## **CITY OF BOULDER**

# Mobile Food Vehicle – Application Packet

Pursuant to changes made to the Boulder Revised Code in 2021, Mobile Food Vehicle licenses are now issued for two years.

If you have questions about Mobile Food Vehicle licensing, please call in to our weekly Licensing Clinic, held each Wednesday from 10:30 AM - 11:00 AM

**Microsoft Teams meeting** 

Join on your computer or mobile app

Join the meeting

Or call in (audio only)

Call: 412-912-4129 and enter conf ID: 246 433 393 59# password: 7krr4g

#### CITY OF BOULDER PROCESS FOR OBTAINING A MOBILE FOOD VEHICLE LICENSE

"Mobile food vehicle means a readily movable, motorized-wheeled vehicle, a towed vehicle, or a vehicle propelled solely by human power applied to pedals upon which any person may ride having two tandem wheels; two parallel wheels and one forward wheel; or two parallel wheels and one rear wheel which are more than fourteen inches in diameter, all designed and equipped to prepare, or serve, and sell food, but which does not include mobile vending carts as defined in Section 4-18-4, "University Hill Mobile Vending Cart Permit," and Section 4-11-12, "Mobile Vending Cart Permit," B.R.C. 1981."

- 1. **Obtain or Renew a Colorado Retail Food Establishment License for your Mobile Food Vehicle -** *this is separate from the City of Boulder issued license:* http://www.bouldercountyfood.org is the provider in Boulder County.
- 2. For NEW Licenses: Fill out applications for City Business License for Sales and Use Tax:

City Business License Application: https://boulderonlinetax.gentaxcpc.net/TAP/

For RENEWAL Licenses: Inquire with Sales Tax Staff as to the status of your City Business License at

303-441-3050 or by email at salestax@bouldercolorado.gov

3. Mobile Food Vehicle License Application :

Please note: You must have applied for your sales tax license *prior to submitting* your MFV application to the licensing division.

4. Please refer to the Online Customer Self-Service Application Submission Instructions for filing your application and paying of application and renewal per license year fees.

City of Boulder Regulatory Licensing Division licensingonline@bouldercolorado.gov

#### CHECKLIST OF REQUIRED DOCUMENTS FOR CITY MOBILE FOOD VEHICLE LICENSE APPLICATION UPLOAD:

Web registration confirmation for City of Boulder new business license or copy of existing Boulder business license
 Copy of a valid Colorado Retail Food Establishment License for the mobile food vehicle
 Copy of food vehicle's valid vehicle insurance for motor vehicle (and trailer, if applicable)
 Certificate of insurance signed by agent with auto, general liability, & property damage insurance and naming the city and its officers as additional insured on liability policy for \$1 million liability (see example in packet)
 Copies of valid driver's licenses for all drivers for Motor or State Issued IDs for Human Powered of mobile food vehicle

Current copy of the mobile food vehicle registration for Motor Vehicles

Fire Inspection of Vehicle and/or Trailer with Inspection Approval Date per Chapter 9-6-5(d)(1)(E) & 4-1-9 BRC

- 4. Please allow a minimum of <u>four weeks</u> processing time. The Licensing division will make every effort to process applications quickly. If approved, the license will be mailed to you.
- 5. Incomplete applications will be returned. If an application is denied, licensing will send a denial notice via email through the Online CSS portal.
- 6. General mobile food vehicle questions: <u>LicensingOnline@bouldercolorado.gov</u>
- 7. City of Boulder Fire Department will now accept truck inspections from any of the attached participating Fire Marshals as long as you include certificate of inspection. If you're still in need of an inspection a City of Boulder Fire Inspection Application is also included.

