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Recordkeeping System for Crop Production – Annual Record Book

MSU Extension Service

Michigan Ground Water Stewardship Program

N.A.

Revised March 2009

51 pages

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MICHIGAN STATE
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Extension Bulletin E-2342 • Updated • March 2009

Recordkeeping System for Crop Production

- Pesticide application
- Nutrient application
- Manure application
- Animal burial & composting
- Irrigation
- Employee training



Farm Name:	Farm Owner:	
Address:	City:	
County:	Township:	Zip Code:

Why keep production records?

- Keeping records meets the requirements of various state and federal regulations.
- Complete and accurate records help demonstrate your protection of soil, water and other environmental resources. Records will help you analyze the performance of your farm's cropping system.
- Records may provide liability protection in the event of a complaint or lawsuit concerning your farming operation.
- Complete records demonstrate conformance with Michigan Right-to-Farm guidelines and are needed for Michigan Agriculture Environmental Assurance Program (MAEAP) system verification.

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Report any pesticide, fertilizer or manure spills to:

Michigan Department of Agriculture

**AGRICULTURE POLLUTION
EMERGENCY HOT LINE**

1-800-405-0101

General agriculture information questions should
be directed to MDA's general information number

1-800-292-3939

Index for Individual Fields

i

Field No.	Field ID	Field description/location
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
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39.		

Laws Related to Pesticide Recordkeeping

The federal pesticide recordkeeping regulations and the Worker Protection Standard are laws that require recording certain pesticide application information. Michigan Right-to-Farm generally accepted agricultural and management practices advocate keeping some additional records to reduce liability, but these practices are voluntary. **In the Pesticide Applications chart for individual field records, required and recommended information items are in bold print. The following charts also contain required pesticide and applicator information.**

1. Federal pesticide recordkeeping regulations require that you record any restricted-use pesticide (RUP) applications within 14 days of the application and that you keep the records for two years.
2. The Worker Protection Standard requires that you post application information for at least 30 days after the end of the restricted-entry interval (REI) or, if there is no REI, for at least 30 days after the end of the application.

Required Pesticide Information

Pesticide name and formulation	EPA registration number	Active ingredients	REI (hrs.)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____
21. _____	_____	_____	_____
22. _____	_____	_____	_____
23. _____	_____	_____	_____
24. _____	_____	_____	_____
25. _____	_____	_____	_____

Pesticide Applicator Information

Applicator name	Certification number
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Calibration of Application Equipment

To apply the correct amount of fertilizer, pesticide, ag lime, and/or animal manure to your field, application equipment should be calibrated. For proper management of nutrients and pesticides, the amounts per acre applied should be known. This will ensure efficient utilization of these materials for crop production and minimal risk of environmental pollution.

For guidance regarding calibration of equipment, contact your county Michigan State University Extension office.

Date of last fertilizer spreader calibration	Month	Year
Name of 1st spreader _____	_____	_____
Name of 2nd spreader _____	_____	_____

Date of last pesticide applicator calibration	Month	Year
Name of 1st applicator _____	_____	_____
Name of 2nd applicator _____	_____	_____

Date of last manure spreader calibration	Month	Year
Name of 1st spreader _____	_____	_____
Name of 2nd spreader _____	_____	_____

Pesticide Drift Management Plan

Directions: Complete all applicable sections and maintain plan on file in case of a complaint. A drift management plan must be reviewed annually by the pesticide applicator or completed each time off-target pesticide drift occurs. This plan meets the requirements of Pesticide Use Regulation No. 637.

1) Planning a pesticide application

Read the pesticide label(s) to identify drift management requirements.	<input type="checkbox"/> Yes	
Is off-target pesticide drift likely?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Spray cautiously; a drift management plan is not required. If drift does occur, complete sections 2-5 below.)
If yes, what is the possible direction of off-target drift?	N NE E SE S SW W NW	
Are there sensitive areas (homes, crops, plants, people, live-stock, etc.) that may receive off-target drift?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Spray cautiously; a drift management plan is required whenever off-target drift is likely. Complete sections 2-5 below.)
Document the informed consent of the residents in the affected areas to off-target drift (before application). Get signatures if possible. If not all residents agree, then you should delay pesticide application until off-target drift is NOT likely to occur.		
Resident name:	Sensitive area(s):	Date of consent:
_____	_____	_____
_____	_____	_____

2) Pesticide application information*

Date of application:	Time of application:
Wind speed:	Other data:
Field(s)/farm(s):	
Applied pesticide(s) and EPA registration number(s):	
_____ <input type="checkbox"/> General use <input type="checkbox"/> Restricted-use pesticide	
_____ <input type="checkbox"/> General use <input type="checkbox"/> Restricted-use pesticide	
_____ <input type="checkbox"/> General use <input type="checkbox"/> Restricted-use pesticide	
*Your regular pesticide recordkeeping form should agree with this section and include all state and federal required application information.	

