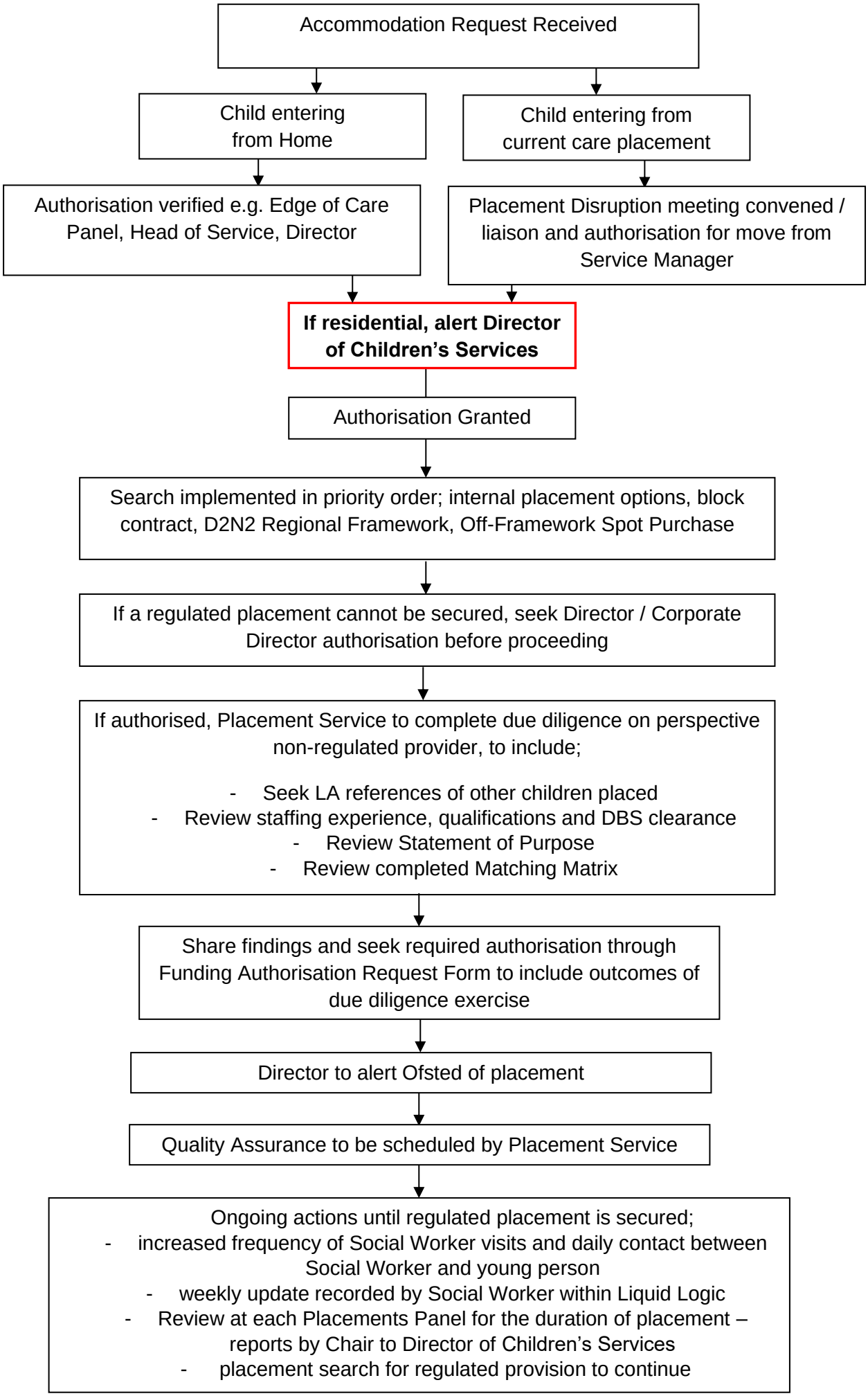Appendix 1: Unregistered Placement Management Process