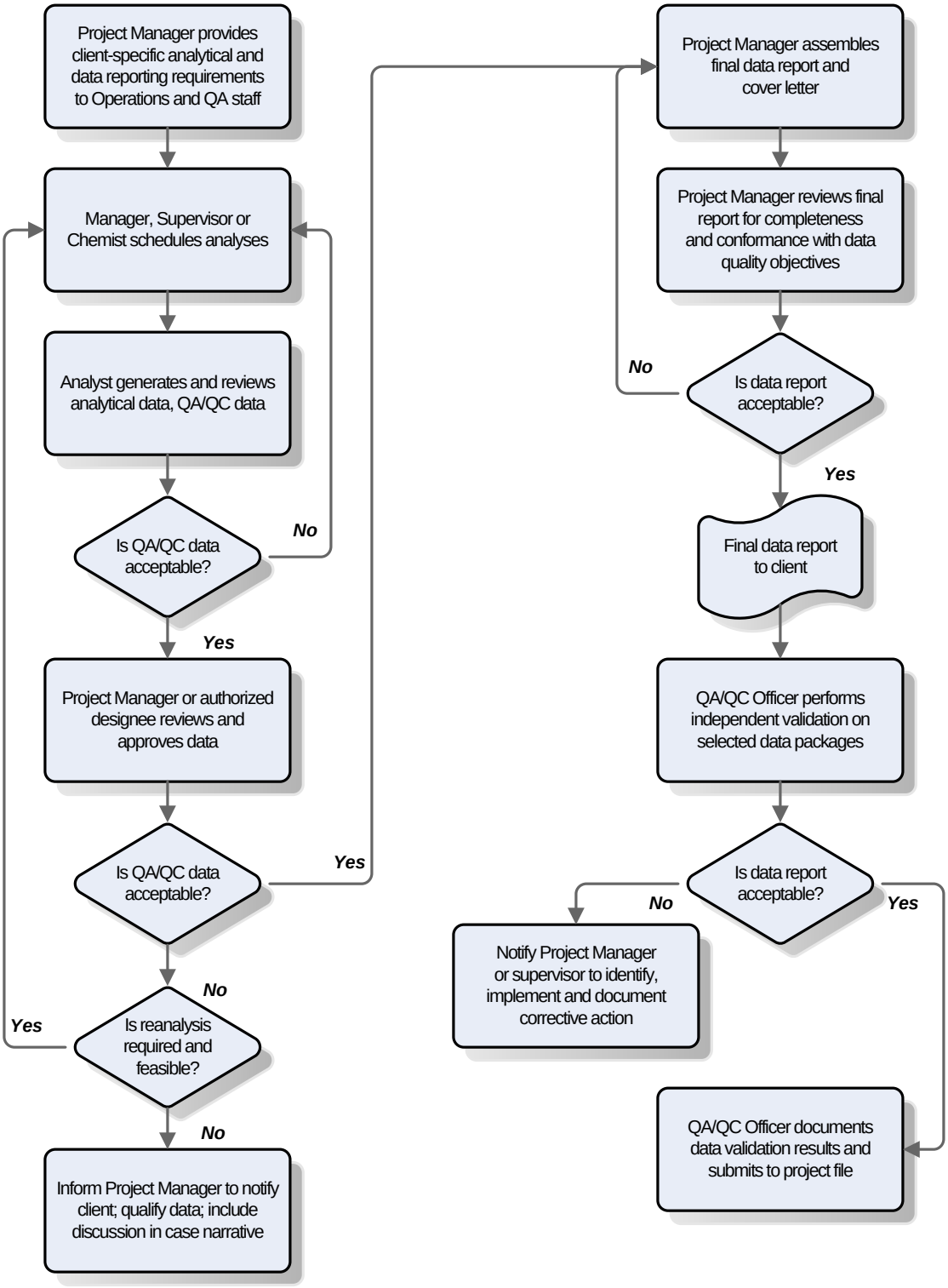DATA REVIEW PROCESS