KDHE Environmental Services
Contract

Consultant Kickoff Meeting

June 13, 2016

Curtis State Office Building
Conference Room 530

Our Mission: To protect and improve the health and environment of all Kansans.
Agenda

• Welcome
• KDHE Introductions
• Descriptions of Modules A, B and C
• Program Summaries
• Key Topics
• Q&A
• Adjourn
• Surface Mining Breakout Session (30 min?)
KDHE Introductions

• Contract Administrator - Teresa Hattan
  – 785-296-8049, thattan@kdheks.gov

• Module A Point of Contact (State Programs, excluding Tanks) - Bob Jurgens
  – 785-296-1914, bjurgens@kdheks.gov

• Module B Point of Contact (Tanks) - Stephanie Pfannenstiel
  – 785-296-6768, spfannenstiel@kdheks.gov

• Module C Point of Contact (Risk Assessment) - Maggie Weiser
  – 785-291-3807, mweiser@kdheks.gov
Who to contact?

• Contract Administrator
  – Contract award, financial questions, etc.

• Module Point of Contacts
  – Answer general questions concerning modules, RFP requirements, provide program rep. names, etc.
  – Program-specific questions: Discuss with the Section Chief or designated program representative
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Programs

**BER**
- Brownfields
- Dry Cleaner Remediation
- Environ. Use Control
- Federal Facilities
- Orphan Sites
- Risk Management Program
- Site Assessment
- Spills
- State Cooperative

**BER continued**
- Superfund
- Surface Mining
- Tanks
- Voluntary Cleanup

**BWM**
- RCRA

**BOW**
- Various Programs

Department of Health and Environment

Kansas
Module A Programs

All state and federal funded Programs, except Tanks

• **Assessment & Restoration Section**: Brownfields, Dry Cleaner Remediation, Orphan Sites, Site Assessment, Spills, Superfund, Voluntary Cleanup

• **Remedial Section**: EUC, Federal Facilities, Risk Management Program, State Cooperative

• **Surface Mining Section**

• **Other Bureaus**: BWM RCRA and BOW (various programs)
Programs

• Module B – Tanks Program
• Module C – Risk Assessment
  • Any Program

• ESC Web Page:
  – Guidance documents (Bureaus, program, etc.)
Master QAPP and SOPs

- RFP Section 4.7.14 – Management Program
- Consultant shall develop and submit a master Quality Assurance Project Plan (QAPP) and Standard Operating Procedures (SOP) master document
  - To be approved and maintained on file at KDHE
  - Site Specific QAPP may still be required at times
- Comprehensive Health & Safety Training Program
Insurance

Per RFP Section 4.7.18: The consultant will provide a certificate of insurance

– Workmen's compensation-statutory.
– Employer’s liability insurance in the minimum amount of $500,000.00 per occurrence with a $1,000,000.00 aggregate.
– Comprehensive general liability insurance of $1,000,000.00 per occurrence with a $1,000,000.00 aggregate.
– Vehicle liability (property damage and bodily injury combined) of $500,000.00 per occurrence.
– Professional liability insurance of $1,000,000 per occurrence with a $1,000,000 aggregate.
Performance Guaranty/Bond

- RFP Section 3.46 - The consultant shall file with the Director of Purchases a performance guaranty/bond in the amount of $25,000.
- A performance guaranty must be one of the following:
  - Certificate of deposit payable to the State; or
  - A properly executed bond payable to the State.
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Labor Categories
Based on KDHE description from the RFP

- **Professional 5** - Associate Level (contract management, associate level review of projects)
- **Professional 4** - Senior Level (senior project management, licensed PE, licensed PG, toxicologist, risk assessor)
- **Professional 3** - Design Level (design engineer)
- **Professional 2** - Project Level (project manager, project geologist, mid-level toxicologist or risk assessor)
- **Professional 1** - Staff Level (staff engineer, field geologist, environmental scientist, H&S supervisor, jr. level toxicologist or risk assessor)
- **Technical 4** – Construction Foreman, Sr. Environmental Technician
- **Technical 3** - Technician (environmental technician, remediation technician)
- **Technical 2** - Drafting/CAD (draftsman)
- **Technical 1** - Clerical
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## Miscellaneous supplies and minor items of equipment

