

## **Hazardous Waste License Application**

# Using the MPCA's e-Services Hazardous Waste Generator License Application

Any business or government agency that generates a non-exempt hazardous waste in Minnesota must apply for a hazardous waste generator license.

- Generators located in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington County (Metro Counties) must contact their county environmental department to determine their application procedure. See <u>More information</u> on page 15.
- Generators located anywhere else in Minnesota must use the Minnesota Pollution Control Agency's
   (MPCA) e-Services Hazardous Waste Generator License Application to submit their license application.
   You may submit your license application using the e-Services at any time after January 1 of each year;
   you do not need to wait for a reminder notice from the MPCA. All MPCA license applications must be
   submitted by August 15.

For more information on other hazardous waste generator requirements, see MPCA fact sheet #w-hw1-00, Basic Hazardous Waste Requirements for Businesses, at <a href="https://www.pca.state.mn.us/sites/default/files/w-hw1-00.pdf">https://www.pca.state.mn.us/sites/default/files/w-hw1-00.pdf</a>.

Other hazardous waste handlers, including used oil transporters and marketers and hazardous waste collection or recycling facilities, are also periodically required to submit license applications to the MPCA to renew their operating status. If you perform an activity that requires its status to be renewed, you will receive a reminder notice from the MPCA when you need to submit an application.

If you do not have internet access or cannot use e-Services, you may contact the MPCA to request a paper form be mailed to you. See <u>More information</u> on page 15. Paper forms will experience delayed processing times.

## What if I need a U.S. Environmental Protection Agency (EPA) ID Number?

If you don't already have a hazardous waste identification number (HWID) (also known as an EPA ID number) for your site, stop. The instructions in this fact sheet are only for submitting hazardous waste generator license applications for sites that have already been issued HWIDs.

Instead, follow the instructions in MPCA fact sheet #w-hw5-12, Notification of Regulated Waste Activity, at <a href="https://www.pca.state.mn.us/sites/default/files/w-hw5-12.pdf">https://www.pca.state.mn.us/sites/default/files/w-hw5-12.pdf</a>.

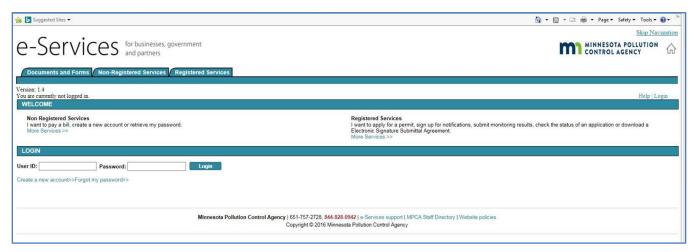
## How do I use the MPCA's e-Services?

To use the MPCA's e-Services, you will need an account. Accounts are free and may be created by anyone. Once you create an account, you may use it for any e-Service tool. Only one person should use each account; if more than one person at your business or government agency will use e-Services, each person must create a separate account. Any person's account may submit a license application for a site – it does not need to be the same person's account each year.

## Where do I locate e-Services?

If you are viewing these instructions online, open a new window in your web browser, and go to https://rsp.pca.state.mn.us/.

Your screen should look like this:

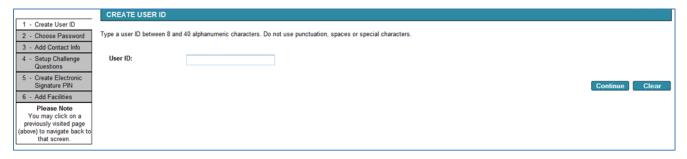


- If you already have an e-Service account, skip ahead to <u>Using the e-Service Hazardous Waste Generator</u> <u>License Application</u> in Section G on page 5.
- If you do not already have an e-Service account, first follow the directions below in Section A to create an account.

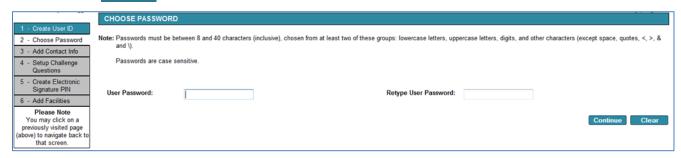
## A. Creating an e-Service account

A1. Click the Create a new account>> link.

Note: For clarity, only the middle portion of the screen will be shown in the remainder of these instructions. The upper and bottom portions of your screen should not change from step to step.