Pesticide Drift Management Plan (cont.)

3) Indicate (✓) the pesticide off-target drift-reducing practices that will be or were used:

Larger spray droplet sizes:
<input type="checkbox"/> Larger nozzle size
<input type="checkbox"/> Reduced spray pressure
<input type="checkbox"/> Increased spray volume
<input type="checkbox"/> Spray additive or thickeners
<input type="checkbox"/> Specialized equipment designed to minimize drift (drift-reducing nozzle types)
<input type="checkbox"/> Reduce the release distance from sprayer tip to target
<input type="checkbox"/> A no-spray buffer strip
<input type="checkbox"/> Identify maximum wind speed and direction when application can be made
<input type="checkbox"/> Wind shields on sprayer
<input type="checkbox"/> Windbreaks to contain or deflect spray drift
<input type="checkbox"/> Other practices (specify):

4) Notification documentation: If off-target pesticide drift occurred, then before leaving the application site, the applicator must provide either verbal or written information to the residents of the affected areas. The information must include at least the name, address and phone number of a person who may be contacted regarding the pesticide application.

Resident(s) impacted	Method of notification			Date and time
	Verbal	Sign	Written letter	

5) Name of pesticide applicator

Complete this form anytime that off-target pesticide drift occurs or annually when reviewed by the pesticide applicator. Keep a written copy of this plan on file.

Pesticide applicator and certification number (if applicable)	Date

1

Field ID _____

Acres _____

Crop Production Plans

Crop _____ Pesticide _____

Nutrients needed (lb/acre) N _____ P₂O₅ _____ K₂O _____**Planting Information**

Planting date _____

Population/seeding rate used _____

Tillage used _____

Fertilizer/Lime Application

Date	Type & analysis	Rate applied	Method application

Pesticide Applications

	1st	2nd	3rd
Date (month/day/year)			
Time application completed			
Chemical applied (trade name and formulation)			
Rate per acre**			
Total amount applied			
Carrier volume per acre**			
Method of application*,**			
Target pest**			
Crop growth stage†			
Wind speed†			
Wind direction†			
Temperature†			
Name of applicator			

* If the whole field was not covered, note area treated on the field sketch.

† Not required.

** Recommended by Right-to-Farm management practices but not required by federal law.

Manure Application Record**Field Sketch**

1

Date of application	Manure source	Spreader used	No. of loads	Acres covered**	Date of incorporation	Check field tiles?	Air temp	Soil conditions (choose one)	Wind		Application rate*		Name of applicator
									Speed (choose one)	Direction (choose one)	Planned	Actual	
Example: 7/20/09	Earthen storage	Gehl	10	11	7/20/09	Yes	65°	Firm Dry Frozen	Calm Breezy Light Windy	W SW N NW S SE E NE	5000 gall/A	5454 gall/A	Mike M.

* The manure application rate from your nutrient management plan should be used to determine the number of loads of manure applied to each field. Actual application rate can be calculated as follows:
(gallons or tons per load x number of loads) ÷ acres covered = gallons or tons per acre
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Notes or harvest information		Date

2

Field ID _____

Acres _____

Crop Production Plans

Crop _____ Pesticide _____

Nutrients needed (lb/acre) N _____ P₂O₅ _____ K₂O _____**Planting Information**

Planting date _____

Population/seeding rate used _____

Tillage used _____

Fertilizer/Lime Application

Date	Type & analysis	Rate applied	Method application

Pesticide Applications

	1st	2nd	3rd
Date (month/day/year)			
Time application completed			
Chemical applied (trade name and formulation)			
Rate per acre**			
Total amount applied			
Carrier volume per acre**			
Method of application*,**			
Target pest**			
Crop growth stage†			
Wind speed†			
Wind direction†			
Temperature†			
Name of applicator			

