

## MS4 ANNUAL REPORT FORM

For Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

*Please see instructions before completing this form. If you need more space than allowed, please attach a document.* 

## **Abbreviations**

BMP = Best Management Practice IDDE = Illicit Discharge Detection and Elimination MCM = Minimum Control Measure SWMP = Storm Water Management Program TMDL = Total Maximum Daily Load WV = West Virginia

I. Sr	I. Small MS4 Operator Information								
1.	Annual report reporting period:								
2.	Name of MS4:			3.	Registration number:				
4.	Primary contact:			5.	Title:				
6.	Mailing address:								
7.	City:	8.	Zip code:	9.	County:				
10.	Telephone number:								
11.	Email:								

II. Iı	npaired Waters Information		
12.	Does the MS4 discharge into impaired water bodies?	□ Yes	🗌 No
13.		llutants of conce	ern in impaired
14.	Has a TMDL been developed since your plan was approved?	□ Yes	□ No

III. I	III. Fiscal Reporting						
15.	15. Include or attach a fiscal analysis of capital and operating expenditures to implement the MCMs. The fiscal						
	analysis shall include only those expenditures by the locality seeking coverage under the WV MS4 2009 General						
	Permit and not those for MCMs implemented by other entities. (WV MS4 2009 General Permit, p. 25, #13)						
16.	Please provide total capital expenditures for this reporting period.	\$					
17.	Please provide total operating expenditures for this reporting period.	\$					

## **IV. Coordination Efforts and Organization**

18.	Please provide a description of the coordination efforts with other MS4s, county governments, transportation
	agencies, colleges, universities, correctional facilities, prisons, and any other entities regarding the
	implementation of the MCMs, including the status of any memoranda of understanding or other agreements
	executed between the permittee(s) and any other entity. (WV MS4 2009 General Permit, p. 24, #9)

19. Please provide name and contact information for individual with overall program management and implementation responsibility, and if different, name and contact information of individuals responsible for each minimum control measure. Please attach a table of organization.

v. c	hanges to SWMP		
20.	Did any of your activities, BMPs, or measurable goals as outlined in your SWMP change during the reporting period?	🗆 Yes	🗆 No
21.	Do you anticipate any planned activities, BMPs, or goals as outlined in your SWMP to change in the upcoming reporting period?	🗆 Yes	🗆 No
22.	If anything has changed, please indicate the MCM and performance measure and provide a brie below, and attach detailed documentation of the changes, schedule of implementation, measur overall effect on your program. (WV MS4 2009 General Permit, p. 24, #6 and #7)	•	
23.	Is additional documentation attached?	🗆 Yes	🗆 No

VI. I	VI. MCM 1: Public Education and Outreach (WV MS4 2009 General Permit, p. 5-6)				
24.	Did you complete all the proposed activities and performance meas reporting period?	ures for this MCM for this	🗆 Yes	🗆 No	
25.	Contact:	26. Phone:			

Per	formance Measure 1a: Program implementation			
27.	Were the proposed activities for developing a public education and outreach	<b>— X</b>		
	program implemented?	Yes	Partially	🗆 No
28.	List and briefly describe each of the public education and outreach program develop	oment acti	vities under	taken
	during this reporting period. (WV MS4 2009 General Permit, p. 24, #1)			
29.	Did you achieve all the goals that you identified in your SWMP related to developing	g the		
	education and outreach program for this reporting period? (WV MS4 2009 General I	Permit <i>,</i> p.	🗆 Yes	🗆 No
	24, #3)			
30.	If not, please describe the progress you did make towards achieving your goal(s), an	•	•	
	solutions such as revised implementation schedules or revised measurable goals. If	you are pr	oposing any	
	changes to your SWMP goals or schedule, please include them in Section V above.			
	(WV MS4 2009 General Permit, p. 24, #4)			

Per	Performance Measure 1b: Evaluation of effectiveness of public education and outreach efforts					
31.	Did you evaluate the effectiveness of the public education and outreach program?	Partially	🗆 No			
	How did you evaluate the effectiveness of the public education and outreach program? (WV MS4 2009 General Permit, p. 24, #2)		-			
33.	Regardless of your answer to the previous question, have you identified new or better ways to evaluate the public's understanding of your program and water quality issues?	□ Yes	🗆 No			
34.	If yes, please describe any changes you would like to consider to improve your evaluation of effe	ectiveness	of			

