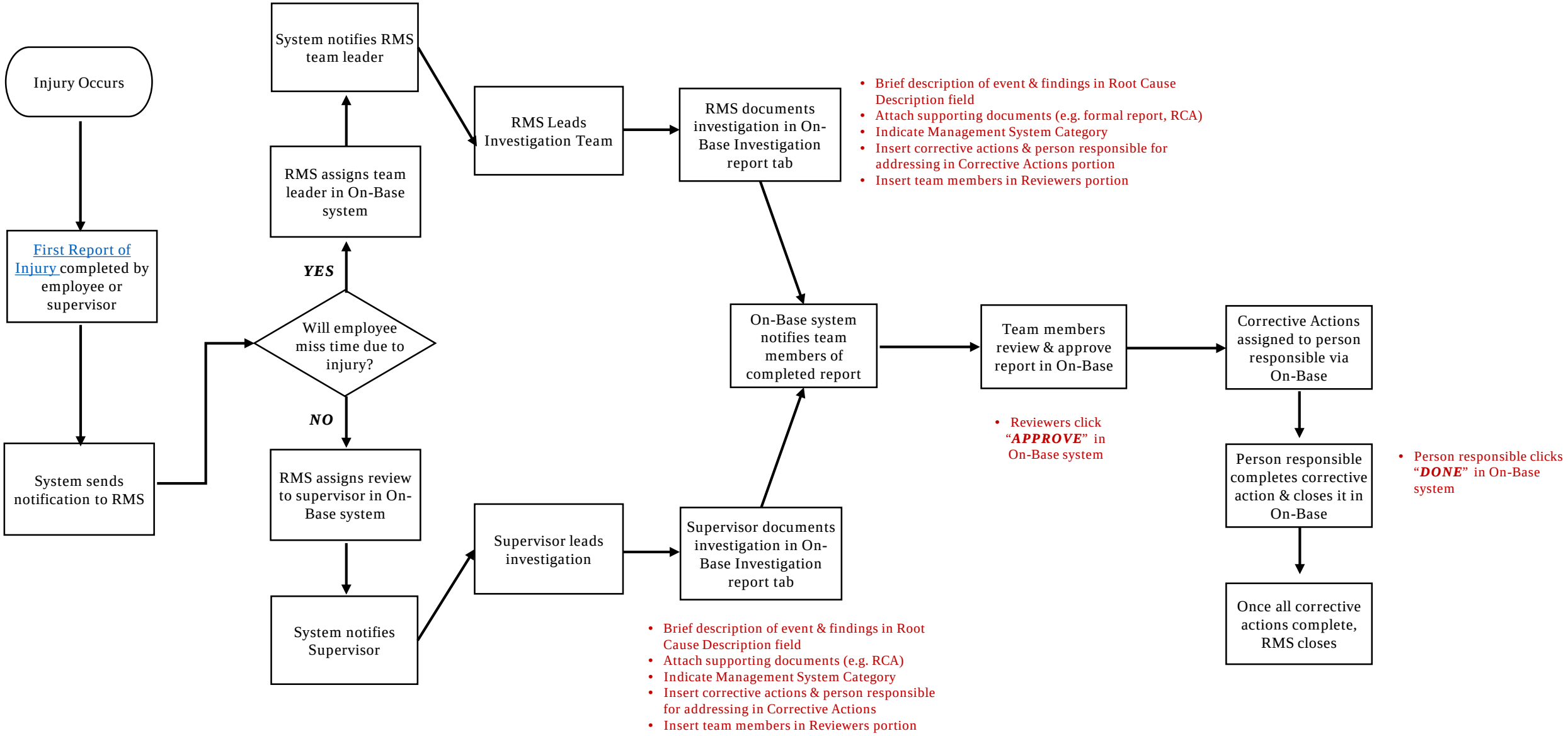Incident Notification & Investigation Report Process Workflow