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Field Sketch

Notes or harvest information	Date

2

Field ID _____

Acres _____

Crop Production Plans

Crop _____ Pesticide _____

Nutrients needed (lb/acre) N _____ P₂O₅ _____ K₂O _____**Planting Information**

Planting date _____

Population/seeding rate used _____

Tillage used _____

Fertilizer/Lime Application

Date	Type & analysis	Rate applied	Method application

Pesticide Applications

	1st	2nd	3rd
Date (month/day/year)			
Time application completed			
Chemical applied (trade name and formulation)			
Rate per acre**			
Total amount applied			
Carrier volume per acre**			
Method of application*,**			
Target pest**			
Crop growth stage†			
Wind speed†			
Wind direction†			
Temperature†			
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Tillage used _____

Fertilizer/Lime Application

Date	Type & analysis	Rate applied	Method application

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Date (month/day/year)			
Time application completed			
Chemical applied (trade name and formulation)			
Rate per acre**			
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Target pest**			
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Wind speed†			
Wind direction†			
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Field Sketch

Notes or harvest information	Date

5

Field ID _____

Acres _____

Crop Production Plans

Crop _____ Pesticide _____

Nutrients needed (lb/acre) N _____ P₂O₅ _____ K₂O _____**Planting Information**

Planting date _____

Population/seeding rate used _____

Tillage used _____

Fertilizer/Lime Application

Date	Type & analysis	Rate applied	Method application

Pesticide Applications

	1st	2nd	3rd
Date (month/day/year)			
Time application completed			
Chemical applied (trade name and formulation)			
Rate per acre**			
Total amount applied			
Carrier volume per acre**			
Method of application*,**			
Target pest**			
Crop growth stage†			
Wind speed†			
Wind direction†			
Temperature†			
Name of applicator			

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Field Sketch

Notes or harvest information		Date

5

Field ID _____

Acres _____

Crop Production Plans

Crop _____ Pesticide _____

Nutrients needed (lb/acre) N _____ P₂O₅ _____ K₂O _____**Planting Information**

Planting date _____

Population/seeding rate used _____

Tillage used _____

Fertilizer/Lime Application

Date	Type & analysis	Rate applied	Method application

Pesticide Applications

	1st	2nd	3rd
Date (month/day/year)			
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Notes or harvest information	Date

Crop Production Plans

Crop _____ Pesticide _____

Nutrients needed (lb/acre) N _____ P_2O_5 _____ K_2O _____

Planting Information

Planting date _____

Population/seeding rate used _____

Tillage used _____

Fertilizer/Lime Application

Date	Type & analysis	Rate applied	Method application

Pesticide Applications

	1st	2nd	3rd
Date (month/day/year)			
Time application completed			
Chemical applied (trade name and formulation)			
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Wind speed†			
Wind direction†			
Temperature†			
Name of applicator			

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Fertilizer/Lime Application

Date	Type & analysis	Rate applied	Method application

Pesticide Applications

1st 2nd 3rd

Date (month/day/year)			
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Notes or harvest information

Date

Field Sketch

Field ID _____

Acres _____

Crop Production Plans

Crop _____ Pesticide _____

Nutrients needed (lb/acre) N _____ P₂O₅ _____ K₂O _____**Planting Information**

Planting date _____

Population/seeding rate used _____

Tillage used _____

Fertilizer/Lime Application

Date	Type & analysis	Rate applied	Method application

Pesticide Applications

	1st	2nd	3rd
Date (month/day/year)			
Time application completed			
Chemical applied (trade name and formulation)			
Rate per acre**			
Total amount applied			
Carrier volume per acre**			
Method of application*, **			
Target pest**			
Crop growth stage†			
Wind speed†			
Wind direction†			
Temperature†			
Name of applicator			

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† Not required.

