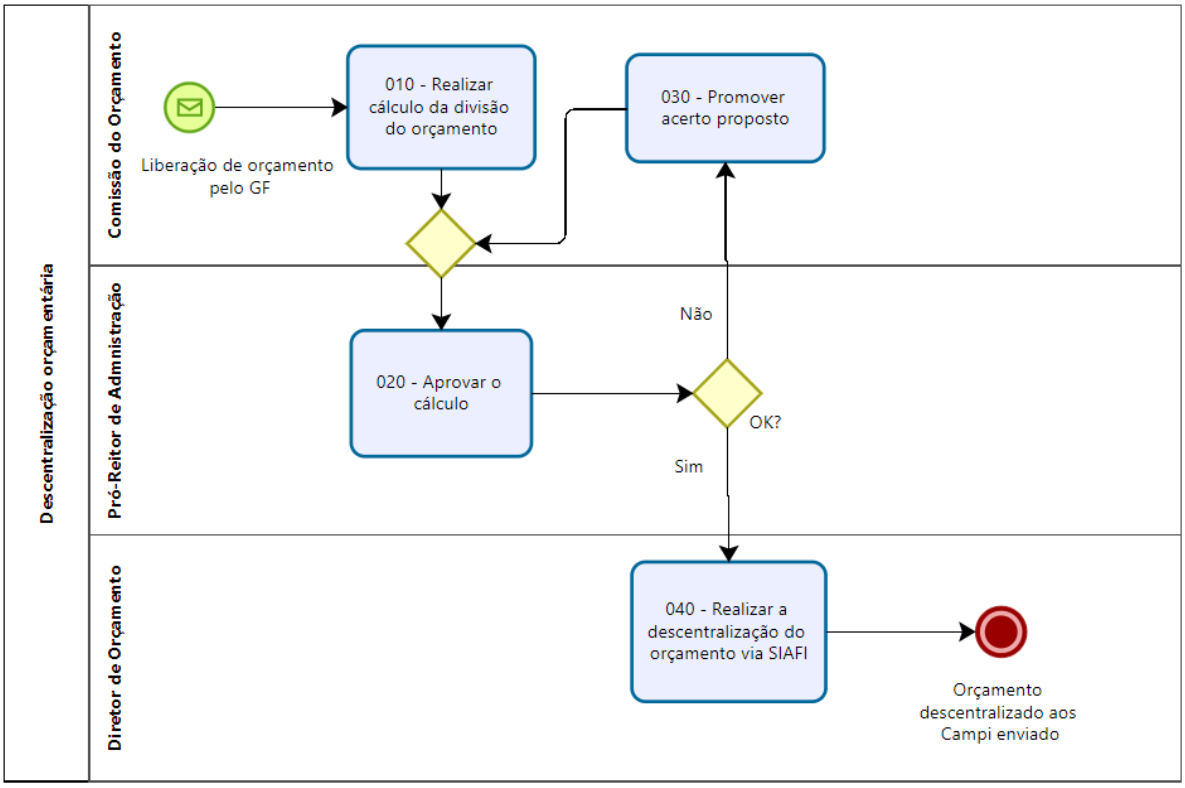2. PROCEDIMENTO