

WASTE REDUCTION TOOLKIT



Acknowledgements

The Vancouver School District is honoured to be working and learning together on the traditional, ancestral, and unceded territories of the skwxfwú7mesh (Squamish), selqfwitulh (Tsleil-Waututh), and $x^w m = \theta k^w = y m$ (Musqueam) nations.

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Introduction

The Vancouver School District currently reduces our waste through two systems: organics and recycling collection at all schools, and through our Material Services department (for things like batteries, lightbulbs, art supplies and chemicals, shop supplies, etc. – check the <u>Recycling and Waste Guide</u>, but as changes in products and recycling end-markets (i.e. the eventual buyers of recycled items) tighten restrictions on accepted materials, there is a need to reconsider how we manage the waste produced at school.

School communities can employ thoughtfully designed waste diversion activities to reduce the amount of waste generated at school *and* the contamination within the distinct waste streams, foster student engagement in environmental leadership and sustainability practices, and provide many opportunities for curriculum-linked learning.

This toolkit is intended to support students, educators, school staff, and families across the District to:

- Aid school-based staff, PACs, and families in considering and planning waste reduction activities
- Reduce contamination in existing recycling, organics, and garbage streams
- Learn about a variety of waste reduction strategies that could be applied at their schools

We acknowledge that each school community has its own set of considerations, constraints, and priorities. Not all activities in this toolkit will be suitable for all school communities. We encourage you to be creative and apply the practices where suitable in your own school community.

Waste Reduction vs. Zero-Waste

"Zero-waste" is both a goal and a philosophy – the goal is that no trash is sent to landfills or incinerators; and the philosophy is the adoption of a set of principles focused on waste prevention and redesigning resource cycles so that products can be reused instead of sent to the landfill. The trouble with "zero-waste" is that it can sometimes feel like an all or nothing proposition when the ultimate goal is zero. We must acknowledge that we live and operate within a system that produces far more waste than we can actually control.

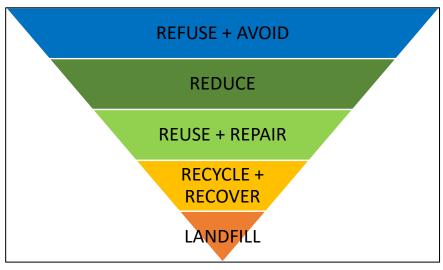
We have chosen to use the term waste reduction rather than zero waste to reflect the reality that our schools will inevitably produce waste that ends up in the landfill or incinerator, and we will work to reduce that waste to the smallest possible amount through the following actions:

- Reducing the contamination of the existing waste streams at school (organics, recycling, and garbage)
- Encouraging critical thinking about the items we use at school or bring into schools
- Supporting schools to take their own action to reduce waste through thoughtful event and campaign planning.

The Waste Reduction Hierarchy Approach

A waste reduction hierarchy is a helpful tool to add depth to the traditional way we talk about waste reduction (i.e. the 3 Rs – reduce, reuse, and recycle).

The "Recycle and Recover" layer represents the separation of recyclable and organic materials from the items headed to the landfill; this is what we typically mean when we say "diversion." Energy can be recovered and reused at this stage through the process of composting which returns material to the earth that feeds us. In some cases, a waste-



Inspired by the Zero Waste International Alliance

to-energy incinerator generates electricity from burning waste to supplement our power usage.

Currently most of our efforts are taking place at this stage of the hierarchy – with missed opportunities at the previous layers - reusing and repairing, reducing overall waste, and refusing questionable items (especially single use items). Avoiding items can make it seem like we're losing something, so shifting the focus to what we can gain by using less is critical to the success of waste reduction activities.

What's at Stake?

Based on information from Statistics Canada, the average Canadian produces about 2.5 kg of waste per day. Most garbage doesn't weigh much, so 2.5 kg of plastic overwrap, empty drink cups, and take out containers actually takes up quite a bit of space in the landfill or at the recycling depot. There is a cost to convenience; and gaining a better understanding of the realities of the waste system at school, in our city, and in our country can have an impact on the choices that students and families make around the products we use and inevitably dispose of. Providing factual information, based on what students can see with their own eyes in the bins at school can be the starting point for conversations about ethical consumption, the costs of managing solid waste in our communities, and the opportunities for innovation within the manufacturing, design, and retail systems to create more sustainable products.

