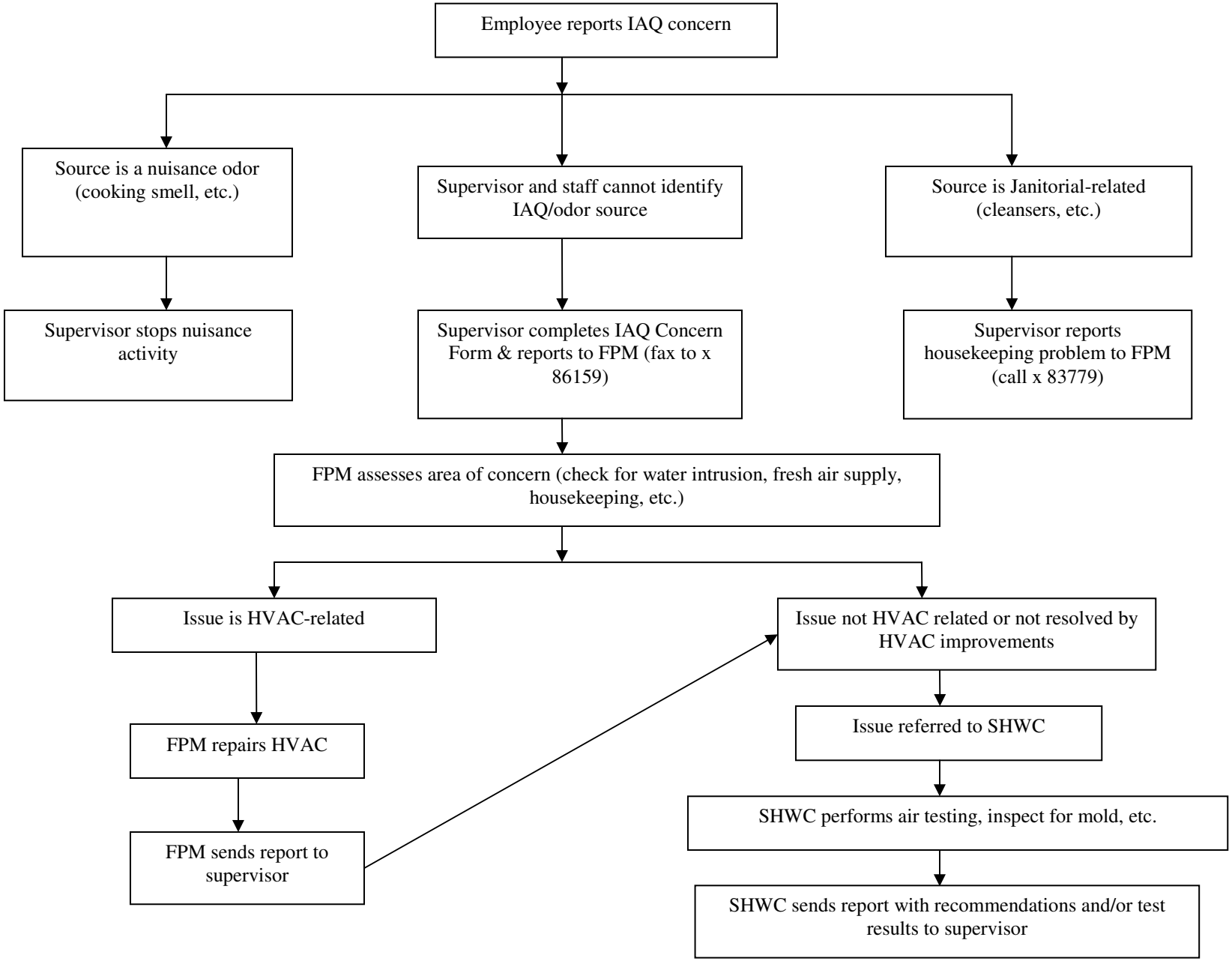ATTACHMENT B – IAQ REPORTING & INVESTIGATION PROCESS