Performance Measure 1c: Documentation and tracking of public education and outreach efforts						
35. Did you track and keep records of your outreach activities?	□ Yes	Partially	🗆 No			
36. For print, radio, and television media activities, did you keep records that include i) a description of the content or theme; ii) the date of completion of the materials; iii) the date of release or distribution, and iv) the duration of air time or publication? (WV MS4 2009 General Permit, p. 24, #1)	🗆 Yes	🗆 No	□ NA			
37. Are your records available upon request?	□ Yes	🗆 No	🗆 NA			
38. For pamphlets, brochures, and other finite printed products, did you keep records that include: i) a description of the content or theme; ii) the date of completion of the materials; iii) the date of release or distribution; iv) the location or placement of the materials; and v) date of follow up visits to replenish or transition to the next outreach product? (WV MS4 2009 General Permit, p. 24, #1)	Yes	🗆 No	□ NA			
39. Please describe any additional or alternative documentation and tracking of public a activities you are implementing.	education	and outreac	h			

VII.	VII. MCM 2: Public Involvement and Participation (WV MS4 2009 General Permit, p. 6-7)					
40.	. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?			🗆 Yes	🗆 No	
41.	Contact:	42.	Phone:			

	formance Measure 2a: Opportunities for ongoing public involvement and participation in the SW	MP	I
43.	Did you create, or are you in the process of creating, ongoing opportunities for the public to participate in the development, implementation, and updating of your SWMP?	🗆 Yes	🗆 No
44.	Did you achieve all the goals that you identified in your SWMP related to creating and maintaining ongoing opportunities for public involvement and participation for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	🗆 Yes	🗆 No
45.	If not, please describe the progress you did make towards achieving your goal(s), and any obstat solutions such as revised implementation schedules or revised measurable goals. If you are prop changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)	•	
46.	List and briefly describe each of the activities undertaken during the reporting period to create of opportunities for the public to participate in your SWMP. (WV MS4 2009 General Permit, p. 24,		
47.	Describe how you evaluated the effectiveness of your public participation efforts (citizen attend hearings, requests for information on your SWMP, hotline activity, etc.). (WV MS4 2009 General Permit, p. 24, #2)	ance at pu	ıblic
48.	Describe the steps taken to ensure that public participation opportunities are ongoing and, if ne additional program maintenance activities in future reporting periods to ensure continued parti opportunities. (WV MS4 2009 General Permit, p. 24, #4)		

Per	Performance Measure 2b: Communications with community, watershed, and environmental organizations						
49.	Did you establish a program for routine communications with community based watershed groups or other organizations?	🗆 Yes	Partially	🗆 No			
50.	Describe the steps taken to ensure that your programs for routine communications watershed groups or other organizations are ongoing, or any additional program act be required to ensure continued communications. (WV MS4 2009 General Permit, p	tivities tha	•				
51.	Did you achieve all the goals that you identified in your SWMP related to creating and maintaining ongoing communications with community based watershed groups or other organizations for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	🗆 Yes	Partially	🗆 No			
52.	If not, please describe the progress you did make towards achieving your goal(s), an solutions such as revised implementation schedules or revised measurable goals. If changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)	•	•				

Performance Measure 2c: Public availability of SWMP and annual report					
53.	Did you make your SWMP and annual report available to the public?	□ Yes	🗆 No		
<ul> <li>54. If yes, please indicate the web address, or if a physical location, please indicate where it is and the process, if an required for the public to access it.</li> </ul>					

## VIII. MCM 3: Illicit Discharge Detection and Elimination (WV MS4 2009 General Permit, p. 7-10) 55. Did you complete all the proposed activities and performance measures for this MCM for this reporting period? 56. Contact: 57. Phone:

Per	formance Measure 3a: MS4 map			
58.	Were your proposed activities for creating and annually updating your MS4 map for the reporting period implemented?	🗆 Yes	Partially	🗆 No
59.		ЛS4 map.		