– Considered as part of the Consultant’s inventory to perform normal business and is not reimbursable

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Description</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Water Level Indicator</td>
<td>pH/EC/Temp/Conductivity</td>
<td>Digital Manometer, volt, amp meters</td>
</tr>
<tr>
<td>Hand held GPS</td>
<td>DO, ORP, pH meters</td>
<td>Metal detector</td>
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<tr>
<td>Camera</td>
<td>Hand tools: hammer, saw, etc.</td>
<td>Nitrile gloves, or similar</td>
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<tr>
<td>Hand soil auger</td>
<td>Soil/water/sediment samplers</td>
<td>Drum dolly</td>
</tr>
<tr>
<td>Electric hand equip: Sawzall, drills, circular saw, chop saw</td>
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</tbody>
</table>
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Cost+ Purchases

- Administrative Surcharge for non-line item rates/purchases

<table>
<thead>
<tr>
<th>SURCHARGE DESCRIPTION</th>
<th>SURCHARGE PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items less than $5,000</td>
<td>10%</td>
</tr>
<tr>
<td>Items between $5,000 and $25,000</td>
<td>8%</td>
</tr>
<tr>
<td>Items greater than $25,000</td>
<td>6%</td>
</tr>
</tbody>
</table>

- Total purchase cost times the %
- Category is based on purchase totals for project
- >$500/item need to request minimum of 3 bids
Support Vehicle Mileage/Vehicle Rates

– Support vehicle rates include all maintenance, fuel, insurance and incidental fees and charges such as parking and tolls
  • Drill and probe rigs are covered under separate rules

– Reimbursed a daily or weekly vehicle use rate plus mileage

– Daily and weekly use rates include local mileage while performing the job duties

– Mileage reimbursed for mobilization from the official station of the vehicle to and from the job site
Support Vehicle Mileage/Vehicle Rates

– Tracking mileage for proof of miles driven
  • Google® Maps or similar mapping tool – Preferred Method
  • Mileage log/daily project log
  • Separate between projects, especially inter module

– Subcontractors abide by Consultants mileage rates unless specified
Work Request

• KDHE initiates a Work Request: “Quote”

• Work Requests includes:
  – Bid Deadline;
  – Scope of Work;
  – Project Deadline; and
  – KDHE Project Manager
  – Project info for Project Summary Form
  – State if tasks are line item not-to-exceed (NTE) or lump sum costs
Work Request cont.

• KDHE Ordering Officers or designated program staff make Work Requests to one or more Consultants within a specific task or module.
  – Standard is to request multiple quotes

• Scope of Work: Describe the work to be completed at a project and may reference specific work objectives, policies and/or guidance
Work Request Award

- Quotes must be submitted to KDHE on the Project Cost Summary Form
  - Supporting information allowed
- KDHE Ordering Officer will formally award the work in writing (letter award)
  - Letter may be e-mailed to expedite the award
- Change Orders must be pre-approved in writing.
  - Verbal in urgent situations at discretion of the program manager.
Project Cost Summary (PCS)

1. PCS templates specific to the Consultant were email on 6/2/16
   • PSF examples on ESC web page

2. Consultant completes the PCS for submittal as their quote

3. Final work order number added at KDHE award

4. Update $ and submit to KDHE with all invoices and change orders
## PCS – Site/Project Info

<table>
<thead>
<tr>
<th>PROJECT NAME:</th>
<th>XYZ Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>KDHE Proj Code:</td>
<td>C3-011-72724</td>
</tr>
<tr>
<td>Consultant:</td>
<td>Company ABC</td>
</tr>
<tr>
<td>Consultant PM:</td>
<td>John Doe</td>
</tr>
<tr>
<td>Contract #</td>
<td>00001</td>
</tr>
<tr>
<td>Date of Project Award</td>
<td>2/20/15</td>
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</tbody>
</table>

