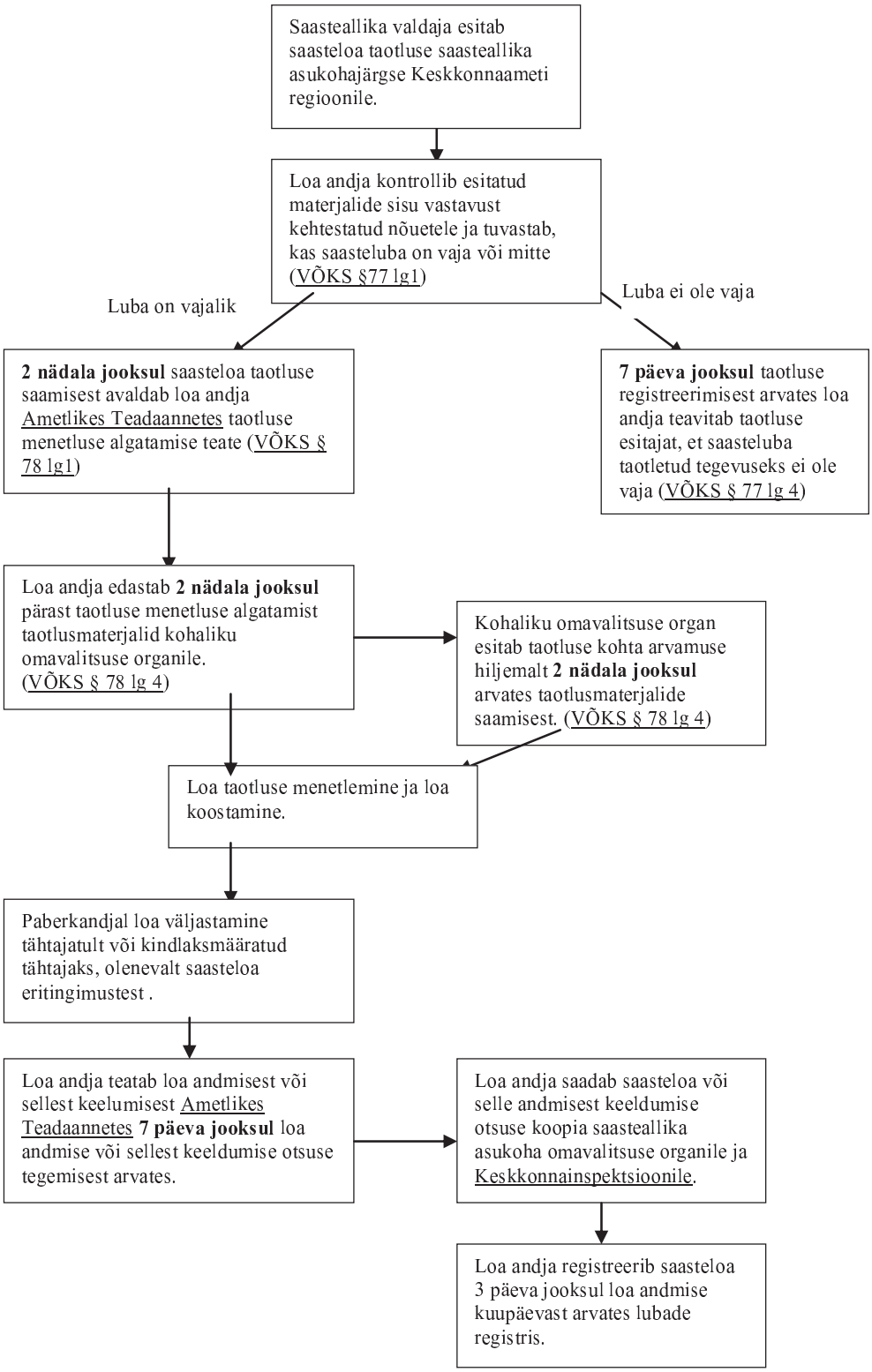Saasteloa andmise menetlus