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Manure Application Record

Date of application	Manure source	Spreader used	No. of loads	Acres covered†*	Date of incorporation	Check field tiles?	Air temp	Soil conditions (choose one)	Wind	Speed (choose one)	Direction (choose one)	Application rate*	Name of applicator
								Firm Dry Wet Frozen Snow		Calm Breezy Light Windy	W SW N NW S SE E NE		

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Notes or harvest information

	Date

Field Sketch

Field ID _____

Acres _____

Crop Production Plans

Crop _____ Pesticide _____

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Pesticide Applications

1st 2nd 3rd

Date (month/day/year)	1st	2nd	3rd
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Pesticide Applications

1st 2nd 3rd

Date (month/day/year)	1st	2nd	3rd
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Tillage used _____

Fertilizer/Lime Application

Date	Type & analysis	Rate applied	Method application

Pesticide Applications

	1st	2nd	3rd
Date (month/day/year)			
Time application completed			
Chemical applied (trade name and formulation)			
Rate per acre**			
Total amount applied			
Carrier volume per acre**			
Method of application*,**			
Target pest**			
Crop growth stage†			
Wind speed†			
Wind direction†			
Temperature†			
Name of applicator			

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Manure Application Record

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Field Sketch

Notes or harvest information	Date

Field ID _____

Acres _____

Crop Production Plans

Crop _____ Pesticide _____

Nutrients needed (lb/acre) N _____ P₂O₅ _____ K₂O _____**Planting Information**

Planting date _____

Population/seeding rate used _____

Tillage used _____

Fertilizer/Lime Application

Date	Type & analysis	Rate applied	Method application

Pesticide Applications

	1st	2nd	3rd
Date (month/day/year)			
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Notes or harvest information

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Crop _____ Pesticide _____

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Planting date _____

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Tillage used _____

Fertilizer/Lime Application

Date	Type & analysis	Rate applied	Method application

Pesticide Applications

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Date (month/day/year)			
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Acres _____

Crop Production Plans

Crop _____ Pesticide _____

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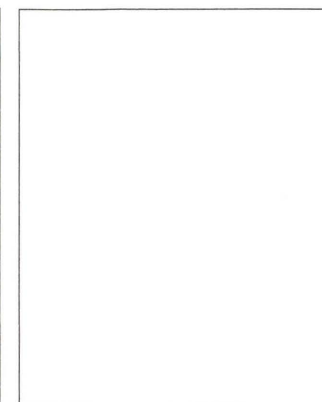
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Field Sketch

Notes or harvest information	Date

Field ID _____

Acres _____

Crop Production Plans

Crop _____ Pesticide _____

Nutrients needed (lb/acre) N _____ P_2O_5 _____ K_2O _____**Planting Information**

Planting date _____

Population/seeding rate used _____

Tillage used _____

Fertilizer/Lime Application

Date	Type & analysis	Rate applied	Method application

Pesticide Applications

	1st	2nd	3rd
Date (month/day/year)			
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Field Sketch

Notes or harvest information	Date

Record for Manure Hauled Off-site (to other farms or locations)

[illegible]

Manure Storage Inspection Record

Periodic inspections of the freeboard (the unusable capacity of a liquid storage to allow for safety and precipitation events) and integrity of manure storage facilities will reduce risks to the environment. Freeboard should be a minimum of 6 inches for fabricated structures (with straight side walls) and 12 inches for slope-sided structures, PLUS the additional storage volume for precipitation AND runoff from a 25-year, 24-hour storm event that enters the storage. The 25/24 storm event in Michigan is historically calculated for each county and ranges from 3.5 inches to 4.5 inches.

Storage ID	Date	Condition	Inches of freeboard*	Inspected by
<i>Example:</i>				
<i>Heifer barn</i>	<i>1/8</i>	<i>OK</i>	<i>20</i>	<i>Allen</i>

[illegible][illegible][illegible]

* For liquid manure storage

Animal Burial Record

Although the Bodies of Dead Animals (BODA) Act does not specify a duration for which records must be kept, voluntary and regulatory environmental compliance programs would suggest that burial records be maintained indefinitely. These records shall be made available to the Director of the Department of Agriculture upon request.

Date of burial	Volume of mortality (lb.)	Grave single or multiple?	All mortality must be covered on a daily basis. Individual and common graves must be closed with 2 or more feet of topsoil. A maximum of 5 tons per acre may be buried in individual graves. The maximum for common graves is 2.5 tons per acre. Individual graves must be separated by 2.5 feet, and common graves by 100 feet. Additions to communal graves must be covered with at least 1 foot of soil. Common graves must be completely closed within 30 days of initial construction. Using the box below, sketch a field map showing burial site(s) within the field. Carcasses may not come in contact with groundwater.