**Module A Quote# = BF01172724001**

- BF = Program;
- 01172724 = Site ID,
- 001 = sequential work order# per site

**Module A WO# = BF01172724001GSI**

- BF = Program; 01172724 = Site ID, 001 = sequential work order# per site, GSI = Consultant code

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## PCS Form - Part 1

### TASK SECTIONS - # to be determined by KDHE

<table>
<thead>
<tr>
<th>TASK</th>
<th>Document Review</th>
<th>Field sampling</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lump Sum or NTE? NTE</strong></td>
<td><strong>Lump Sum or NTE? NTE</strong></td>
<td><strong>Lump Sum or NTE? NTE</strong></td>
</tr>
<tr>
<td><strong>Initial Quantity</strong></td>
<td><strong>CO #1</strong></td>
<td><strong>CO #2</strong></td>
</tr>
<tr>
<td>Professional 4</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Professional 3</td>
<td>2</td>
<td></td>
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<tr>
<td>Professional 1</td>
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<td>Technical 1</td>
<td>2</td>
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<tr>
<td><strong>Task I Totals</strong></td>
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<tr>
<td><strong>Task II Totals</strong></td>
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</tbody>
</table>

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PCS cont.

### TASK I - Document Review

<table>
<thead>
<tr>
<th>TASK</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Lump Sum or NTE? NTE</td>
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</tbody>
</table>

#### Work Order

<table>
<thead>
<tr>
<th>Initial Quantity</th>
<th>CO #1</th>
<th>CO #2</th>
<th>Unit Price</th>
<th>Approved Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>10119</td>
<td>10200</td>
<td>$110.00</td>
<td>$660.00</td>
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<tr>
<td>2</td>
<td>10119</td>
<td>10200</td>
<td>$95.00</td>
<td>$190.00</td>
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<td>2</td>
<td>10119</td>
<td>10200</td>
<td>$40.00</td>
<td>$80.00</td>
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</tbody>
</table>

**Task I Totals:** $930.00

#### Invoices (Use vendor inv #)

<table>
<thead>
<tr>
<th>Date</th>
<th>Units</th>
<th>Invoiced</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/11/2015</td>
<td>10099</td>
<td>6</td>
<td>$660.00</td>
</tr>
<tr>
<td>6/14/2015</td>
<td>10119</td>
<td>2</td>
<td>$190.00</td>
</tr>
<tr>
<td>8/12/2015</td>
<td>10200</td>
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<td>$80.00</td>
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<thead>
<tr>
<th>Status</th>
<th>Amount Remain</th>
<th>Percent Remain</th>
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Add lines as needed for quote

Add columns for additional invoices. Formulas copy and add to totals/% remaining
### PCS Form - Part 2

#### TASK III - GW Sampling Report

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<thead>
<tr>
<th>Lump Sum or NTE?</th>
<th>Initial Quantity</th>
<th>CO #1</th>
<th>CO #2</th>
<th>Unit Price</th>
<th>Approved Budget</th>
<th>4/11/2015</th>
<th>8/14/2015</th>
<th>8/12/2015</th>
<th>Units Invoiced</th>
<th>Invoiced Amount</th>
<th>Remain</th>
<th>Percent Remain</th>
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<tbody>
<tr>
<td>Report</td>
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<td>$2,500.00</td>
<td>$1,300.00</td>
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**Task III Total:**

- Initial: $0.00
- CO #1: $0.00
- CO #2: $2,500.00
- Approved Budget: $2,500.00
- 4/11/2015: $0.00
- 8/14/2015: $0.00
- 8/12/2015: $0.00
- Units Invoiced: 1
- Invoiced Amount: 2,500.00
- Remain: 0.00
- Percent Remain: 0.00%

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#### TASK IV - To be determined by KDHE per project