Performance Measure 3b: Illicit Discharge Detection and Elimination (IDDE) ordinance development					
60. Has your municipality adopted an IDDE ordinance in accordance with the requirements of the WV MS4 2009 General Permit (Part II Section C.b.3.b)?	□ Yes	🗆 No			
61. If not, please describe the activities or progress made in adopting or updating an existing ord an estimated date for adoption. (WV MS4 2009 General Permit, p. 24, #1)	inance and p	rovide			

Per	Performance Measures 3c and 3e: IDDE program implementation and assessment, and program tracking					
62.	Is your IDDE program fully implemented, including visual inspections based on a system of prioritizing outfalls and procedures for characterizing discharges?	□ Yes	🗆 No			
63.	If no, please describe obstacles, if any, to implementation, and an estimate of when your prog	gram will be	fully			
	implemented.					
64.	Were all your measurable goals met for implementing and evaluating an IDDE program	_ N				
	during this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	□ Yes	🗆 No			
65.	How many field assessments were conducted during the reporting period?					
66.	How many illicit discharges were identified during the reporting period?					
67.	How would you characterize the type of illicit discharges found (sewer cross connections, spill	s, illegal dur	nping,			
	unaware residents, etc.)?					
68.	How would you characterize the type of pollutants discovered in illicit discharges (oil and grea	se. fecal col	iform.			
	chlorine, paints, etc.)? Name the top five pollutants discovered or uncovered by your IDDE pro		- ,			
		0				
69.	How many corrective actions were taken to remove illicit discharges?					
70.	How many enforcement actions were initiated to eliminate illicit discharges into the storm					
	sewer system?					
71.	Have you attached additional documentation to better identify the nature and extent of the	□ Yes	🗆 No			
	program activities and accomplishments?					

Per	Performance Measure 3d: Public education on hazards of illegal discharges and improper disposal of waste				
72.	Did you conduct any activities for educating the public on hazards of illegal	Yes	Dortiolly	🗆 No	
	discharges for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	res	Partially		
73.	List and briefly describe each of the education and outreach activities undertaken durin	ng this re	porting pe	riod.	
	(WV MS4 2009 General Permit, p. 24, #1)				
74	Were any of these activities included in the public education and outreach efforts desc	ribod in			
74.	MCM 1?	inbeu in	🗆 Yes	🗆 No	
75	How did you evaluate the effectiveness of the activities described in the list above?				
/ 5.	(WV MS4 2009 General Permit, p. 24, #2)				
	(,				
76.	Did you achieve all the goals that you identified in your SWMP related to educating the	e public			
	on hazards of illegal discharges for this reporting period?		Yes	No	
	(WV MS4 2009 General Permit, p. 24, #3)	<u> </u>	<u> </u>		
//.	If not, please describe the progress you did make towards achieving your goal(s), and a	-	-		
	solutions such as revised implementation schedules or revised measurable goals. If you changes to your SWMP goals or schedule, please include them in Section V above.	i are prop	Josing any		
	(WV MS4 2009 General Permit, p. 24, #4)				
	(WV M34 2005 General Pennic, p. 24, 114)				
L					

Per	formance Measure 3f: Training for municipal staff on identification, reporting, and elimination of	f illicit discl	narges
78.	Have you developed a program to train municipal employees on illicit discharges?	Partially	🗆 No
79.	Did you conduct any municipal employee training during this reporting period?	🗆 Yes	🗆 No
80.	List and briefly describe the training activities conducted during the reporting period. (WV MS4 2009 General Permit, p. 24, #1)		
81.	How did you evaluate the effectiveness of the training activities? (WV MS4 2009 General Permit	t, p. 24, #2	)
	When events are held sign sheets and other materials for tracking effectiveness will be used at that		
82.	How many municipal employees were trained to identify and report illicit discharges? (WV MS4 2009 General Permit, p. 24, #2)		
83.	Did you achieve all the goals that you identified in your SWMP related to training municipal employees on IDDE procedures for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	🗆 Yes	🗆 No
84.	If not, please describe the progress you did make towards achieving your goal(s), and any obstate solutions such as revised implementation schedules or revised measurable goals. If you are prop changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)	•	