There are great examples of schools, organizations, and businesses that are focusing on the higher levels of the waste reduction hierarchy – whether through volunteer-led enhanced recycling programs, educational campaigns, or opportunities to buy and sell used or repaired products. There is also a growing community of students, educators, and families who are eager to work on solving waste-related problems together. Every school in the district must manage waste, and while not every solution will suit every school, connecting with other schools and organizations to find out what is working for them is a great way to innovate and address a problem that we typically banish to the landfill. Addressing the problem of waste is a meaningful way for the District to work towards our goals of increasing sustainability and of developing environmentally conscientious citizens.

Getting Started: Waste Audits

No matter what your waste reduction goals are, it will be important to start with an understanding of how the waste system at your school is – or isn't – working. You can do this informally by simply looking inside the bins around the school to get a sense of what's in them, or by undertaking a more thorough inspection called a waste audit. This will allow you to get a baseline of the typical kinds of things that end up in the garbage, recycling, and organics bins at your school.

Every school site in the District uses three standard bins – organics, recycling, and garbage. For a complete list of what is accepted in each bin see Appendix A.

When assessing what is in the bins at your school, consider the following:

- Where are the waste bins? Are they stationed together, or are they split up? Do any bins need to be moved?
- Are the bins labeled correctly? Is there signage that clearly shows what can go in each bin?
- Is there **contamination** in your bins? This means there are items where they shouldn't be. Plastic in the organics, garbage or food in the recycling, recyclables in the garbage, etc. Such contamination can cause the whole load to go to landfill, or even result in damaged processing equipment. What is the most common contaminant that you are seeing at your school?
- What are the most common items in your bins? Is there an opportunity to build a campaign around a specific type of waste? For example, if you found a lot of yogurt tubes in the organics bin, how would you address this?
- How and when are classroom bins emptied, and who empties the bins?
- Do you need additional bins or tools to help with sorting and emptying?

Speak with your building engineer or head custodian – they can let you know what they notice about how the bins are used.

Waste Sorting in Metro Vancouver: Where does the waste from your school go?

Once the organics, recycling, and garbage from your school leaves on the trucks of the contracted waste haulers, it can go to several sites around the region. Garbage goes to either the Vancouver Landfill in Delta, or to the waste-to-energy incinerator in Burnaby. Recycling goes to facilities in Richmond or New Westminster (depending on the product). Organics and food waste goes to one of 5 facilities in the Lower Mainland. It's up to the hauler to determine the facilities to accept their loads.

Do you know? Many of the items disposed of at school actually come from somewhere else. This is especially true of what arrives at school in lunches from home, or from takeout vendors.

Learning where waste goes is a helpful tool in countering the "out of sight, out of mind" mindset people have about waste. Metro Vancouver hosts <u>facility tours</u> for school groups at the landfill and the waste-to-energy facility for educators and students who are interested in a more in depth look at how much garbage we produce.

Contamination Confusion

The reason recycling exists, particularly plastic recycling, is because there is economic value associated with the items collected in blue boxes. Manufacturers require specific types of recycled plastic (usually the kinds labelled with a #1, #2, or #5) to produce high quality products that can be recycled again. When low quality plastic (i.e. 3#, #4, #6, or #7) or unrecyclable material (i.e. garbage or organics) are tossed into the blue bin, they contaminate the quality of the stream. Recycling haulers (the folks who pick up the bins on the curb) only want uncontaminated loads of recyclables that they can sell off to manufacturers for high prices. Loads that are contaminated will need to be re-sorted to remove the contaminants (taking time, storage, and person-power to complete) or, if the contamination is too high, the whole load is sent to the landfill, high-quality plastic, aluminum, paper, and all.

Our good-natured desire to do the most/best recycling means that we often put things that we think *should* be recyclable into the blue bin even when they're not. This is called **wish-cycling**, and it creates all kinds of confusion and contamination.

The same thing goes for the organics stream. If plastic, including those labelled "compostable" (see the FAQ page for more info about plastics labelled compostable), end up in the organics bin, the result is low quality compost filled with small plastic shards, or contaminated loads of organic material being sent to the landfill.