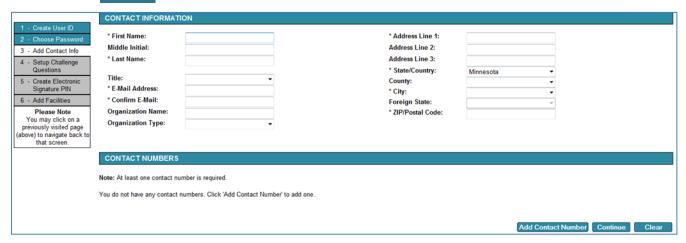
- A2. Type in the **User ID**: box to choose a username that will be easy for you to remember and follow the noted requirements on the screen.
- A3. Click the Continue button.



A4. Enter a password meeting the noted requirements in the **User Password:** box. Reenter the same password in the **Retype User Password:** box.

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A5. Click the Continue button.



- A6. Type in each box to enter the appropriate information. Boxes marked with an \*asterisk are required information. If the \*State/Country: is Minnesota, you much select a County: before selecting a \*City:
- A7. Click the Add Contact Number button.



- A8. Select the type of telephone number in the \*Contact # Type: pulldown box.
- A9. Type in each following box to enter the appropriate information.
- A10. Click the Save button. Repeat steps A7-A10 for each contact telephone number you would like to add. Then click the Continue button.

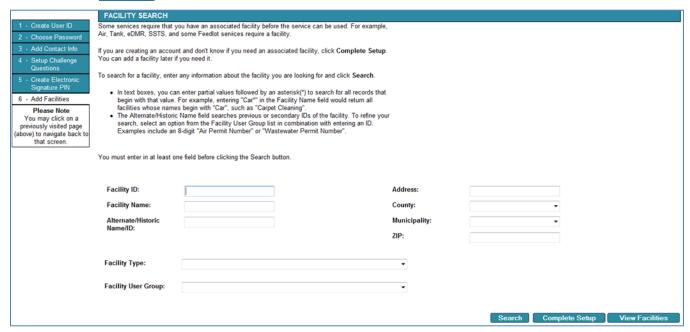


- A11. Select a challenge question in the first **Question:** pulldown box. Type your chosen answer in the following response box.
- A12. Repeat step A11 for each of the remaining four challenge questions.
- A13. Click the Continue button.

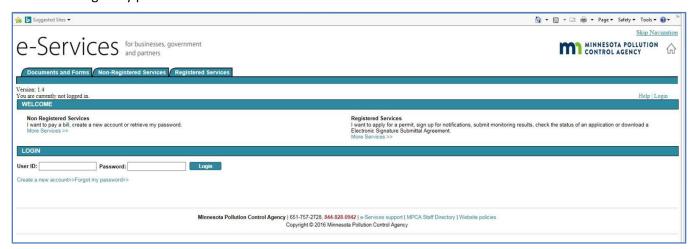
A14. Enter a certification personal identification number (PIN) meeting the noted requirements in the **Certification PIN:** box. Reenter the same certification PIN in the **Certification PIN:** box.



A15. Click the Continue button.



- A16. To use the e-Services Hazardous Waste License Application, you do not need to add a facility. Click the Complete Setup button. You'll be logged out automatically as part of the account set up.
- A17. Type your account username and password in the **User ID:** and **Password:** boxes. If you have forgotten your User ID please call the e-Service Helpline at 651-757-2728. If you have forgotten your password, click on "Forgot my password."



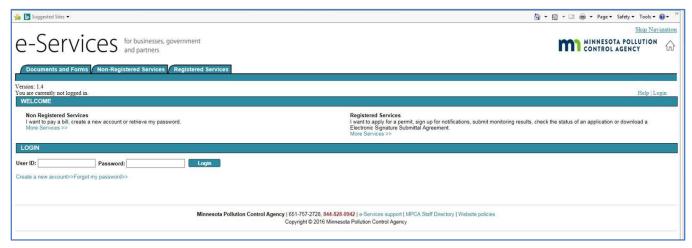
A18. The first time you log in after creating your account, the My Services screen will open automatically. Select which online services you want to add to your My Workspace home screen. Under Hazardous Waste, check the box for both services – "Notification of Regulated Waste Activity" and "Hazardous Waste Generator License Application."



- A19. Click OK.
- A20. The My Workspace home screen opens.
- A21. Continue with the instructions for <u>Using the e-Service Hazardous Waste Generator License Application</u> on Section G8 on page 6.