<table>
<thead>
<tr>
<th>Lump Sum or NTE?</th>
<th>Initial Quantity</th>
<th>CO #1</th>
<th>CO #2</th>
<th>Unit Price</th>
<th>Approved Budget</th>
<th>4/11/2015</th>
<th>8/14/2015</th>
<th>8/12/2015</th>
<th>Units Invoiced</th>
<th>Invoiced Amount</th>
<th>Remain</th>
<th>Percent Remain</th>
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<td>Report</td>
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</table>

**Task IV Total:**

- Initial: $0.00
- CO #1: $0.00
- CO #2: $0.00
- Unit Price: $0.00
- Approved Budget: $0.00
- 4/11/2015: $0.00
- 8/14/2015: $0.00
- 8/12/2015: $0.00
- Units Invoiced: 0
- Invoiced Amount: $0.00
- Remain: 0.00
- Percent Remain: 0.00%

**Total Amount:**

- Lump Sum: $2,500.00
- NTE: $3,758.00
- Total: $6,258.00

Retainage Withheld = ($59.50) ($232.80) ($292.30)

Retainage Payment Requested = $0.00 $0.00 $292.30

Invoice Amount Due = $535.50 $2,115.20 $1,107.30 $3,758.00

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### PCS cont.

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<table>
<thead>
<tr>
<th></th>
<th>$0.00</th>
<th>$0.00</th>
<th>$0.00</th>
<th>$0.00</th>
<th>$0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retainage Withheld</td>
<td>$2,500.00</td>
<td>$3,758.00</td>
<td>$595.00</td>
<td>$2,348.00</td>
<td>$815.00</td>
</tr>
<tr>
<td>Retainage payment requested</td>
<td>($59.50)</td>
<td>($232.80)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$292.30</td>
</tr>
<tr>
<td>Invoice Amount Due</td>
<td>$535.50</td>
<td>$2,115.20</td>
<td>$1,107.30</td>
<td>$0.00</td>
<td>$3,758.00</td>
</tr>
</tbody>
</table>

Fill in retainage manually
Drilling – IDW disposal

Auger Drilling: Disposal included in drilling cost
  – Standard is on site spreading
  – Special and haz waste (extra cost at cost+%)

Rotary Drilling:
  – Discrete sampling vs. collection of cuttings for logging
  – Drill mud disposal at a landfill is included in standard per foot rates
Drilling – Well Install

- Well sizes: 2”, 4”, others per specific request
- Well development – Well volume calculation (casing + annulus at 30% porosity), volume added +5 well volumes
- Well completion – well vault size, pad size, metal frame
  • WWC5 – included in well completion rates
- Rates include all subsidiary equipment needed to perform the drilling/probing task (decon, shovels, wheelbarrow, etc.)
Field Work Notification

• Notify the KDHE Project Manager a minimum of seven (7) days prior to initiation of work and/or site visits by completing the appropriate online Field Activities Notification Form:

• Remedial and A&R Sections:

• Tanks Section:
Conflict in Terms of Language

The following order of precedence shall govern:

• Form DA 146a;
• written modifications to the executed contract;
• written contract signed by the parties;
• the Bid Event documents, including any and all amendments; and
• Contractor's written offer submitted in response to the Bid Event as finalized.
Invoicing

- Keep small invoices to a minimum
  - ≥$250
  - Frequency: Monthly vs. quarterly
  - Exceptions for infrequent work

- Lump Sum vs. Not to Exceed vs. Time & Materials

- Backup needs
  - Incidental supplies build into unit rates vs. tracking receipts
  - Subcontractor bills (unit rates vs cost + %)
  - Hotel receipts
Questions are guaranteed in life; Answers aren't.
Surface Mining Breakout Session

• Consultants interested in bidding on Surface Mining Projects
Surface Mining Section

Three Programs

• Administration and Enforcement (A & E)
• Abandoned Mined Land (AML)
• Emergency Program

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Abandoned Mine Land Program (AML)