For things to *actually* be recycled or composted we need to keep the waste streams "clean" through effective sorting at the bin. This means we need students and staff at school to become educated about which bin to use for each item and to slow down when using the bins to make sure they are sorting correctly. One of the most effective practices to avoid contamination is to use the garbage bin – it feels strange, but "when in doubt, throw it out. Before next time, figure it out" is a very helpful philosophy. Avoid wish-cycling – use the garbage bin when you're not sure where an item goes and take the opportunity to find a better solution for next time. This helps us get into the habit of thinking critically about our waste.

Set Waste Reduction Goals

Once you know what is in your bins you can make goals and plans that are tailored to your school community, focused on the waste reduction opportunities you uncovered during the audit. There are many resources available that are relevant to Vancouver, and many can be undertaken for little to no cost if you have willing volunteers.

Some goals to consider:

- Diverting specific items especially refundable items or items that have an easily identifiable opportunity for reuse or recovery
- Fundraising use the money from refundable items to support further waste reduction activities or other school initiatives
- Improve sorting compliance reduce the contamination within the District waste system and ensure "clean" waste streams in each bin
- Increase visibility of waste make waste and recycling a top-of -mind topic in order to start the conversation about waste reduction
- Encourage alternatives create opportunities for people to try something new

- Improve school ground manage waste and recycling outside the school building
- Improve neighbourhood help influence waste and recycling beyond the school ground
- Reduce overall waste shift the focus up the waste hierarchy pyramid to reusing, reducing, and refusing products that create waste
- Investigate & understand the school waste system make links to the curriculum and learn more about how the school waste system fits into the broader civic systems

When setting waste reduction goals consider the capacity of your school administration and school community. Will you pay for a program, or rely on volunteers? Include some time to research what solutions are already available for the waste challenges at your school and don't be shy to borrow from others who have had success.

Please remember that not every student or family has the resources to go completely zero waste. It is important to practice waste reduction at school without shame or judgement and frame these changes at the school as an enhancement opportunity.

Sustainability Support

Taking on the waste system at your school can be overwhelming. The Sustainability team is here to help! As you work to determine your waste reduction goals and action plan the sustainability can assist with the following:

- Identifying the right disposal method for specific items
- Brainstorming educational campaign ideas
- Supporting the design and printing of custom garbage, recycling, and organics signage
- Connecting with operations and facilities staff to troubleshoot waste issues
- Presenting to staff, students, administrators, and PACs to advocate for changes to existing systems
- Writing letters of support and providing general grant writing support to fund projects
- Answering sustainability questions of all kinds
- And more...

Contact us by phone at 604-713-5000 or email at sustainability@vsb.bc.ca

District staff can find additional resources on the **Sustainability SharePoint** page.

Waste Reduction Activities at School

Activity	Goal(s)	Description
Return-it School	○ Divert specific items○ Fundraise	Use the Return-it School program to collect refundable recyclables, and use the funds generated to support other sustainability projects or other general school activities. Sign-up and receive up to 3 Return-it bins and, depending on your location, your school could be eligible for the free pick-up service to save you a trip to the bottle depot. This is a very simple way to increase the rate of recycling at your school.
Community- based educational programming	Improve sorting compliance	Looking for ways to bring waste reduction education to your school or classroom? The City of Vancouver supports a variety of <u>educational waste literacy programming</u> , offered for free for Vancouver schools. These workshops and assemblies help students learn about waste avoidance and litter reduction at school and bring home positive environmental habits that can impact their entire family.
Litterless lunch	Increase visibility of waste and encourage alternatives	Encourage students to bring lunches to school which produce no garbage (recyclable packaging and organic food waste are okay). This means that either the packaging stays at home and items are placed in reusable containers, or packaging returns home in a student's lunch box. Start with one day a week and increase the frequency. The goal is that the waste we make becomes more visible and encourages the use of alternatives when possible.
Litterless hot lunch (PAC fundraisers)	○ Reduce overall waste	When planning a PAC hot lunch program consider choosing suppliers who can offer reusable or recyclable serving items (note: currently plastic items labelled "compostable "or "biodegradable" are not actually composable in Metro Vancouver)
School ground clean up	Increase visibility of waste and encourage alternativesImprove school ground	If litter is a problem on your school ground, holding a clean-up event after lunch, or at the end of the school day could be a way to educate the school community about the impact of waste at a local scale. Students can wear gloves, or use a picking tool, to collect litter and sort it into the appropriate bins. Take photos of what was picked up and share the results with the rest of the school. Identify the need for additional garbage bins on your school yard, or the need for a litter reduction educational campaign.
Neighbourhood clean up	Increase visibility of waste and encourage alternativesImprove neighbourhood	Expand your clean-up to the neighbourhood level. Connect with the City of Vancouver to organize a Neighbourhood Clean-up Party (the city provides garbage bags, gloves, and other clean-up tools, plus free pick up of all the litter collected. Visit the Neighbourhood Clean-up page, or email cleanup@vancovuer.ca
Waste audits	○Investigate school waste system	Go beyond the initial peak into the waste system bins with an in-depth investigation of what is being composted, recycled, and landfilled at your school. A waste audit involves weighing and inspecting items from the organics, recycling, and garbage bins and counting the items that have been placed in the wrong bin. Performing a waste audit uncovers contamination in the three different waste streams and can help students identify where improved education and/or signage is required. EcoSchools Canada has a visual waste audit resource guide/template, or you can do a DIY audit with some plastic shower curtains or tarps and some gloves.