## G. Using the e-Service Hazardous Waste Generator License Application

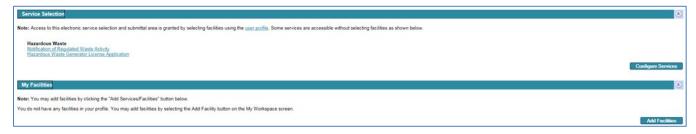
G1. If you are viewing these instructions online, open a new window in your web browser, and go to <a href="https://rsp.pca.state.mn.us/">https://rsp.pca.state.mn.us/</a>. Your screen should look like this:



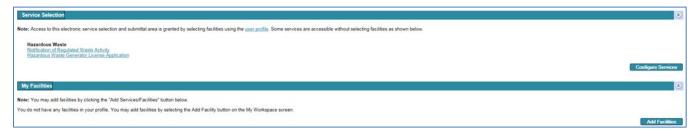
- G2. Type your account username and password in the **User ID**: and **Password**: boxes. If you forgot your User ID please call the e-Service Helpline at 651-757-2728.
- G3. Click the Login button.

Note: For clarity, only the middle portion of the screen will be shown in the remainder of these instructions. The upper and bottom portions of your screen should not change from step to step.

G4. Ensure the My Workspace tab in the upper left of your screen is selected for all steps in Section G. If your screen looks like this, skip to step G8 on page 6.



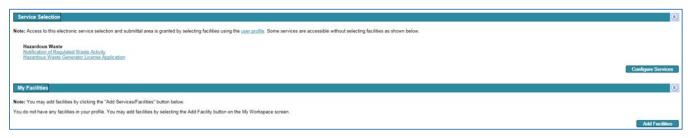
G5. If you do not see the option "Hazardous Waste Generator License Application" in the Service Selection portion of the screen, click the Configure Services button.



G6. Click the checkbox ☐ in front of Hazardous Waste Generator License Application.



G7. Click the OK button. Use the scroll bar to move to the right if you cannot see the OK button.



G8. Click the Hazardous Waste Generator License Application link.



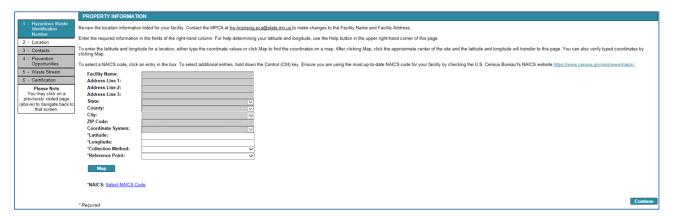
G9. Type the 12-character HWID of the site you are submitting a license application for. A site's HWID is also known as its 'EPA Identification Number.'

If you do not know the HWID of the site, you may use the MPCA's 'What's In My Neighborhood tool' at https://www.pca.state.mn.us/data/whats-my-neighborhood to search for the site and find its HWID.

If the site does not yet have an HWID, see section B of MPCA fact sheet #w-hw5-12, 'Using the MPCA's

e-Services Notification for hazardous waste activities', at <a href="https://www.pca.state.mn.us/sites/default/files/w-hw5-12.pdf">https://www.pca.state.mn.us/sites/default/files/w-hw5-12.pdf</a> for instructions to request an HWID for the site.

G10. Click the Continue button.

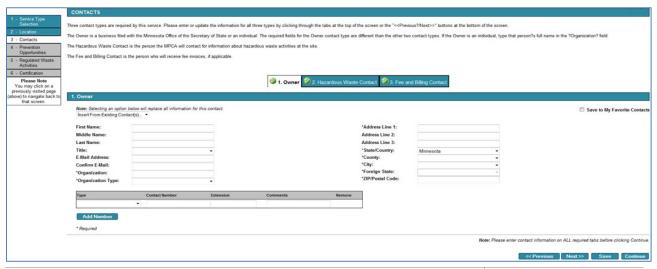


G11. Review the site location information. If it is incorrect, contact the MPCA at 651-296-6300 or email <a href="https://hww-licensing.pca@state.mn.us">hw-licensing.pca@state.mn.us</a>. If it is correct, click the Continue button.

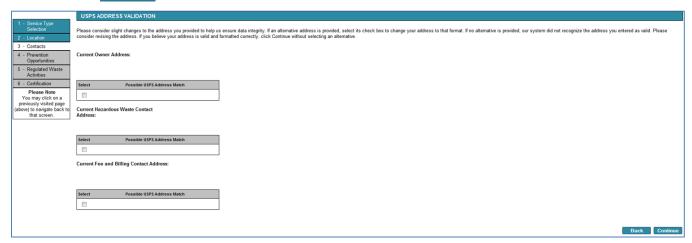


Your screen may contain the text "No valid USPS address found. You can continue by selecting the entered address below." If you do not receive mail at this address, this red text is normal, but if you do receive mail delivered to this address and see this text, ensure that the awddress entered matches your U.S. Postal Service-assigned (USPS) address.