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**STAFF USE ONLY:** 



#### CITY OF BOULDER MOBILE FOOD VEHICLE LICENSE APPLICATION<sup>1</sup>

#### CITY OF BOULDER- REGULATORY LICENSING DIVISION licensingonline@bouldercolorado.gov

#### Please refer to Online CSS Application Submission Instructions for filing your application and paying of application fees

Payments are made via Credit/Debit Card or via Checking/Savings Account (eCheck). Please note that Credit/Debit Card payments are subject to a 2.85% service fee. eCheck payments are free.

Please allow for at least <u>4 weeks</u> processing time. Applications must be legally complete with all required documents and attachments uploaded on submission. You cannot legally operate a mobile food vehicle in the City of Boulder until you have received an approved City of Boulder Mobile Food Vehicle License, a valid Colorado Retail Mobile Food License and a City Sales Tax/Business License.

The Mobile Food Vehicle License is valid until MARCH 1ST of license term unless otherwise stated and must be renewed annually

| New Li   | icense App    | lication                       | License Renewal           |                 |                               |
|--|---------------|--------------------------------|---------------------------|-----------------|-------------------------------|
| Please   | check if this | s MFV will operate for 4 conse | ecutive days or less in t | he City of Bou  | lder during this license term |
| Legal Business Na  | me:           |                                |                           | Phone:          |                               |
| Mailing Address:   |               |                                |                           |                 |                               |
| Business Contact   | Name:         |                                |                           | Phone:          |                               |
|  |               |                                |                           |                 |                               |
| Trade Name/DBA   | :             |                                |                           | Phone:          |                               |
| Email Address:   |               |                                |                           |                 |                               |
| Approved Kitchen   | Address:      |                                |                           |                 |                               |
| Business structure:       Individual       Partnership       Corporation       LLC         If an individual or partnership, provide the following information:       If an individual or partnership, provide the following information:       If an individual or partnership, provide the following information: |               |                                |                           |                 |                               |
| Name:  |               |                                | E                         | Birth Date:     |                               |
| Home Address:  |               |                                |                           |                 |                               |
| Name:  |               |                                | B                         | Birth Date:     |                               |
| Home Address:  |               |                                |                           |                 |                               |
| Name:  |               |                                | B                         | Birth Date:     |                               |
| Home Address:  |               |                                |                           |                 |                               |
|  | (IF NE        | CESSARY, SUPPLY ADDITIONAL INF | DRMATION ON A SEPARATE    | E PAGE AND ATTA | ACH)                          |

#### If a corporation or LLC, provide the following information:

#### **President/ Managing Member:**

| Name:         | Birth Date: |  |
|---------------|-------------|--|
| Home Address: |             |  |

#### **VP/Member:**

| Name:         | Birth Date: |  |
|---------------|-------------|--|
| Home Address: |             |  |

#### Secretary/ Member:

| Name:         | Birth Date: |  |
|---------------|-------------|--|
| Home Address: |             |  |

#### Treasurer/ Member:

| Home Address: |  |
|---------------|--|

#### (IF NECESSARY, ATTACH INFORMATION ON A SEPARATE PAGE TO LIST ADDITIONAL MEMBERS)

#### Provide a list of owners & employees who will <u>drive</u> the mobile food vehicle. (IF NECESSARY, ATTACH A SEPARATE PAGE)

| Legal Name | Home Address | Birth Date |
|------------|--------------|------------|
|            |              |            |
|            |              |            |
|            |              |            |
|            |              |            |

#### Please provide a brief description of your business:

(If you will be operating 4 consecutive days or less in the City of Boulder for this license term, please provide dates and name of event)

| Boulder Fire Inspection of Vehicle and/or Trailer?_ |  | Yes |  | No | Approval Date? | (See Inspect form here) |
|---|--|-----|--|----|----------------|-------------------------|
|---|--|-----|--|----|----------------|-------------------------|

#### Below is a summary of the zoning requirements<sup>2</sup>:

*Private Property*: Allowed in the following commercially zoned districts with owner's permission: Within use modules M1, M2, M3, B1, B2, B3, B4, B5, D1, D2, D3, I2, I3, I4<sup>3</sup> and at least 150 feet from any residential zone and 150 feet from any existing restaurant<sup>4</sup>.

