

Issue number	Description of the issue (explain what happened)	Root cause analysis of the issue (explain why it happened)	How was the issue discovered?	# of participant impacted	Date issue identified (MM/DD/YY)	Date issue disclosed (if applicable, MM/DD/YY)	To whom the issue was disclosed (first and last name)	Was the issue fully remediated? (i.e., in the PO's system and/or for participants? Y/N	Description of system/operational remediation, if any:	Date system/operational remediation initiated (MM/DD/YY)	Date system/operational remediation completed (MM/DD/YY)	Description of remediation for negatively impacted participants	Date participant remediation initiated (MM/DD/YY)	Date participant remediation completed (MM/DD/YY)
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