G12. If the USPS address match is correct, click the checkbox in front of the address and then click the Continue button. If the current address is correct and you do not want to update it to the USPS format, click Continue button. If the address is incorrect and needs to be updated, contact the MPCA at 651-296-6300 or <a href="https://www.hw-licensing.pca@state.mn.us">hw-licensing.pca@state.mn.us</a>.



- G13. Type in each box to enter the appropriate information. Boxes marked with an \*asterisk are required information. You may also use an existing information source, such as your personal e-Service account information, by selecting the appropriate source in the Insert From Existing Contact(s)... vulled pulldown box.
- G14. After completing the **1. Owner** tab first click the save button. After the information has saved, either click the **2. Hazardous Waste Contact** tab or the Next>> button. Repeat step G13 for the information in that tab.
- G15. After completing the **2.** Hazardous Waste Contact tab first click the save button. After the information has saved, either click the **3.** Fee and Billing Contact tab or the Next>> button. Repeat step G13 for the information in that tab.
- G16. Click the Continue button.



Your screen may contain the text "No valid USPS address found. You can continue by selecting the entered address below." If you do not receive mail at this address, this red text is normal, but if you do receive mail delivered to this address and see this text, ensure that the address entered matches your U.S. Postal Service-assigned address.

- G17. USPS address matches may display. Click the check box(es) to change your address(es) to the USPS validated format. Then click the Continue button. If you believe your address is valid and formatted correctly the way you entered it, click Continue without selecting any matches.
- G18. This screen is voluntary. If you choose to answer, select the most appropriate answers from the **Have you implemented any prevention activities in the past year?:** and the **Would you like to be contacted to discuss prevention opportunities?:** pulldown boxes. MPCA staff may be able to provide waste reduction or other pollution prevention ideas if you select Yes...▼.



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#### G19. Click the Continue button.

	PREVENTION OPPORTUNITIES
1 - Service Type Selection	The MPCA encourages businesses and municipalities to reduce their regulatory requirements and save money through prevention activities that reduce waste, emissions, water, and energy use
2 - Location	
3 - Contacts	Have you implemented any prevention activities in the past year?:
4 - Prevention Opportunities	
5 - Regulated Waste Activities	Check out MPCA's Polistion Prevention resources website to get started now.
6 - Certification	Would you like to be contacted to discuss prevention opportunities?:
Please Note You may click on a previously visited page (above) to navigate back to that screen.	
	*Required
	Continue

You will use this screen to report the hazardous wastes generated at the site during the last calendar year.

## What to report

Report all hazardous waste generated during the calendar year, regardless of whether the waste was shipped off-site for disposal during the year or was still being accumulated on-site at the end of the calendar year. For more information on hazardous waste reporting, visit the Hazardous Waste Documents and Forms page at https://www.pca.state.mn.us/waste/hazardous-waste-documents-and-forms.

## What not to report

- Universal wastes (batteries, fluorescent lamps, mercury-containing devices, aerosols, and compressed gas cylinders). For more information, see MPCA fact sheet #w-hw4-62, Managing Universal Wastes, at: https://www.pca.state.mn.us/sites/default/files/w-hw4-62.pdf.
- **Used oil and related wastes**, such as used oil filters, rags, and floor dry. For more information, see MPCA fact sheet #w-hw4-30, Used Oil and Related Wastes, at: <a href="https://www.pca.state.mn.us/sites/default/files/w-hw4-30.pdf">https://www.pca.state.mn.us/sites/default/files/w-hw4-30.pdf</a>.
- **Electronic waste**, or **E-waste**, that is recycled. For more information, see MPCA fact sheet #w-hw4-15, Managing Electronic Wastes, at: <a href="https://www.pca.state.mn.us/sites/default/files/w-hw4-15.pdf">https://www.pca.state.mn.us/sites/default/files/w-hw4-15.pdf</a>.
- **Scrap metal that is recycled.** For more information, see MPCA fact sheet #w-hw4-27, Hazardous Scrap Metal, at: <a href="https://www.pca.state.mn.us/sites/default/files/w-hw4-27.pdf">https://www.pca.state.mn.us/sites/default/files/w-hw4-27.pdf</a>.
- **Fuel-related wastes managed by a registered fuel recycler.** For more information, see MPCA fact sheet #w-hw4-19, Fuel-related Wastes, at: https://www.pca.state.mn.us/sites/default/files/w-hw4-19.pdf.
- Pharmaceuticals shipped to an eligible reverse distributor. For more information, see MPCA fact sheet #w-hw3-36b, Reverse Distribution of Pharmaceuticals, at: <a href="https://www.pca.state.mn.us/sites/default/files/w-hw3-36b.pdf">https://www.pca.state.mn.us/sites/default/files/w-hw3-36b.pdf</a>.