*Public Right of Way, such as public streets*: Allowed only in Industrial Zones<sup>5</sup> or in connection with an approved organized event permit, or in the parking lot or the public right of way adjacent to North Boulder Park with prior approval by the Director of Parks & Recreation.

*Public Property*: Allowed at the Boulder Municipal Airport in such areas and manner within the Airport as approved by the Airport Manager, as part of an organized event permit, or in a public park with prior approval by the Director of Parks & Recreation.

*Podding*: Podding is when two or more Mobile Food Vehicles operate in close proximity to each other. There is no limit as to the number of Mobile Food Vehicles podding per private property with owner's permission in the industrial zone district. There can be no more than four mobile food vehicles podding per private property in the following use modules [as indicated in the chart found in Section 9-6-1(d), BRC 1981]: M1, M2, M3, B1, B2, B3, B4, B5, D1, D2, and D3<sup>6</sup>. Mobile Food Vehicles must be at least 200 feet from another mobile food vehicle when operating in any public right of way.

Maps for applicant use: <u>https://bouldercolorado.gov/services/mobile-food-vehicles-license#section-1055</u> \*

\*The maps provided are intended to be used as a reference but shall not be relied upon as legal advice or used as a defense to a violation. By way of example and not of limitation, there may be changes to restaurant locations that may not be reflected in the maps. Therefore, it is the MFV operator's responsibility to ensure that they are operating pursuant to the law. Refer to sections 4-18-2; 9-16-1; 9-6-5(d); 9-6-1(d), B.R.C.

Email address for specific questions related to the mobile food vehicle application: LicensingOnline@bouldercolorado.gov

Please include all attachments with your uploaded application to the Online CSS portal, along with this MFV city application, because incomplete applications will be returned.

Payments are made via Credit/Debit Card or via Checking/Savings Account (eCheck). Please note that Credit/Debit Card payments are subject to a 2.85% service fee. eCheck payments are free.

#### OATH OF APPLICANT

I hereby certify on behalf of the applicant and his/her agents and employees to agree to abide by the requirements as set forth in the Boulder Revised Code and as outlined in this application and the attachment to this application. I understand that it is the operator's responsibility to ensure business operation in a legally permissible manner and location.

I hereby certify on behalf of the applicant and his/her agents and employees that the business has prior properly obtained, will keep on file, and will provide to the city immediately, if requested, a copy of the written permission from the private property owner to operate on their private property. I assume responsibility for the actions and omissions of the business's agents and employees in the performance of or failure to perform its obligation under the permit.

I hereby certify under penalty of perjury in the second degree, that the above application, statements and all attachments are true and correct to the best of my knowledge, and that I have read, understood and agree to all conditions within this application and attachments.

| Applicant  | Printed |  |
|------------|---------|--|
| signature: | Name:   |  |
| Title:     | Date:   |  |

#### FOR OFFICE USE ONLY

| SALES TAX                              |       |
|--|-------|
| Date sent to Sales Tax:                |       |
| Sales Tax Recommendation: Approve Deny |       |
| Remarks:                               |       |
|  |       |
| Name:                                  | Date: |



# Fire Marshals Association Of Colorado

https://fmac-co.wildapricot.org/ secretaryfmac@gmail.com

## Certificate of Inspection Mobile Food Vehicles

| Date of Inspection:   | <b>Expiration:</b> varies by fire jurisdiction |
|---|--|
| Business Name:  |  |
|   |  |
|   | _  |
| Phone:  | Email:   |
| Vehicle Owner:  | Vehicle Owner Phone:                           |
| Owner Address:  |  |
|   |  |
| Mobile Vehicle Type:  |  |
| VIN:  | License Plate:                                 |
| Type of Inspection (Renewal/New/Re-inspect)<br>Result (Pass/Fail):<br>Comments: | ):   |
| Owner/Operator Signature:   | Date:  |
| Inspector Signature:  | Jurisdiction:                                  |
| ICC Fire Inspector Certificate number:  | Date:  |
| Office Use (  | Only Below Line                                |
|   |  |
|   |  |
| Files Uploaded  | Payment Received                               |



