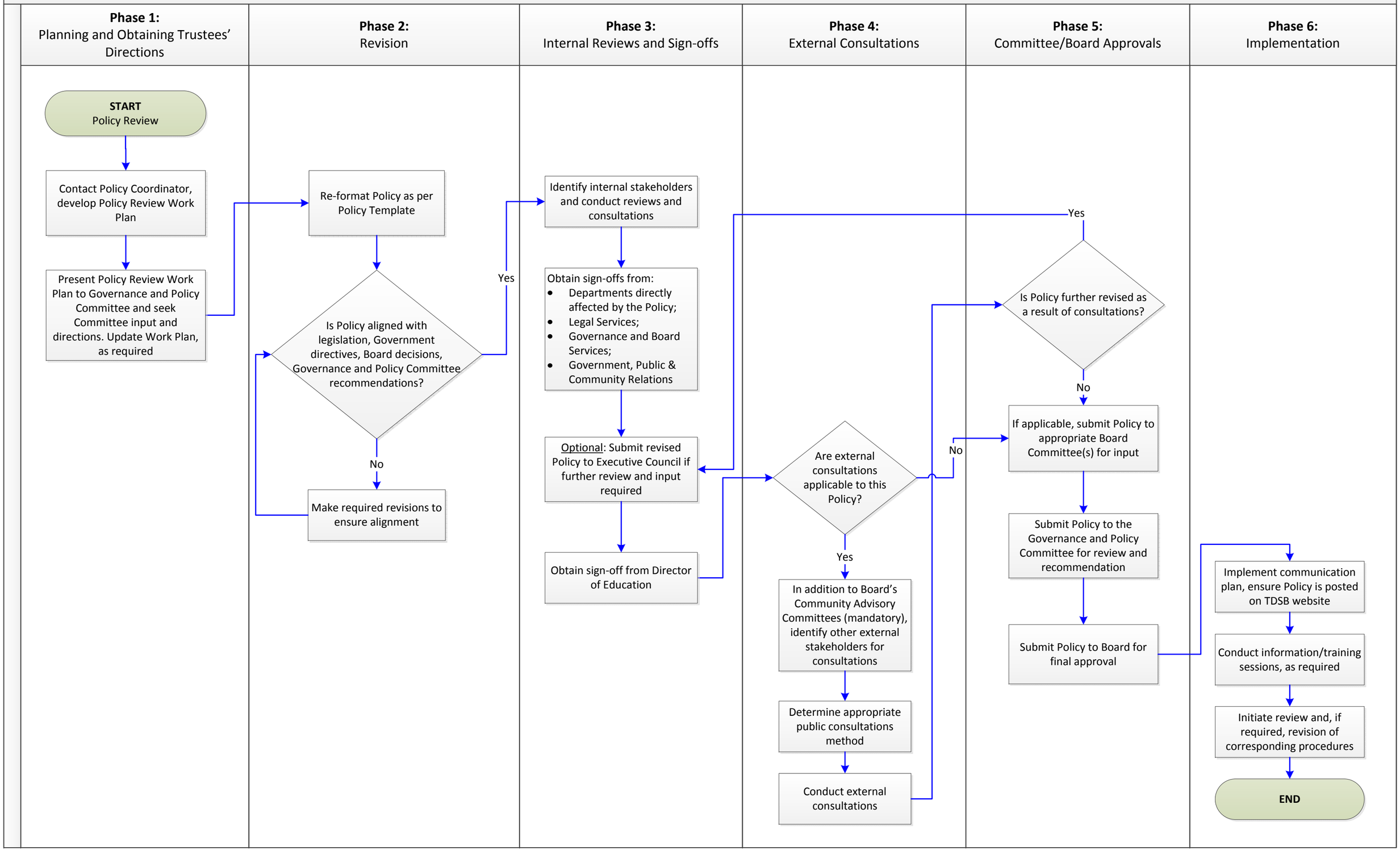POLICY REVIEW PROCESS **APPENDIX E**