IX. I	IX. MCM 4: Construction Site Runoff Control (WV MS4 2009 General Permit , p. 10-12)				
85.	Did you complete all proposed activities and performance measures reporting period?	for this MCM for this	🗆 Yes	🗆 No	
86.	Contact:	87. Phone:			

Per	formance Measures 4a and 4b: Develop and implement an ordinance to address sto	rmwater r	unoff from	
con	struction sites one acre or greater			
88.	Has your municipality adopted a construction site runoff control ordinance in			
	accordance with the requirements of the WV MS4 2009 General Permit (Part II	Yes	Partially	🗆 No
	Section C.b.4.a)?			
89.	If a program ordinance has not been adopted, have the proposed activities for			
	developing and implementing an ordinance to address stormwater runoff from	Yes	Partially	🗆 No
	construction sites been implemented?			
90.	Please indicate the anticipated ordinance adoption schedule. (WV MS4 2009 Gener	al Permit,	p. 24, #1)	
01	Use your construction site and inspect hear reviewed and for undeted to include			
91.	Has your construction site ordinance been reviewed and/or updated to include	🗆 Yes	Partially	🗆 No
02	any new criteria during the reporting period? Is your construction site program being fully implemented to include provisions			
92.	for: i) plan review, ii) routine site inspections, iii) enforcement, and iv) record	Vac	Dortiolly	🗆 No
	keeping and reporting?	□ Yes	Partially	
93.				
94.	Please indicate the number of construction site inspections during the reporting pe	riod.		
95.	Please indicate the number of enforcement actions during the reporting period (car	n attach		
	document).			
96.	Are enforcement records maintained and available upon request?	🗆 Yes	Partially	🗆 No
97.	Is there adequate funding to fulfill the program implementation requirements		Deutiellu	
	required by the WV MS4 2009 General Permit?	□ Yes	Partially	🗆 No
98.	Briefly list and describe any activities outlined in your SWMP completed during the	past perm	it year relate	ed to
	construction site operator and/or permittee site inspector training. (WV MS4 2009	General Pe	ermit, p. 24,	#1)
				1
99.	Did you achieve all the goals that you identified in your SWMP related to developin	-		
	implementation and assessment of a construction site runoff control program for the	nis	Yes	🗆 No
4.00	reporting period? (WV MS4 2009 General Permit, p. 24, #3)			
100	. If not, please describe the progress you did make towards achieving your goal(s), ar			
	solutions such as revised implementation schedules or revised measurable goals. If	you are pr	oposing any	
	changes to your SWMP goals or schedule, please include them in Section V above.			
	(WV MS4 2009 General Permit, p. 24, #4)			
1				

X. MCM 5: Controlling Runoff from New Development and Redevelopment (WV MS4 2009 General Permit, p. 12-19)					
101. Did you complete all proposed activities and performance measures for this MCM for this reporting period?			🗆 No		
102. Contact: 103. Phone:					

Performance Measure 5a: Develop, implement, and enforce a program to protect water resources by addressing				
stormwater discharges from regulated new and redevelopment projects				
104. Has your municipality adopted a stormwater management ordinance in				
accordance with WV MS4 2009 General Permit (Part II Section C.5.a.ii.A)?	Partially	🗆 No		
105. If your ordinance has not been adopted, please describe the progress made towards final ordin	ance adop	tion		
during this reporting period, and expected date of final adoption. (WV MS4 2009 General Perm	it, p. 24, #1	L)		
		-		
106. Does your (proposed) ordinance include language incorporating the development incentives	Yes	🗆 No		
described in the WV MS4 2009 General Permit (Part II Section C.5.a.ii.A.3)?				
107. Does your (proposed) ordinance include language incorporating the off-site mitigation or fee-				
in lieu alternatives to on-site BMP implementation as described in the WV MS4 2009 General	🗆 Yes	🗆 No		
Permit (Part II Section C.5.a.ii.A.4)?				
108. Have you developed a process for reviewing and updating your ordinance and program				
implementation to address the adequacy of provisions for: i) requiring runoff volume				
reduction on new and redevelopment sites, ii) plan review, iii) BMP construction and	Yes	🗆 No		
maintenance inspections, iv) enforcement, v) inventory and tracking, and vi) record keeping				
and reporting?				
109. How many projects were reviewed during the reporting period?				
110. What types of projects were reviewed (residential, commercial, industrial, etc.)?				
(WV MS4 2009 General Permit, p. 18, #2)				
111. Provide a summary of the number and types of stormwater BMPs approved in new and redeve	lopment pr	roiects		
during the reporting period. Please list the BMPs according to the BMP specification number from the term of t	• •	•		
Stormwater Management Manual (2012). (WV MS4 2009 General Permit, p. 18, #3)				