# **Fire Marshals Association**

## **Of Colorado**

https://secretaryfmac@gmail.com

10/2023

| Alamosa Fire Dept.                    | A |
|---------------------------------------|---|
| Ault-Pierce Fire Prot. Dist.          | В |
| Boulder Fire Rescue                   | В |
| Brighton Fire Rescue Dist.            | В |
| Cimarron Hills Fire Dept.             | D |
| East Grand Fire Prot.                 | E |
| Elizabeth Fire Protection District    | E |
| City of Englewood                     | E |
| Evans Fire Prot. Dist.                | E |
| Federal Heights Fire Dept.            | F |
| Fountain Fire Department              | F |
| Front Range Fire Rescue               | G |
| Genesee Fire Rescue                   | G |
| Greater Eagle Fire Protection         | G |
| Indian Hills Fire Rescue              | h |
| Lafayette Fire Department             | L |
| Longmont Fire Department              | L |
| Mountain View Fire Rescue             | Ν |
| North Metro Fire Rescue District      | Р |
| Platteville-Gilcrest Fire Prot. Dist. | Р |
| Red, White & Blue Fire Prot. Dist.    | R |
| Southeast Weld Fire Prot. Dist.       | S |
| Summit Fire & EMS                     | т |
| Trinidad Fire Department              | v |
| West Metro Fire Prot. Dist.           | v |
| Windsor-Severance Fire Rescue         |   |

| Arvada Fire Protection District      |
|--------------------------------------|
| Berthoud Fire Prot. Dist.            |
| Boulder Rural Fire Rescue            |
| Buena Vista Fire Rescue              |
| Durango Fire Protection District     |
| Eaton Fire Prot. Dist.               |
| Elk Creek Fire Prot. Dist.           |
| Estas Valley Fire District           |
| Evergreen Fire/Rescue                |
| Fort Lupton Fire Prot. Dist.         |
| Frederick-Firestone Fire Prot. Dist. |
| Galton Fire Prot. Dist.              |
| Golden Fire Department               |
| Greeley Fire Department              |
| Inter-Canyon Fire Prot. Dist.        |
| Lasalle Fire Prot. District          |
| Louisville Fire Prot. Dist.          |
| Nederland Fire-Rescue                |
| Platte Valley Fire Prot. Dist.       |
| Poudre Fire Authority                |
| Roaring Fork Fire Rescue             |
| South Metro Fire Rescue              |
| Thorton Fire Department              |
| Wellington Fire Protection District  |
| Westminster Fire Depart.             |
|                                      |



City of Boulder Fire Department Community Risk Reduction

6055 RESERVOIR ROAD, BOULDER, COLORADO 80301 DEPUTY FIRE MARSHAL MIKE RANGEL (303) 441-3348

# **MOBILE FOOD VEHICLE APPLICATION**

To schedule an MFV inspection, this application **must be** completed legibly and emailed to Kim Harris at <u>harrisk1@bouldercolorado.gov</u> prior to scheduling an inspection. Once this is received, you will be contacted to schedule an appointment on Wednesday of each week. These inspections will take place at **Boulder Fire Training Center**, located at 6055 Reservoir Rd, Boulder, Colorado, 80301. Please contact Kim Harris at 720-564-2118 if you have any questions.