		Important: Before conducting a waste audit speak with your school administrator and building engineer. They can assist with equipment and with supplies to clean up after the audit.
Enhanced & Special items recycling programs	 ○ Reduce overall waste ○ Divert specific items ○ Fundraise 	If you've discovered some problem items in your garbage bin that you want to divert from the landfill, there are options for creating your own recycling program. Important: check the VSB Recycling and Waste Guide to see if your item is already eligible for special items recycling Some items that schools and students have tackled in the past few years: • Pens and markers – Staples has a recycling program for any writing instruments. Set up a collection box at your school and drop it off at a participating Staples location for recycling. • Soft plastics and foil composite packaging – These are things like flexible plastic packaging, chip bags, and granola bar or candy wrappers. These items might be labelled with a #4 or #6 and are not accepted in the school recycling bin. However, these items are typically accepted at the recycling depot or other collection site (i.e. London Drugs). Collect these items separately and they can be transported to a collection site by student or teacher volunteers. There are some commercial recycling haulers, like PMD Recycling Solutions, who will collect these items from your school for a fee. • Fundraising with electronics recycling – All District-provided electronics are recycled through the Learning and Information Technology Department and Material Services. Some schools have addressed personal (non-VSB) e-waste by using e-waste recycling programs as school fundraising activities. The collection of personal electronics from the school community is one way to raise general PAC funds and encourage families to practice waste reduction.
Customized bin signage	○ Improve sorting compliance	The District provides signage for each waste bin that outlines the items accepted. The "Where Does This Go?" posters are also available for commonly misplaced items (i.e. coffee cups, takeout containers, etc.) However, if your school has unique problem items that should be added or removed from the existing signage there is a process for designing school-specific signage. The new signage must be approved by the Sustainability team and must include your school logo. The sustainability team can also support with free colour printing. Contact us at sustainability@vsb.bc.ca for more info. See Appendix B for examples of signage.
Educational Campaigns	○ Increase understanding of waste system	Are the students and staff at your school curious about where their recycling goes after is gets picked up, or why some things labelled as compostable can't actually go in the compost? Creating educational campaigns with information about the mysteries of waste is a great way to build understanding throughout the school community and create buy-in for the extra effort required for waste sorting, low-waste events, and shifting perceptions about waste. The sustainability team has the answers to your questions about waste (or knows where to find them) and can assist with campaign and poster design and printing.

Low waste school events	○ Reduce overall waste	 Planning a school fun fair, sports day, or an evening concert? Make your plans with waste reduction in mind. This may require a bit more volunteer effort and time in planning and execution, but the pay-off will be less waste at the end of the event. Serving food? Ask suppliers to provide food in reusable containers or in containers that are recyclable in the District system. Ask families to bring their own dishes, cutlery, and mugs. Pre-packaged food can still be used but have a plan for the waste created (i.e. separate soft plastic packaging and return it to the recycling depot instead of the landfill). Bring your own back-ups: If you are asking students or families to bring their own dishes and cutlery, have some back-up in case someone forgets. These can either be reusables that can then be washed at school by volunteer after the event, or items that you know can be accepted in the District recycling or organics bins. Prepare a custom waste station: To divert as much waste as possible and reduce contamination, have adequate waste stations available with a place for any potential waste item. Specific bins and signage for any items you are providing will help guests do a good job of sorting their waste. For example, if you're serving freezies have a bin for the soft plastic packaging to take to the recycling depot. Having student or adult volunteers monitoring the waste stations to assist with sorting can help to eliminate contamination. Highlight your efforts: Let participants at your event know that you're working to create a low waste event. Do a mini-waste audit after your event and include details about how much waste was diverted away from the landfill because of their participation in sorting or by bringing their own dishes. Celebrate the efforts of the event planners and the school community in the shift towards more low waste events.
Low waste school		If all your events are low waste, and your enhanced recycling program is leaving your garbage bins almost empty, it could be time for an even bigger challenge. Building a low waste school culture will take determination and cooperation from everyone – students, educators, building engineers and custodial staff, administrators, and families. Could your school become the District's first low-waste school? Contact the sustainability team. We can help!

