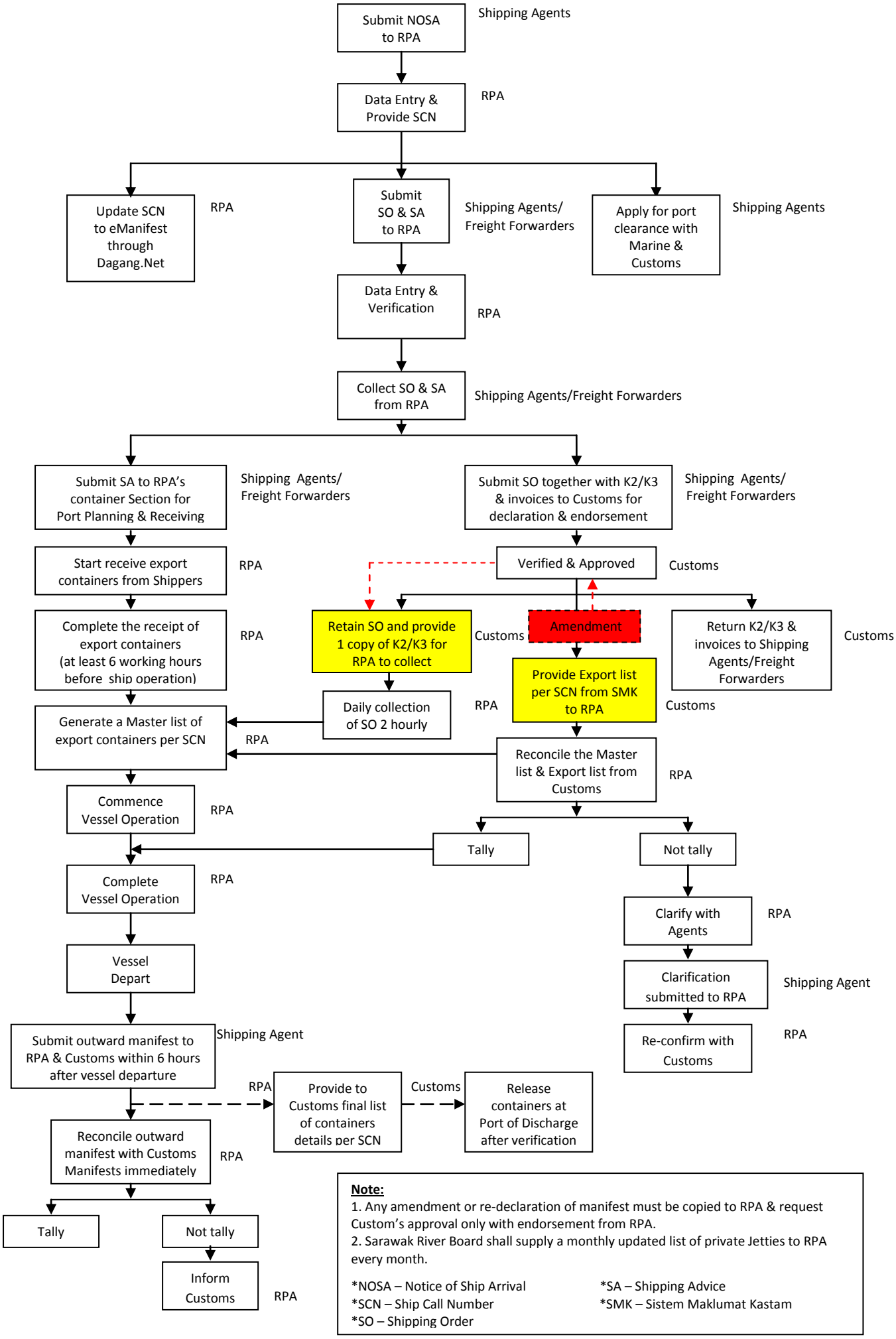PROPOSED STANDARD OPERATING PROCEDURES FOR EXPORT