|   | Date:              |             |
|---|--------------------|-------------|
| Business Name:  |                    |             |
| Business Address:                                       |                    |             |
| Business Email:   |                    |             |
| Business Owner:   | Cell Phone:        |             |
| Owner Email:  | Home Phone:        |             |
| Emergency Contact:                                      | Cell Phone:        |             |
| Mobile Food Vehicle Information                         |                    |             |
| Vehicle Make:   | Model:             |             |
| VIN:  | Color:             |             |
| License Plate Number:                                   | State:             |             |
| Propane Tanks on Board? Yes No                          | Number of Bottles? | @ Lbs. each |
| CNG Tanks on Board? Yes No                              | Number of Bottles? | @ Lbs. each |
| Do your cooking operations produce grease-laden vapors? | Yes No             | ]           |
| Do your cooking operations involve a grill of fryers?   | Yes No             | ]           |
| Do you have a wood-burning stove?                       | Yes No             |             |



## 2018 International Fire Code Mobile Food Truck Inspection List

| Area                 | Code #    | Code Title                     | Description   | Ρ | F | N/A |
|----------------------|-----------|--------------------------------|---|---|---|-----|
|                      | 319.3     | Exhaust hood                   | Commercial cooking appliances producing grease vapors requires a kitchen exhaust hood (Section 607).          |   |   |     |
|                      | 319.6     | Cooking oil storage containers | Cooking oils storage containers shall have a maximum aggregate volume not more than 120 gal. and secured      |   |   |     |
|                      | 319.8.1   | Maximum aggregate volume       | The maximum aggregate LP-gas capacity of containers shall not exceed 200 pounds propane capacity.             |   |   |     |
| <b>D</b>             |           |                                | <ul> <li>4.23pounds of propane = 1 gallon of propane</li> </ul>   |   |   |     |
| <mark>Vehicle</mark> | 319.8.2   | Protection of container        | LP-gas containers installed on the vehicle shall be securely mounted and restrained to prevent movement.      |   |   |     |
| <mark>/eh</mark>     | 319.8.4   | Protection of system piping    | LP-gas system piping shall be adequately protected to prevent tampering, impact and vibration damage.         |   |   |     |
| σ                    | 319.8.5   | LP-gas alarms                  | Listed LP-gas alarms shall be installed within the vehicle and in vicinity of LP-gas system.                  |   |   |     |
| Foo                  | 319.9     | CNG systems                    | CNG systems providing fuel for cooking appliances, shall comply with Sections 319.9.1 through 319.9.4.        |   |   |     |
|                      | 319.9.1.1 | Max. aggregate volume          | CNG containers transported on vehicle cannot exceed 1,300 lbs. water capacity.                                |   |   |     |
| <mark>Mobile</mark>  | 319.9.1.2 | Protection of container        | Securely mounted and restrained to prevent movement and not installed in area subject to vehicle impact.      |   |   |     |
| Σ                    | 319.9.1.3 | CNG container construction     | Must be constructed as an NGV-2 cylinder.   |   |   |     |
|                      | 319.9.2   | CNG container supply           | CNG containers supplying for transportation/cooking fuel must be installed according to NFPA 52 standards.    |   |   |     |
|                      | 319.9.3   | Protection of system piping    | CNG system shall be adequately protected to prevent tampering and damage from impact and vibration.           |   |   |     |
|                      | 319.9.4   | Methane alarms                 | A listed methane gas alarm must be installed within the vehicle according to the manufacturer's instructions. |   |   |     |
|                      | 319.10.3  | Fuel gas systems               | All CNG systems must be inspected every 3 years in a qualified service facility.                              |   |   |     |