Our Mission: To protect and improve the health and environment of all Kansans.
“In the Day” coal mining was one of the main industries in Southeast Kansas.
A Typical Pre Law Site
Highwall Hazards
Vertical Opening Hazard

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Dangerous Adit

Our Mission: To protect and improve the health and environment of all Kansans.
Surface Burn

Our Mission: To protect and improve the health and environment of all Kansans.
In an effort to protect the general public from the adverse impacts of past coal mining, the United States Congress passed the Surface Mining Control and Reclamation Act (P.L. 95-87)(SMCRA) on August 3, 1977. This act authorized the collection of fees from active coal companies, for every ton of coal mined in the US, to remediate the hazards associated with past coal mining. These fees are placed in the Abandoned Mine Reclamation Fund.

In accordance with the 2006 Amendment to SMCRA every state or tribe is to receive a minimum funding level of $3,000,000. Since we have diminished coal mining within the State, we are considered a minimum program state.
To obtain reclamation funds the State had to create an inventory of hazards associated with past coal mining and these hazards had to be prioritized and ranked based on severity. The inventory of hazards associated with past coal mining in Kansas was placed in the Federal Governments Abandoned Mine Land Inventory System (AMLIS)
# KANSAS

## Abandoned Mine Land Inventory System (AMLIS)

<table>
<thead>
<tr>
<th>AML Type</th>
<th>Unfunded Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clogged Stream Lands</td>
<td>34 acres, 2.2 miles</td>
</tr>
<tr>
<td>Clogged Streams</td>
<td></td>
</tr>
<tr>
<td>Dangerous Highwalls</td>
<td>142,468 linear feet</td>
</tr>
<tr>
<td>Dangerous Piles &amp; Embankments</td>
<td>256.7 acres</td>
</tr>
<tr>
<td>Gases: Hazardous/Explosive</td>
<td>1 count</td>
</tr>
<tr>
<td>Hazardous Equipment &amp; Facilitates</td>
<td>32 count</td>
</tr>
<tr>
<td>Industrial/Residential Waste</td>
<td>12 acres</td>
</tr>
<tr>
<td>Polluted Water: Agricultural &amp; Industrial</td>
<td>10 count</td>
</tr>
<tr>
<td>Polluted Water: Human Consumption</td>
<td>1 count</td>
</tr>
<tr>
<td>Subsidence</td>
<td>1,419.8 acres</td>
</tr>
<tr>
<td>Surface Burning</td>
<td>0.1 acres</td>
</tr>
<tr>
<td>Vertical Openings</td>
<td>220 count</td>
</tr>
</tbody>
</table>

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National Environmental Policy Act
NEPA Compliance

To obtain Authorization to Proceed on a project we have to obtain approval from the Federal Government’s, Office of Surface Mining. This includes complying with the National Environmental Policy Act. To do this we expect the engineering firm to obtain clearance from the following federal and State Agencies:

- Kansas Dept. of Wildlife, Parks & Tourism
- U. S. Fish and Wildlife Service
  - Action Permit for T&E Species
  - Migratory Bird Act (April 1st – July 15th)
- Corp of Engineers – 404 Permit
- Kansas Historical Society
NEPA Compliance Continued

- Division of Water Resources
- Floodplain Permits
- KDHE-Bureau of Water
  - Stormwater Pollution Prevention Plan
  - National Pollutant Discharge Elimination System (NPDES) Permit
- Kansas Historical Society
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Handling Mud
Spoil Coffer Dam

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Southside of Project

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Handling Mud
Rock Coffer Dam
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Lime – Mulch Application
6,000 trees planted

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Highwall Accomplishments

• 203,455 feet or 38.53 miles
• Cost of $17,663,117
Engineering Projects to Design

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Extremely Bad AML Project

East 610th Ave.

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South Weir AML Project

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Hume AML Project

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Prescott AML Project

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Highway 239
AML Project

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Underwater Lab
AML Project

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Sandy Bottom AML Project
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If Interested Contact:

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email: btroglia@kdheks.gov

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SMS Questions

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