112. Provide a summary of the number and type of projects that qualified for each of the development incentives described in the WV MS4 2009 General Permit (Part II Section C.5.a.ii.A.3) during the reporting period. Please indicate if you have attached additional documentation. (WV MS4 2009 General Permit, p. 18, #3)					
113. Provide a summary of the number of projects that qualified for any offsite mitigation or paymer described in the WV MS4 2009 General Permit (Part II, Section C.b.5.a.ii.A.4) during the reportin indicate if you attach additional documentation. (WV MS4 2009 General Permit, p. 18, #3)	•				
114. How many maintenance agreements were approved during the reporting period? (WV MS4 2009 General Permit, p. 18, #4)					
115. Were any maintenance agreements recorded at the county courthouse?	□ Yes	🗆 No			
116. Provide a summary of the number and type of stormwater BMP inspections conducted by MS4 contracted agents (construction as-built, ongoing operation and maintenance audits, complaint Include (or attach) a summary of: i) the type and number of BMPs requiring maintenance or rep brought into compliance, and iii) the number of enforcement actions taken. (WV MS4 2009 General Permit, p. 18, #5)	driven, etc	c.).			
<ul> <li>117. Did you achieve all the goals that you identified in your SWMP related to developing and/or implementing and assessing a stormwater management program for this reporting period?</li> <li>(WV MS4 2009 General Permit, p. 24, #3)</li> </ul>	🗆 Yes	🗆 No			
118. If not, please describe the progress you did make towards achieving your goal(s), and any obstate solutions such as revised implementation schedules or revised measurable goals. If you are propred changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)	•	ossible			

Performance Measure 5b: Long-term v	Performance Measure 5b: Long-term watershed protection elements				
119. Does a local ordinance or equivale	nt document incorporate the watershed				
protection elements described in V	NV MS4 2009 General Permit (Part II Section	🗆 Yes	Partially	🗆 No	
C.5.a.i.A)?					
120. If yes, please describe how the per	mittee's legal authority addresses the following v	vatershed	protection		
elements: (WV MS4 2009 General	Permit, p. 18, #1)				
121. Minimize impervious cover.					
122. Preserve, protect, create, and					
restore ecologically sensitive					
areas.					
123. Implement practices that					
prevent or reduce thermal					
impacts to streams.					
124. Seek to avoid or prevent					
hydromodification of water					
bodies caused by development.					
125. Minimize impacts to existing					
vegetation (especially trees).					
126. Minimize impacts to native					
undisturbed soils.					
127. If the watershed protection elements have not yet been incorporated into a planning document or ordinance, please describe the actions to be taken to incorporate these elements. (WV MS4 2009 General Permit, p. 24, #1)					
	p		,	, ,	

Performance Measure 5c: Street and parking design assessments		
128. Were the proposed activities for assessing the current street design guidelines and parking requirements implemented?	🗆 Yes	🗆 No
129. If this is your third-year report, please attach your report assessing the current street and parkir requirements, and recommendations and proposed schedules for incorporating policies and sta maximize vegetation and minimize impervious cover where possible. (WV MS4 2009 General Pereception	ndards to	l, #8)

XI. MCM 6: Pollution Prevention & Good Housekeeping for Municipal Operations (WV MS4 2009 General Permit, p. 19-21)			
130. Did you complete all the required performance measures for this N period?	MCM for this reporting	🗆 Yes	🗆 No
131. Contact:	132. Phone:		