Field sketch with burial location(s)

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Animal Tissue Composting Record

Composting system (bins, windrow, pile, overlapping piles, in-vessel or combination thereof).

Record each management activity on a separate line in the table (animal tissue and/or bulking agent additions, aeration, weekly temperature, and sale off the farm). Start a new table for each new compost batch.

These records must be maintained permanently. These records shall be made available to the Director of the Department of Agriculture upon request. Batch temperature must be taken at least once each week.

[illegible]

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[illegible]

Irrigation Application Record

Year _____

Keeping irrigation records will help you meet Michigan's water use reporting requirements and help you conform with the generally accepted agricultural and management practices (GAAMPs) for irrigation water use.

Field _____ Crop _____ Water source _____

Date of irrigation	Purpose* (if not for water replacement)	Amount applied (inches or gallons)	Acres irrigated	Acre-inches (acres x inches) or Gallons/Acre (gallons ÷ acres)	Notes: (rainfall, repairs needed, repairs made, calibration, systemwide uniformity evaluation, chemigation/fertigation)

* c - fertilizer or pesticide applications f - frost protection p - postharvest, maintenance, tillage, cover crops
 d - disease management h - herbicide protection w - dust/wind erosion control/plant protection
 e - evaporative cooling o - other, please explain t - prepare for tillage, planting or harvest operations

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Employee Training Record

The **Worker Protection Standard (WPS)** requires agricultural employers to take steps to reduce the risks of pesticide-related illness and injury if they use pesticides on the farm or employ workers or pesticide handlers who are exposed to such pesticides. *NOTE: Employee training is only one of the WPS requirements. See <http://www.epa.gov/agriculture/index.html> for additional requirements.*

Approved WPS trainer: An approved trainer is a certified pesticide applicator or an individual who has completed a Michigan-approved pesticide train-the-trainer program.

Approved trainer's credential	Signature

Agricultural workers training record: Workers are individuals employed to perform tasks such as harvesting, weeding, watering, cultivating and detasseling. As an alternative to on-site training, pesticide applicator certification meets the WPS training requirement for workers.

Print worker's name, ID or pesticide certification number	Signature	Date

Pesticide handlers training record: Handlers are individuals employed to mix, load, transfer and apply pesticides, repair pesticide application equipment or perform other tasks that bring them in direct contact with pesticides. As an alternative to on-site training, pesticide applicator certification meets the WPS training requirement for pesticide handlers.

Print handler's name, worker ID or pesticide certification number	Signature	Date

Employee Training Record (continued)

Comprehensive Nutrient Management Plan (CNMP) employee training record: New hires or new processes, procedures or equipment require employee training to follow the CNMP and to respond to manure spills. Document training on the following table.

Training topic(s)	Employee name or worker ID	Signature	Date

Other employee training: Most farms have other training requirements for their employees (field sanitation and hygiene practices, equipment operation, etc). Document training on the following table.

Training topic(s)	Employee name or worker ID	Signature	Date

Pesticide Application Tips

- Use integrated pest management programs to optimize pesticide use.
- Use conservation practices that reduce erosion and surface runoff.
- Follow label directions.
- Use the lowest pesticide rate that provides adequate control.
- Calibrate application equipment accurately.
- Measure pesticide concentrates accurately.
- Prevent back-siphoning of pesticides into water sources.
- Avoid spray drift and volatilization.
- Clean up pesticide and other spills.
- Store pesticides away from water sources.

Nutrient Application Tips

- Soil sample and test all fields on a regular basis before applying nutrients.
- Use fertilizer recommendations consistent with those of Michigan State University.
- Take nutrient credits for organic matter, legumes, and manure or other biological materials.

Manure Application Tips

- Determine the nutrient content of manure with a laboratory analysis.
- Apply manure uniformly to soils. Know the amount of manure applied per acre so that nutrients can be effectively managed.
- Liquid manure applications should not result in ponding, soil erosion or manure runoff to adjacent property, drainage ditches or surface water.
- Monitor tile drains. An application of manure that results in manure flow in a field tile is not acceptable.
- Avoid applications of manure to frozen or snow-covered soils.



Michigan
Groundwater
Stewardship
Program



The printing of this bulletin was funded by The US Environmental Protection Agency Region 5.

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