## How to report

The table on this screen will autofill with the wastes and volumes reported on the site's previous application.

- If the site generated the same hazardous waste streams last year, click in the box in the **Amount** column to enter the volume of each hazardous waste generated at this site during the previous calendar year. If you do not enter a new volume, the volume reported on the site's previous application displayed will be carried over to this license application.
  - Note: If you report **Unit of Measurement** in gallons, a default conversion of 10 pounds per gallon will be calculated automatically.
- If the site generated a new hazardous waste during the previous calendar year or needs to report a hazardous waste not included in the previous application, click the Add Row button, and enter the appropriate information in the new row.
- If the site didn't generate a particular waste during the previous calendar year but may generate it in future, enter a '0' in the **Amount** column.

• If the site didn't generate a particular waste during the previous calendar year, and does not expect to ever generate it again, delete that row by clicking the red X <sup>™</sup> icon to the right.

Note: No red  $X \otimes$  icon will be shown on the first row, and this row cannot be deleted. If you no longer generate this hazardous waste, enter a '0' in the **Amount** column.

#### **Waste Code**

Select the four-character hazardous waste code for each newly reported waste. If the waste has multiple known or potential codes, you can hold down the "Ctrl" button on your keyboard while clicking on multiple waste codes for the waste stream. You may find the hazardous waste codes for your wastes on shipment manifests, waste profile reports, or in the following MPCA fact sheets:

Characteristic Wastes, w-hw-04 - <a href="https://www.pca.state.mn.us/sites/default/files/w-hw2-04.pdf">https://www.pca.state.mn.us/sites/default/files/w-hw2-04.pdf</a>
F list of Hazardous Waste, w-hw2-00 - <a href="https://www.pca.state.mn.us/sites/default/files/w-hw2-00.pdf">https://www.pca.state.mn.us/sites/default/files/w-hw2-00.pdf</a>
K List of Hazardous Waste, w-hw2-01 - <a href="https://www.pca.state.mn.us/sites/default/files/w-hw2-02.pdf">https://www.pca.state.mn.us/sites/default/files/w-hw2-01.pdf</a>
U List of Hazardous Waste, w-hw2-03 - <a href="https://www.pca.state.mn.us/sites/default/files/w-hw2-03.pdf">https://www.pca.state.mn.us/sites/default/files/w-hw2-03.pdf</a>
PCB Hazardous Waste, w-hw4-48a - <a href="https://www.pca.state.mn.us/sites/default/files/w-hw4-48a.pdf">https://www.pca.state.mn.us/sites/default/files/w-hw4-48a.pdf</a>

New pharmaceutical reporting instructions:

If the site generated **non-acute pharmaceutical waste** in the previous year use waste code PHRM and report the amount of waste generated.

If the site generated any amount of **acute pharmaceutical hazardous waste**, use the waste code P001 and/or P075 and report 1 pound of waste for that waste stream.

### Name of Hazardous

Type to enter a name that clearly identifies the type or source of the waste and that your employees will recognize. Make sure each waste is a distinctly different name from any other waste stream you are reporting. You do not need to use the chemical name of the waste, especially if it would not be familiar to your employees.

#### **Management Method**

Choose the descriptor for how the hazardous waste you are reporting was managed. Most of these descriptors are self-explanatory, however ensure you select the following management methods only if your waste met the described conditions:

- Byproduct if the hazardous waste was not a spent material and was reclaimed as a byproduct. For more information regarding byproducts, see MPCA fact sheet #w-hw2-42, Recycling Hazardous Waste, at: <a href="https://www.pca.state.mn.us/sites/default/files/w-hw2-42.pdf">https://www.pca.state.mn.us/sites/default/files/w-hw2-42.pdf</a>.
- Feedstock if the hazardous waste was used as a feedstock without reclamation. For more information regarding feedstocks, see MPCA fact sheet #w-hw2-42, Recycling Hazardous Waste, at: <a href="https://www.pca.state.mn.us/sites/default/files/w-hw2-42.pdf">https://www.pca.state.mn.us/sites/default/files/w-hw2-42.pdf</a>.
  - