BIRZEIT UNIVERSITY

ENGINEERING PROJECT MANAGEMENT
BUSA2302

Project report

Implementation of a Community Composting Program

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Section: 2

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Executive Summary

As we know, we are in an era of development, speed, and almost complete reliance on manufactured products that contain chemicals that may harm humans, animals, and the environment as well. We do not forget the factories that emit smoke and harmful gases, which causes real problems such as global warming.

Plants and green cover constitute the main component of human food and the continuation of life, so we need to take care of it and ensure its efficient productivity in the best way.

So, in addition to water and sunlight, we need what increases soil fertility and ensures plant productivity

Compost will help us, and to avoid the problems we mentioned and cause environmental pollution, we chose our environmentally friendly project, which is natural compost, which fulfills the saying (from it and to it).
But our project is not only limited to protecting the environment from harmful chemicals, but we also contribute to reducing piles of waste because our project is about recycling vegetable and fruit waste

We will also contribute to the employment of unemployed hands.

Project Charter

general Information:

Project Title	Community Composting Program
Brief project description	The Community Composting Program aims to establish a sustainable and environmentally friendly initiative that promotes composting as a means of waste reduction and organic fertilizer production within the community. That will be published in the new year of 2024
Prepare by	Project Manager: Hala, contributors and developers: Rana, Sarah and Abdullah, Risk manager: Ghaleb
Date	3/7/2023

Project deliverables:

- Project Plan
- Market Research Report
- Product Formulation
- Manufacturing Process
- Pilot Production
- Packaging Design
- Product Testing
- Marketing and Sales Strategy

- Training Materials
- Launch Plan
- Barcode

Project objectives:

- implement efficient composting practices
- Conduct regular training programs and workshops to educate farmers
- Collaborate with environmental organizations and governmental bodies
- Continuously innovate and improve the organic fertilizer formulation

Project milestone:

- Complete program planning includes obtaining funds to secure the funding required to establish the project in its most complete form themes.
- Complete determining and securing the required resources, such as the appropriate staff, tools, and composting materials.
- Complete collection of all required licenses, permissions, and compliance with local laws for the construction of composting facilities.
- complete the process of choosing the best sites for composting production facilities and ensuring environmental standards.
- complete launching a public awareness and education campaign to raise knowledge of the benefits of composting and other key issues.
- Announcing the project and the application through social media and paid advertisements.
- Closeout project

limits and exclusions

- Organic Plant Waste Only
- Size and Quantity Limits
- Exclusion of Diseased Plants
- No Animal Products
- Exclusion of Synthetic Chemicals
- Compostable Packaging Materials

1. Defining the project

1.1 General Information

- Project title: community composting program

- Contact information:

- **Manager: community composting program team**
- **e-mail: CCprogram@gmail.com**
- **Phone: 05983453412 || landline: 02-2424321**

1.2 project scope

1.2.1 project objective

1. implement efficient composting practices to maximize the conversion of organic waste into high-quality compost, minimizing waste and reducing environmental impact.

2. Conduct regular training programs and workshops to educate farmers, distributors, and retailers on the benefits and proper use of organic fertilizer, emphasizing its positive impact on soil health and environmental sustainability.

3. Collaborate with environmental organizations and governmental bodies to promote the use of organic fertilizer and advocate for policies that support sustainable agricultural practices.

4. Continuously innovate and improve the organic fertilizer formulation and manufacturing process based on feedback from customers, field trials, and scientific research.

1.2.2 deliverables

1. Project Plan: A comprehensive project plan outlining the objectives, scope, timeline, and resources required for the organic fertilizer project.

2. Market Research Report: A detailed report providing insights into the organic fertilizer market, including industry trends, customer preferences, competitor analysis, and potential target markets.

3. Product Formulation: Development of a unique organic fertilizer formulation tailored to meet specific crop requirements, considering nutrient composition, release rates, and environmental impact.

4. Manufacturing Process: Documentation of the manufacturing process for the organic fertilizer, including raw material selection, production techniques, quality control measures, and safety protocols.

5. Pilot Production: Execution of a pilot-scale production run to validate the manufacturing process and assess the product's quality, consistency, and performance.

6. Packaging Design: Design of attractive and informative packaging for the organic fertilizer, including branding elements, product information, usage instructions, and regulatory labeling compliance.

7. Product Testing: Conduct rigorous testing to evaluate the organic fertilizer's efficacy, nutrient content, stability, and compatibility with different soil types and crop varieties.

8. Marketing and Sales Strategy: Development of a comprehensive marketing and sales strategy to promote the organic fertilizer, including target audience identification, pricing strategy, distribution channels, and promotional campaigns.

9. Training Materials: Creation of training materials, such as user manuals and instructional videos, to educate farmers, distributors, and retailers on the benefits, application methods, and best practices associated with the organic fertilizer.

10. Launch Plan: A detailed plan outlining the steps and activities required for the successful launch of the organic fertilizer in the market, including product positioning, market entry strategy, and launch event organization.

11. Post-Launch Evaluation: Conducting post-launch evaluations to measure market acceptance, customer satisfaction, and product performance, and identify areas for improvement.

12. Barcode: to make it easier for the user to use the product, a full page of information will be shown once the user scans the barcode.

1.2.3 milestones

1. Complete program planning includes obtaining funds to secure the funding required to establish the project in its most complete form themes.

2. Complete determining and securing the required resources, such as the appropriate staff, tools, and composting materials.

3. Complete collecting all required licenses, permissions, and compliance with local laws for the construction of composting facilities.

4. Complete the process of choosing the best sites for composting production facilities and ensuring environmental standards.

5. Complete launching a public awareness and education campaign to raise knowledge of the benefits of composting and other key issues.

6. Announcing the project and the application through social media and paid advertisements.

8. Closeout project

Figure 1:Composting team T-shirt

1.2.4 technical requirements

- It is vital to locate a suitable location that is big enough to fit the composting equipment and offer enough space for gathering raw materials.

- For effective composting of organic waste, the In-Vessel Composting system needs to be correctly planned and built.

- To achieve the ideal conditions for composting, the system must be fitted with ventilation systems and temperature control machines. Distribution of airflow to maintain consistent oxygen levels throughout the composting process. Control mechanisms to adjust the airflow rate based on compost temperature and moisture conditions.

- The system needs sufficient safety mechanisms to avoid accidents and potential injury to individuals.

- To make the collecting and distribution of compost throughout the community easier, a dependable transportation infrastructure needs to be put in place. Effective source separation and transportation are necessary for large-scale composting, which raises the cost of production.

1.2.5 limits and exclusions

- Organic Plant Waste Only: The composting program should focus on collecting organic plant waste, such as fruit and vegetable scraps, yard trimmings, leaves, and small branches. It should exclude any non-organic waste, such as plastics, metals, glass, and other inorganic materials.

- Size and Quantity Limits: Establish limits on the size and quantity of plant waste that can be accepted. For example, set a maximum container size or weight for individual contributions to ensure manageable composting processes and prevent overwhelming the facility.

- Exclusion of Diseased Plants: Exclude plant waste that shows signs of disease, pests, or invasive species. These materials could potentially harm the composting process or spread pathogens and pests to the resulting compost.

- No Animal Products: Exclude animal products, including meat, dairy, and bones, from the composting program. Animal-based materials require specific composting conditions and may attract pests if not managed properly.

- Exclusion of Synthetic Chemicals: Exclude plant waste that has been treated with synthetic chemicals, such as pesticides or herbicides. These chemicals can impact the composting process and potentially contaminate the resulting compost.

- Compostable Packaging Materials: Clearly communicate which compostable packaging materials are accepted and which ones are not. Some compostable materials may require specific conditions for proper decomposition.

2. project priorities

1. Community Engagement: One of the primary priorities should be engaging and involving the community in all stages of the project. This includes raising awareness about the benefits of composting, educating community members about proper composting techniques, and encouraging active participation in the program.

2. Site Selection and Design: Identifying suitable locations for composting facilities is crucial. Consider factors such as proximity to the community, accessibility, environmental considerations, and potential for expansion. Designing the layout and infrastructure of the composting site should prioritize functionality, efficiency, and scalability.

3. Outreach and Education: Prioritize developing and implementing a comprehensive outreach and education strategy. This should include creating educational materials, organizing workshops and training sessions, and utilizing various communication channels to reach a wide audience. The focus should be on educating community

members about the importance of composting, waste separation, and proper composting practices.

4. Partnerships and Stakeholder Engagement: Establishing partnerships with local government authorities, waste management agencies, community organizations, and other relevant stakeholders is essential. Engage stakeholders early on to gain their support, seek input, and collaborate on the planning and implementation of the composting program.

5. Volunteer Recruitment and Management: Prioritize developing a volunteer recruitment and management plan. Engaging community members as volunteers can enhance program participation, build a sense of ownership, and contribute to the success of the project. Develop strategies for volunteer recruitment, training, scheduling, and recognition.

6. Composting Infrastructure and Operations: Ensure that the composting infrastructure is well-designed, functional, and meets the specific needs of the community. Prioritize proper ventilation, temperature control, pest management, and scalability. Establish clear guidelines and standard operating procedures for composting operations, including waste acceptance criteria, turning frequency, and monitoring protocols.

7. Monitoring and Evaluation: Implement a robust monitoring and evaluation system to track the progress and impact of the community composting program. This includes monitoring composting volumes, waste diversion rates, greenhouse gas emissions reductions, and community participation. Regularly evaluate the program's effectiveness and make adjustments as necessary.
8. Sustainability and Long-Term Viability: Develop a sustainability plan to ensure the long-term viability and success of the composting program. Prioritize strategies for ongoing funding, operational sustainability, and community engagement beyond the initial implementation phase. Explore partnerships, grants, and revenue-generation opportunities to support program sustainability.

9. Regulatory Compliance and Safety: Adhere to relevant regulations and standards governing composting operations, waste management, and occupational health and safety. Prioritize compliance with environmental regulations and ensure the safety of volunteers, community members, and staff involved in the program.

10. Continuous Improvement and Adaptability: Emphasize a culture of continuous improvement and adaptability throughout the project. Regularly assess the program's outcomes, collect feedback from stakeholders, and incorporate lessons learned into future iterations of the community composting program. Remain open to innovation and new technologies that can enhance the effectiveness and efficiency of composting operations.

Figure 2: example of adverting poster

3. work breakdown structure

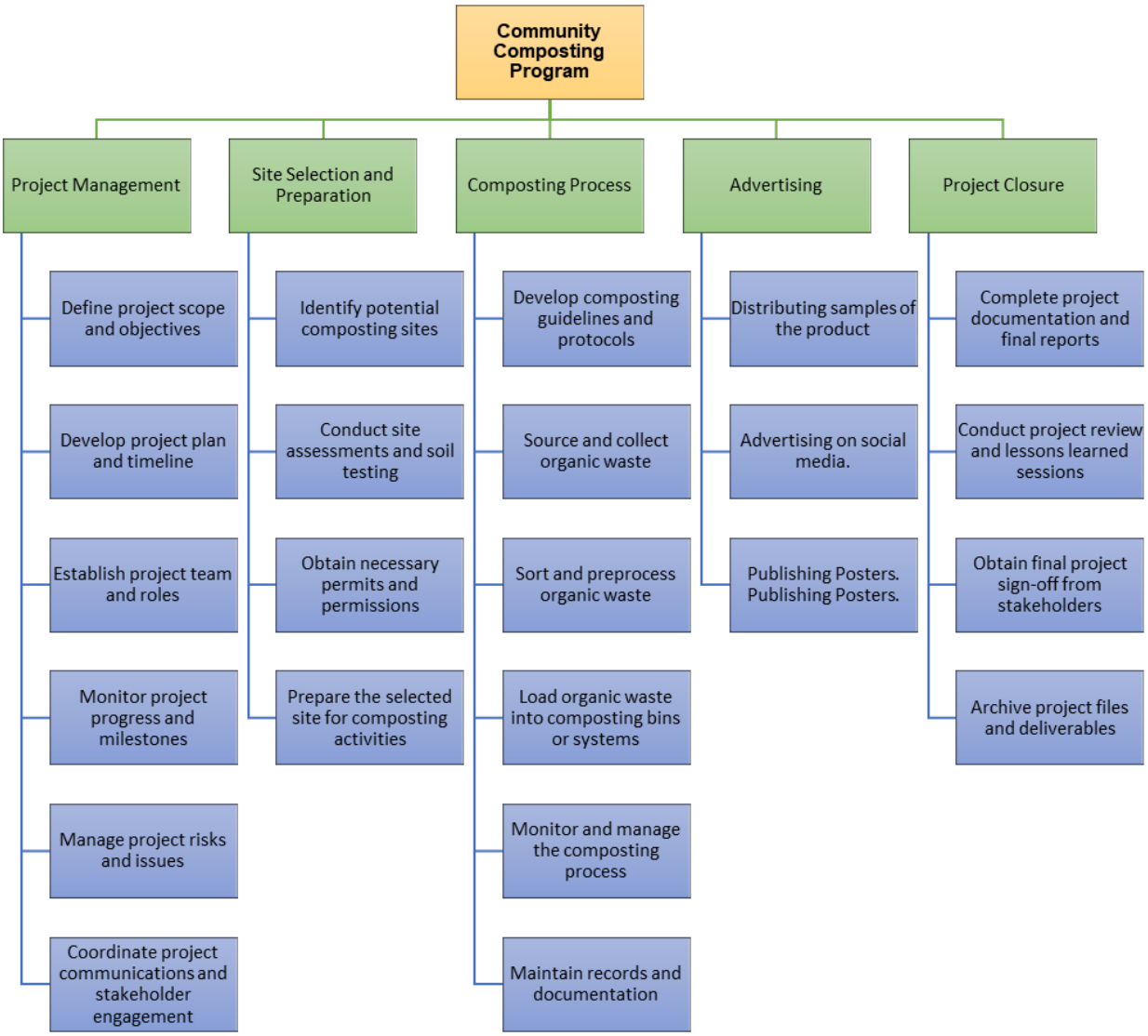

Figure 3: WBS

4. coding the WBS for the information system

1. Community Composting Program

1.1 Project Management

1.1.1 Define project scope and objectives

1.1.2 Develop project plan and timeline

1.1.3 Establish project team and roles

1.1.4 Monitor project progress and milestones

1.1.5 Manage project risks and issues

1.1.6 Coordinate project communications and stakeholder engagement

1.2 Site Selection and Preparation

1.2.1 Identify potential composting sites

1.2.2 Conduct site assessments and soil testing

1.2.3 Obtain necessary permits and permissions

1.2.4 Prepare the selected site for composting activities

1.3 Composting Process

1.3.1 Develop composting guidelines and protocols

1.3.2 Source and collect organic waste

1.3.3 Sort and preprocess organic waste

1.3.4 Load organic waste into composting bins or systems

1.3.5 Monitor and manage the composting process

1.4 Advertising

1.4.1 Distributing samples of the product

1.4.2 Advertising on social media.

1.4.3 Publishing Posters.

1.5 Project Closure

1.5.1 Complete project documentation and final reports

1.5.2 Conduct project review and lessons learned sessions

1.5.3 Obtain final project sign-off from stakeholders

1.5.4 Archive project files and deliverables

5. Estimating project times and costs

Table 1:activities estimation

Activity	Description	Time(weeks)	Immediate predecessors
1.1	*Project Management*	6	Non
1.2	*Site Selection and Preparation*	5	1.1
1.3	*Infrastructure Setup*	4	1.2
1.4	*Composting Process*	11	1.3
1.5	*Outreach and Education*	8	1.1
1.6	*Volunteer Coordination*	*22*	1.1
1.7	*Compost Distribution and Utilization*	*15*	1.4
1.8	*Monitoring and Evaluation*	6	1.4
1.9	*Program Expansion and Sustainability*	*10*	1.8
1.10	*Project Closure*	*4*	1.1, 1.8
1.11.1	*Distributing samples of the product*	*3*	1.4
1.11.2	*Advertising on social media*	*5*	1.10
1.11.3	*Publishing Posters*	5	1.10

Table 2: activity duration

Activity	Description	Start date	End date	Time(weeks)
1.1	*Project Management*	1/1/2024	2/11/2024	6
1.2	*Site Selection and Preparation*	2/12/2024	3/17/2024	5
1.3	*Infrastructure Setup*	3/18/2024	4/14/2024	4
1.4	*Composting Process*	4/15/2024	6/30/2024	11

1.5	*Outreach and Education*	2/12/2024	4/7/2024	8
1.6	*Volunteer Coordination*	*2/12/2024*	*8/11/2024*	*22*
1.7	*Compost Distribution and Utilization*	*7/1/2024*	*10/13/2024*	*15*
1.8	*Monitoring and Evaluation*	7/1/2024	8/12/2024	6
1.9	*Program Expansion and Sustainability*	*8/13/2024*	*10/21/2024*	*10*
1.1	*Project Closure*	*8/13/2024*	*9/9/2024*	*4*
1.11.1	*Distributing samples of the product*	*7/1/2024*	*7/21/2024*	*3*
1.11.2	*Advertising on social media*	*9/10/2024*	*10/14/2024*	*5*
1.11.3	*Publishing Posters*	9/10/2024	10/14/2024	5

After estimating time, the critical path is:

1.1 -> 1.2 -> 1.3 ->1.4-> 1.8 -> 1.10 with 36 week as total duration.

Table 3: cost schedule

Activity	**Cost per activity (*$*)**
1.1	6000
1.2	5000
1.3	15000
1.4	9000
1.5	2000
1.6	700
1.7	1000
1.8	4000
1.9	4000
1.1	3000
1.11.1	1500
1.11.2	1000
1.11.3	600

Table 4: activities cost

Activity	Description	Time(weeks)	Cost per week ($)	Total cost ($)
1.1	*Project Management*	6	1000	6000
1.2	*Site Selection and Preparation*	5	1000	5000
1.3	*Infrastructure Setup*	4	3750	15000
1.4	*Composting Process*	11	818.18	9000
1.5	*Outreach and Education*	8	250	2000
1.6	*Volunteer Coordination*	*22*	*31.8*	*7*00
1.7	*Compost Distribution and Utilization*	*15*	*66.67*	*1*000
1.8	*Monitoring and Evaluation*	6	666.67	4000
1.9	*Program Expansion and Sustainability*	*10*	*400*	*4*000
1.10	*Project Closure*	*4*	*750*	*3*000
1.11.1	*Distributing samples of the product*	*3*	*500*	*1*500
1.11.2	*Advertising on social media*	*5*	*200*	*1*000
1.11.3	*Publishing Posters*	5	120	600

Total Project Budget: $52,800

Gantt chart

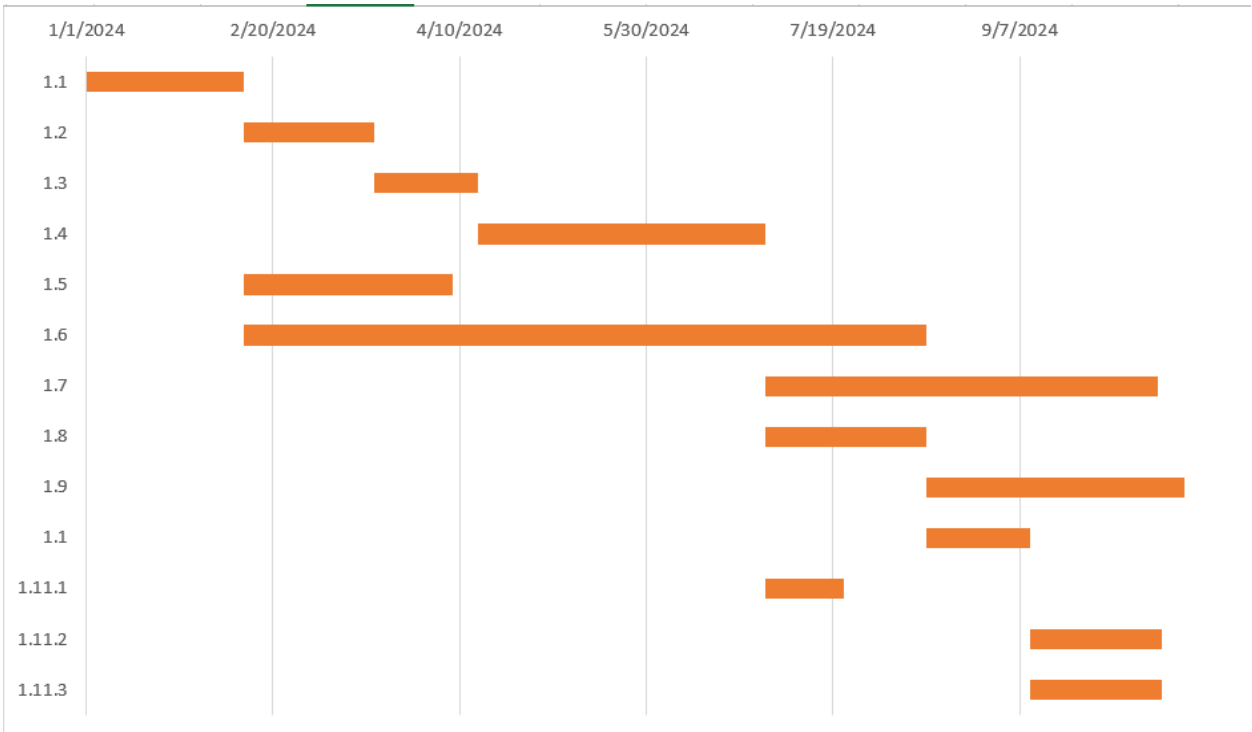

Figure 4: Gantt chart

6. Project plan

1. Project Overview:
    - Objective: Implement a community composting program to promote waste reduction, environmental sustainability, and community engagement.
    - Project Duration: [1/1/2024] to [21/10/2024]
    - Project Manager: [Hala]
    - Project Team: [contributors and developers: Rana, Sarah and Abdullah, Risk manager: Ghaleb]
2. Needs Assessment and Planning:
    - Conduct a needs assessment to understand the specific requirements, challenges, and opportunities associated with the community composting program.
    - Identify key stakeholders, including community members, local government authorities, waste management agencies, and potential partners.
    - Develop a detailed project plan, including goals, objectives, deliverables, timeline, and resource allocation.
3. Stakeholder Engagement and Partnerships:
    - Engage stakeholders through meetings, workshops, and consultations to gain support and input for the program.
    - Establish partnerships with local government authorities, waste management agencies, community organizations, and potential funding sources.
    - Collaborate with stakeholders to align program goals, secure necessary permits and approvals, and leverage available resources.
4. Site Selection and Design:
    - Assess potential sites for composting facilities, considering factors such as proximity to the community, accessibility, environmental impact, and scalability.
    - Design the layout and infrastructure of the composting site, ensuring proper ventilation, temperature control, pest management, and safety measures.
5. Outreach and Education:
    - Develop an outreach and education strategy to raise awareness about the benefits of composting and proper waste separation.
    - Create educational materials, such as brochures, flyers, and online resources, to inform and educate the community.
    - Organize workshops, training sessions, and demonstrations to teach community members proper composting techniques.
6. Volunteer Recruitment and Management:
    - Develop a volunteer recruitment plan to engage community members in composting activities.
    - Advertise volunteer opportunities through various channels, such as community newsletters, social media, and local events.
    - Establish a system for volunteer training, scheduling, and recognition to ensure their active participation and commitment.
7. Composting Infrastructure and Operations:
    - Procure or construct composting bins, containers, or composting systems suitable for the community's scale and needs.

- Implement composting guidelines, including waste acceptance criteria, turning frequency, and monitoring protocols.
- Establish standard operating procedures for composting operations, including compost pile maintenance, temperature monitoring, and compost quality control.

8. Monitoring and Evaluation:
    - Develop a system to monitor and evaluate the program's progress and impact.
    - Track composting volumes, waste diversion rates, greenhouse gas emissions reductions, and community participation.
    - Conduct regular evaluations to assess the effectiveness of the program and identify areas for improvement.
9. Sustainability and Long-Term Viability:
    - Develop a sustainability plan to ensure the program's long-term viability.
    - Identify funding sources and develop strategies for ongoing financial support.
    - Explore revenue-generating opportunities, such as compost sales or partnerships with local businesses.
10. Reporting and Documentation:
    - Maintain regular progress reports documenting the project's milestones, challenges, and accomplishments.
    - Document lessons learned and best practices for future reference and knowledge transfer.
    - Prepare a final project report summarizing the program's outcomes, impacts, and recommendations for future initiatives.
11. Communication and Community Awareness:
    - Implement a communication plan to keep stakeholders and the community informed about program updates and achievements.
    - Utilize various communication channels, such as social media, newsletters, and community meetings, to engage and update the community.
12. Risk Management:
    - Identify potential risks and develop strategies to mitigate or address them.
    - Regularly review and update the risk management plan to ensure proactive risk mitigation throughout the project.

8. Risk management plan

Risk Management Plan for Implementation of a Community Composting Program:

1. Risk Identification:

a. Lack of community support and participation b. Insufficient funding or resources c. Regulatory compliance issues d. Operational challenges in composting process e. Environmental impacts (e.g., odor, pests) f. Health and safety risks for participants and staff g. Lack of education and awareness in the community h. Potential conflicts with local authorities or neighboring properties

2. Risk Analysis:

Assess the likelihood and potential impact of each identified risk. Prioritize the risks based on their significance to the project's success and the severity of their potential consequences.

3. Risk Response Planning:

a. Lack of Community Support and Participation:

- Engage community members early on and involve them in the planning process.
- Conduct public awareness campaigns to educate and create interest in composting.
- Establish partnerships with local community organizations, schools, and businesses to promote participation.

b. Insufficient Funding or Resources:

- Seek grants, sponsorships, or partnerships to secure additional funding.
- Develop a detailed budget that includes ongoing maintenance costs.
- Explore cost-sharing opportunities with local businesses or waste management agencies.

c. Regulatory Compliance Issues:

- Research and understand local regulations related to composting.
- Obtain necessary permits and approvals before initiating the program.
- Develop protocols and procedures to ensure compliance with regulations.
- Regularly monitor and document compliance to address any potential issues promptly.

d. Operational Challenges in Composting Process:

- Train program staff and volunteers on proper composting techniques.
- Establish clear standard operating procedures (SOPs) for composting.
- Implement regular monitoring and quality control measures to ensure proper composting practices.
- Develop contingency plans for unexpected disruptions in the composting process.

e. Environmental Impacts:

- Implement proper compost pile management techniques to minimize odor.
- Use appropriate covering methods and turning schedules to control pests.
- Implement odor control measures such as biofilters or carbon filters.
- Develop pest management protocols to prevent infestations and address any issues promptly.

f. Health and Safety Risks:

- Provide proper training to staff and volunteers on health and safety protocols.
- Use personal protective equipment (PPE) when handling compost or operating machinery.
- Implement safety measures to prevent accidents and injuries, such as proper equipment maintenance and storage.

g. Lack of Education and Awareness:

- Develop outreach and educational programs to inform the community about the benefits of composting.
- Conduct workshops, seminars, or webinars to provide education on composting techniques.
- Utilize various communication channels, such as social media, newsletters, and local media, to raise awareness.

h. Potential Conflicts:

- Maintain open lines of communication with local authorities and neighboring properties.
- Address concerns or complaints promptly and work towards mutually beneficial solutions.
- Collaborate with local authorities to establish clear guidelines and address any zoning or permit-related issues.

4. Risk Monitoring and Control:
   - Regularly monitor the progress of the community composting program.
   - Review and update the risk management plan as new risks emerge.
   - Conduct periodic evaluations to assess the effectiveness of risk response strategies.
   - Continuously engage with the community, stakeholders, and staff to address any emerging risks or concerns.

Risk Response Strategies for Implementation of a Community Composting Program:

1. Lack of Community Support and Participation:
   - Conduct extensive community outreach and education programs to raise awareness about the benefits of composting and its environmental impact.
   - Engage community members early in the planning process and involve them in decision-making to build a sense of ownership.
   - Collaborate with local community organizations, schools, and businesses to promote participation and gain support for the program.

- Offer incentives or rewards to encourage community members to actively participate in the composting program.

2. Insufficient Funding or Resources:

- Seek grants, sponsorships, or partnerships with local businesses, waste management agencies, or environmental organizations to secure additional funding.
- Develop a comprehensive business plan and present it to potential investors or funding agencies.
- Explore cost-sharing opportunities with local businesses or waste management agencies to allocate resources effectively.
- Optimize resource utilization through proper planning and budgeting, ensuring efficient use of available funds and materials.

3. Regulatory Compliance Issues:

- Research and understand the local regulations, permits, and environmental standards related to composting.
- Obtain necessary permits and approvals from relevant authorities before commencing the program.
- Establish clear standard operating procedures (SOPs) that comply with regulatory requirements and ensure proper waste handling and disposal.
- Regularly monitor and document compliance with regulations and promptly address any non-compliance issues.

4. Operational Challenges in Composting Process:

- Provide comprehensive training to program staff and volunteers on proper composting techniques, including waste segregation, compost pile management, and temperature monitoring.
- Develop and follow standard operating procedures (SOPs) for composting activities to ensure consistency and quality.
- Implement regular monitoring and quality control measures to assess the composting process's effectiveness and make necessary adjustments.
- Develop contingency plans to address unforeseen disruptions, such as extreme weather events or equipment failures, ensuring continuity of operations.

5. Environmental Impacts:

- Implement proper odor control measures, such as covering compost piles, using biofilters, or utilizing carbon filters to minimize any potential odors.
- Develop pest management protocols to prevent and address pest infestations in the composting area.
- Optimize compost pile management techniques, including turning schedules and temperature monitoring, to ensure effective composting and minimize environmental impacts.
- Conduct regular inspections and environmental assessments to monitor the program's impact on the surrounding ecosystem and address any concerns promptly.

6. Health and Safety Risks:

- Provide comprehensive health and safety training to program staff and volunteers, emphasizing proper handling of compost materials, use of personal protective equipment (PPE), and safe equipment operation.

- Implement robust safety protocols, including regular equipment maintenance, safe storage of materials, and proper waste handling procedures.
- Conduct periodic safety audits to identify potential hazards and take necessary actions to mitigate risks.
- Encourage a culture of safety by promoting reporting of any incidents or near misses and actively addressing safety concerns.

7. Lack of Education and Awareness:

- Develop and implement a comprehensive community education program to educate residents about the benefits of composting, proper waste segregation, and composting techniques.
- Organize workshops, seminars, or webinars to provide hands-on training and guidance on composting practices.
- Utilize various communication channels, including social media, newsletters, community events, and local media, to disseminate information and raise awareness about the program.
- Collaborate with schools, community centers, and local organizations to integrate composting education into their curriculum or community initiatives.

8. Potential Conflicts:

- Establish open lines of communication with local authorities, neighboring properties, and other stakeholders to address concerns and maintain positive relationships.
- Proactively engage in dialogue to identify potential conflicts and work towards mutually beneficial solutions.

- Collaborate with local authorities to establish clear guidelines and address any zoning or permit-related issues in a transparent and cooperative manner.
- Demonstrate the program's positive impact and benefits to stakeholders through regular updates, progress reports, and community engagement activities.

9. References

- http://awtguide.environment.gov.za/content/technologies-overview-vessel-composing?fbclid=IwAR3AuXuGWd6m1qpfUHNCyq4Bqeeu06vjgssAKK3HIeyDRip1dGr2sVVPM3I