| Area                  | Code #    | Code Title                      | Description  | Ρ | F | N/A |
|-----------------------|-----------|---------------------------------|--|---|---|-----|
|                       | 604.1     | Abatement of electrical hazards | Identified electrical hazards shall be abated.   |   |   |     |
| <u>v</u>              | 604.4     | Multiplug adapters              | Multiplug adapters or any other electrical device not complying with NFPA 70 shall be prohibited.              |   |   |     |
| em                    | 604.4.1   | Power tap design (power strips) | Relocatable power strips shall be of the grounded type and have overcurrent protection and shall be UL listed. |   |   |     |
| <mark>Systems</mark>  | 604.4.2   | Power supply (power strips)     | Relocatable power strips shall be directly connected to a permanently installed receptacle.                    |   |   |     |
| <mark>&amp; </mark>   | 604.5     | Extension cords                 | Extension cords shall not be a substitute for permanent wiring and shall be UL listed and labeled.             |   |   |     |
|                       | 604.6     | Unapproved conditions           | Open junction boxes and open-wiring splices shall be prohibited, and approved covers shall be provided.        |   |   |     |
| vice                  | 607.2     | Where required (Type I Hoods)   | A Type I Hood shall be installed above all commercial cooking appliances producing grease vapors.              |   |   |     |
| <mark>Services</mark> | 607.3.3.1 | Cleaning Inspection             | Commercial cooking systems inspection frequency by qualified individuals.                                      |   |   |     |
|                       |           |                                 | <ul> <li>High volume operations-24-hour cooking, charbroiling and wok cooking every 3 months.</li> </ul>       |   |   |     |
| Bldg.                 |           |                                 | <ul> <li>Operations using solid fuel-burning appliances every 1 month.</li> </ul>                              |   |   |     |
|                       |           |                                 | All other operations (excluding low-volume operations) every 6 months.   |   |   |     |
|                       | 607.3.3.2 | Grease accumulation             | Hoods, fans and duct systems with grease accumulation shall be cleaned.  |   |   |     |

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|----------------------|------------|---------------------------------|--|---|---|-----|
|                      | 901.6.3    | Records                         | Inspection records, equipment servicing, and cleaning companies shall be maintained.                         |   |   |     |
| <mark>us</mark>      | 901.7.2    | Tag required                    | Recent inspection tags by service provider shall be placed in a conspicuous location.                        |   |   |     |
| ter                  | 904.2.2    | Comm. hood and duct systems     | Comm. cooking appliances producing grease vapors shall have an automatic fire extinguishing system.          |   |   |     |
| <mark>Systems</mark> | 904.12.5.2 | Extinguishing System Service    | Automatic fire extinguishing system shall be inspected and tested every 6 months by a licensed contractor.   |   |   |     |
|                      | 906.4      | Where required                  | Portable Class K fire extinguisher shall be in place within 30 feet of cooking appliances.                   |   |   |     |
| ction 1              | 906.2      | General requirements            | Portable fire extinguishers shall be maintained and inspected annually (NFPA 10 Standards).                  |   |   |     |
| teo                  | 906.4.1    | Fire extinguisher / solid fuel  | Solid fuel cooking appliances shall have a portable 2.5 gal. Class K fire extinguisher in place.             |   |   |     |
| Protection           | 906.4.2    | Class K extinguisher for fryers | Commercial cooking appliances shall have a portable 1.5 gal. Class K fire extinguisher in place.             |   |   |     |
| Fire I               | 906.5      | Conspicuous location            | All fire extinguishers are in clear view and immediately available for use.                                  |   |   |     |
| Ξ                    | 906.6      | Unobstructed and unobscured     | Portable fire extinguishers shall not be obstructed or obscured from view.                                   |   |   |     |
|                      | 906.7      | Hangers and brackets            | Portable fire extinguishers, not housed in cabinets, shall be installed on the hangers or brackets supplied. |   |   |     |

| Area | Code #   | Code Title             | Description   | Р | F | N/A |
|------|----------|------------------------|---|---|---|-----|
|      | 1003.3.4 | Clear width of egress  | Protruding objects are not to reduce the minimum clear width of accessible egress routes.           |   |   |     |
| ess  | 1003.4   | Slip-resistant surface | Walking surfaces of the egress route are to have a slip resistant surface and be securely attached. |   |   |     |
| Egr  | 1031.2   | Reliability of egress  | Means of egress (aisle way) is to be free of any obstruction that would prevent its use.            |   |   |     |
|      |          |                        |   |   |   |     |