<b>Performance Measures 6a and 6b:</b> Develop and implement an operation and maintenance program facilities that includes prevents or reduces the discharge of polluted runoff	for all mu	nicipal
133. Were the proposed activities for developing a pollution prevention and good		
housekeeping program for municipal operations implemented?	Partially	🗆 No
134. List and briefly describe the activities outlined in your SWMP for the development of a pollution	n preventic	on and
good housekeeping program for municipal operations undertaken during this reporting period.	•	in ana
135. Do you have a pollution prevention plan for each of your municipal facilities as required by the		
WV MS4 2009 General Permit (Part II Section C.b.6.a)?	Yes	🗆 No
136. Do you have an inspection schedule for conducting inspections at your municipal facilities as	1	
required by the WV MS4 2009 General Permit (Part II Section C.b.6.a)?	Yes	🗆 No
137. Are you tracking and maintaining records of inspection and maintenance activities for each	-	
	🗆 Yes	🗆 No
municipal facility as required by the WV MS4 2009 General Permit (Part II Section C.b.6.a)?		
138. If you answered no to any of the previous three questions, please indicate your proposed sched	fule for	
implementing the requirements of the WV MS4 2009 General Permit (Part II Section C.b.6.a).		
139. How many inspections were conducted at each municipal facility during the reporting period?		
140. List the top three problems that you have found while conducting inspections at municipal facil	ities	
	nics.	
141. Were these problems corrected? (WV MS4 2009 General Permit, p. 24, #1)	🗆 Yes	🗆 No

142. Did you achieve all the goals that you identified in your SWMP related to developing a pollution prevention and good housekeeping program for municipal operations for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	□ Yes	🗆 No
<ul> <li>143. If not, please describe the progress you did make towards achieving your goal(s), and any obstate solutions such as revised implementation schedules or revised measurable goals. If you are prochanges to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)</li> </ul>		

Performance Measure 6c: Municipal employee good housekeeping training			
144. Were the proposed activities for developing a pollution prevention and good			
housekeeping training program for municipal employees implemented as	🗆 Yes	Partially	🗆 No
described in the WV MS4 2009 General Permit (Part II, Section C.b.6.c)?			
145. Were the proposed activities for implementing a pollution prevention and good			
housekeeping training program for municipal employees implemented as	🗆 Yes	Partially	🗆 No
described in the WV MS4 2009 General Permit (Part II, Section C.b.6.c)?			
146. Did municipal employees receive training in accordance with the guidelines	🗆 Yes	Partially	🗆 No
described in the WV MS4 2009 General Permit (Part II, Section C.b.6.c)?			
147. How many employees received training during the reporting period? (WV MS4 2009 General Permit, p. 24, #1)			
148. Are you maintaining records of all municipal training activities (including training ag	endas,	Yes	🗆 No
learning objectives, instructor qualifications, sign in sheets, etc.)?			 '=
149. Explain how the effectiveness of the training activities was evaluated (number of er		-	
certified in specific good housekeeping skills, measurable improvements in cost or p			
maintenance activities, or as outlined in your SWMP). (WV MS4 2009 General Perm	n, p. 24, f	+2)	
150. Did you achieve all the goals that you identified in your SWMP related to training m	•		
employees on pollution prevention and good housekeeping for this reporting perio	•	□ Yes	🗆 No
employees on pollution prevention and good housekeeping for this reporting perio (WV MS4 2009 General Permit, p. 24, #3)	d?		
employees on pollution prevention and good housekeeping for this reporting perio (WV MS4 2009 General Permit, p. 24, #3) 151. If not, please describe the progress you did make towards achieving your goal(s), ar	d? nd any obs	stacles and p	ossible
employees on pollution prevention and good housekeeping for this reporting perio (WV MS4 2009 General Permit, p. 24, #3) 151. If not, please describe the progress you did make towards achieving your goal(s), ar solutions such as revised implementation schedules or revised measurable goals. If	d? nd any obs	stacles and p	ossible
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