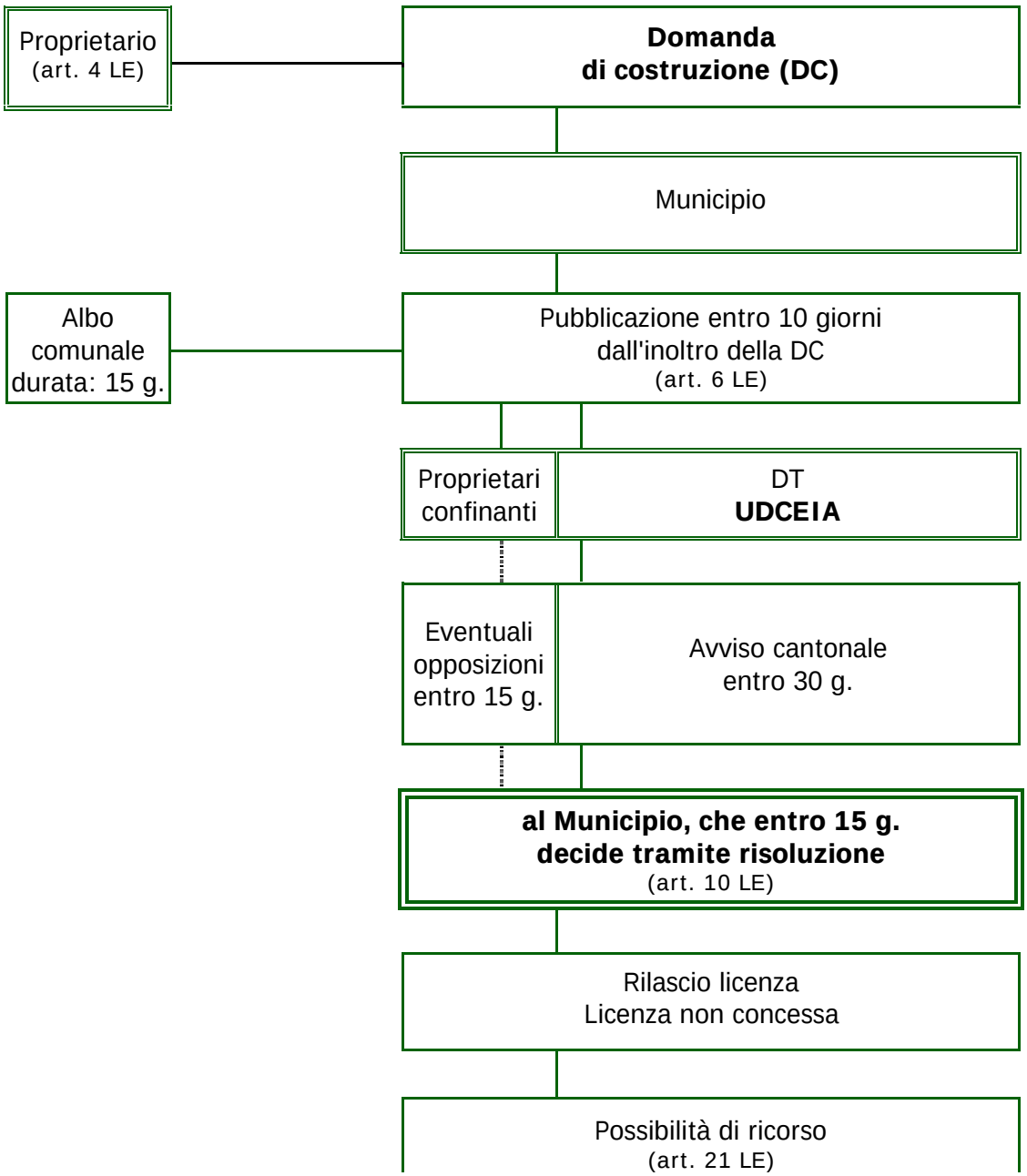Procedura ordinaria