Tips for Waste Reduction Success

- 1. Start with your garbage look for the most common items in there and manage those things first. Then look for ways to divert items that aren't currently accepted in the District system but are recyclable somewhere.
- 2. Build community seek out others who are also interested in reducing waste. Publicize and advertise your efforts to attract more like-minded people.
- 3. One thing at a time incremental change is easier than dramatic changes start with one problem product or item (i.e. granola bar wrappers) and build up from there.
- 4. Make the invisible visible find opportunities to show people what they are throwing away, either through public waste audits, displays, presentations, or infographics. Take photos and videos, invite people to come and see the impact your actions are having. Weigh and measure the waste you divert, keep track of the money you collect from refundable containers, and report your findings.
- 5. Don't get tricked by the zero-waste consumer economy students don't *really* need a new zero-waste lunch box and a fancy zero-waste utensil kit regular containers, and thrift store utensils will be fine.
- 6. Repair to reuse before throwing something out consider whether it's really garbage. Do you, or someone you know, have the skills to make small repairs and extend the life of your item?
- 7. Don't wish-cycle know your local recycling and composting regulations not everything is accepted in the current system (no matter how much you think it should be).
- 8. Focus on the waste you **can** reduce some things are just too expensive, too labour intensive, or just impossible to recycle right now. Reducing waste is getting easier every year. Celebrate the wins, don't stress the losses.
- 9. Sustainable choices aren't always obvious— every family makes their own sustainability choices, and they might not always be apparent at school. Be a role model and support students and families with what they can achieve.
- 10. Celebrate your successes along the way! Waste is an overwhelming problem, which is why any reductions we make deserve to be recorded and applauded.





Success Stories

Emily Carr Zero Waste Program

Over three years, students and staff diverted over 1,200 pounds of granola bar and string cheese wrappers, chip bags, and dried up markers from the landfill by initiating a soft plastic and foil composite packaging collection process. Started by a small group of students and a passionate student support worker, they presented their plan to each class in the school and used pails and cardboard boxes to create a container for each classroom and lunchroom to collect their targeted items. With the support of the PAC they



contracted a local waste hauler to pick up their collected items a few times a year. This low-waste ethic then expanded to include more proactive choices around avoiding and reducing waste before it ends up at the school. The hot dogs on hot lunch day were served wrapped in compostable paper instead of foil, and families were encouraged to bring their own reusable dishware to the school fun fair (with compostable alternatives available for those who forgot). Read more.

Thompson Recycling Club

Student club members noticed that their peers were not following the basic recycling guidelines and that many of the items in the garbage bins at school could actually be diverted from the landfill with a bit of extra effort. They set three goals: enhance the recycling system beyond the regular blue bins; increase the use of the organics bins; and spread awareness and knowledge so the student body can make the best choices about waste. The club members jump into action at lunchtime to remove recyclables from the garbage bin and inform their peers about the



enhanced recycling program. District Staff can <u>read more</u> about this program on the Sustainability SharePoint page.

John Oliver Finders Keepers

Finders Keepers was a universally accessible free thrift shop operated by students to divert textiles from the landfill and to create a resource for families to access clothing and other resources without feeling marginalized or labelled. Clothing was collected from across the District and washed, sorted, and

repaired by students. Finders Keepers also hosted a zero-waste fair for elementary and secondary students to learn more about textile recycling, fast fashion, and reuse and repair. Read more.