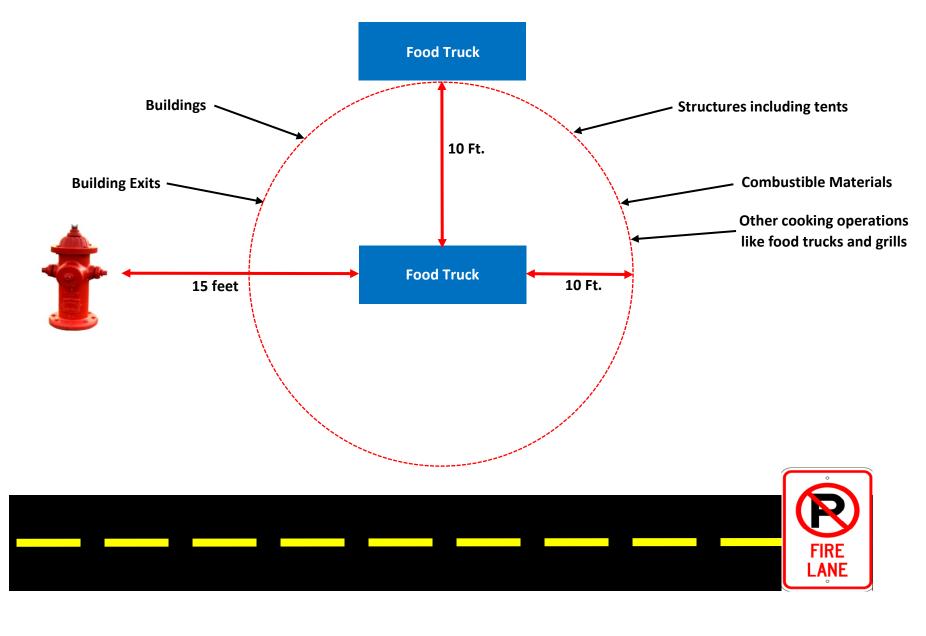
| Area               | Code #   | Code Title                  | Description  | Ρ | F | N/A |
|--------------------|----------|-----------------------------|--|---|---|-----|
|                    | 5303.3.4 | Pressure relief arrangement | Pressure relief devices shall be arranged to discharge upward without obstruction to the open air.           |   |   |     |
| es                 | 5303.3.5 | Freezing                    | Pressure relief devices/vent piping is to be designed or located so that freezing does not take place.       |   |   |     |
| <mark>Gases</mark> | 5303.4.2 | Portable containers         | Compressed gas containers must be labeled (CG AC-7) standards with the name of the gas it contains.          |   |   |     |
| <b>T</b>           | 5303.5.1 | Security of areas           | Storage/handling areas of compressed gas containers shall be protected against unauthorized entry.           |   |   |     |
| sse                | 5303.5.2 | Protection of containers    | All compressed gas containers are to be protected from vehicle impact.                                       |   |   |     |
| Dre                | 5303.5.3 | Securing containers         | All compressed gas containers are secured to prevent falling, nested or within a rack designed for such use. |   |   |     |
| Ē                  | 5304.1   | Upright storage             | All compressed gas containers must be stored upright and with the valve end up.                              |   |   |     |
| Con                | 5305.3   | Piping systems              | Piping, tubing, pressure regulators and valves shall be kept tight to prevent leakage.                       |   |   |     |
|                    | 5305.4   | Valves                      | Shutoff valves on compressed gas systems shall not be removed or altered and be accessible at all times.     |   |   |     |

**Questions?** Contact Deputy Chief Mike Rangel about Mobile Food Vehicle safety at <a href="mailto:rangelm@bouldercolorado.gov">rangelm@bouldercolorado.gov</a>

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### PARK SAFE!

- 1. Give space (15 feet for fire hydrants and 10 feet for everything else).
- 2. Don't Park in fire lanes or fire department access roads.
- 3. Stabilize your food truck when it is parked (wheel chocks or jacks).



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