Reusable Utensils at University Hill & Reusable Cups at King George Secondary Schools

Schools throughout the District often create their own, small-scale programs to address the issue of waste. The Applied Design, Skills and Technologies 8 teaching team at University Hill Secondary introduced the idea of creating reusable utensil kit for all students entering the school. Students made their own textile pouch for metal cutlery and handmade chopsticks that they could use to reduce the amount of single use items in the cafeteria. King George students created a reusable cup campaign for students and staff that included a branded reusable mug and a discount at local cafes near the school. Read more. Programs like these are easy for other schools to adopt or adapt to their own needs.

Share your success stories with the Sustainability team: sustainability@vsb.bc.ca

Resources

<u>Waste Reduction Week in Canada</u> – typically the third week of October, this educational campaign brings awareness to the individual and collective environmental efforts that contribute to waste reduction while encouraging new and innovative ideas.

City of Vancouver: Zero Waste 2040 – a strategic plan for Vancouver to become a zero-waste community by 2040

<u>Metro Vancouver Solid Waste Services Department</u> – information about regional waste reduction activities, education, and outreach.

<u>Recycle BC</u> and <u>Recycling Council of British Columbia</u> – good resources for information about recycling and waste reduction

<u>School Programs</u> supported by the City of Vancouver – students learn about waste avoidance and litter reduction at school.

Frequently Asked Questions

Why have the recycling rules changed?

It's all related to end markets (i.e. the eventual buyer of your recycled items). In 2018, China (the world's largest buyer of recycled materials) introduced a new import policy, dramatically reducing the items it will accept and setting new standards allowing no more than 0.5% contamination. As a result of these policy changes, waste and recycling companies have restricted the items they accept to only the items that they can sell domestically or internationally for processing.

Why is recycling at school different from recycling at home?

The school recycling program is limited compared to the municipal residential recycling program that you and your students are used to at home. The types of materials accepted in school recycling bins are based on the items that a commercial waste hauler can sell to varying end markets.

Residential recycling pick-up in Vancouver is handled by Recycle BC, and reliable end markets have been secured for the items accepted in blue bins. Recycle BC can continue to accept most items through curb-side pickups and at their depots because of the relatively low levels of contamination (compared to other jurisdictions). Commercial and institutional garbage, recycling, and organics bins are notoriously contaminated.

Why can't plastics labelled "compostable" go in the organics bin?

While there are some plastics that have been certified as compostable, there are no local composting facilities that compost our organic waste long enough to break down this type of plastic. Certified compostable plastics take 120 days to completely compost. In Metro Vancouver, our organic waste is composted for between 8 and 20 days (depending on the facility). Compostable plastics in the organics bin contaminate the soil created through the composting process, and damage the machinery used in processing.

What should I do with the things I used to be able to recycle at school?

There are many solutions to this problem; some things to consider are to, where possible, avoid purchasing items that cannot be recycled in the District, or to take items not accepted at school home to be recycled in the residential program.

Appendix A: Accepted Items

Organics

Accepted	Not Accepted
Food-soiled paper (napkins, paper towels)	Plastic or compostable bags
Compostable packaging without a plastic or	Containers + cups labeled "compostable" or
bioplastic lining (carboard, paperboard)	biodegradable
Food waste	Plastic utensils labeled "compostable" or
	"biodegradable"
Wooden stir sticks, utensils, + chopsticks	Used facial tissues
Paper towels	Dirt or rocks
	Cotton balls, swabs, diapers, wipes

Recycling

Accepted	Not Accepted
Cardboard	Containers or packaging with food residue
Glass	Liquids
Metal/aluminum cans	Creamer cups
Plastic #1, #2, #5 ONLY	Disposable coffee pods
Coffee cups and paper sleeves	Electronics
Mixed paper	Soft plastics (bags, overwrap, bubble wrap)
Juice boxes and tetra packs	Straws + plastic cutlery
Milk cartons	Styrofoam
	Tissue paper or paper towels
	Plastic #3, #4, #6, #7

Garbage

Accepted	Not Accepted
Styrofoam packaging	Recyclables
Plastic #3, #4, #6, #7	Building materials
All soft plastic bags, packaging, + overwrap	Liquids
Waxed paper cups	Uncontained animal waste
Foil composite packaging (chips + granola bars)	Electronics
Plastic utensils + straws	

Appendix B: Custom Signage











WE WILL GET THERE, TOGETHER. LET'S BE THE GREENEST SCHOOL

sustainability@vsb.bc.ca

DISTRICT.

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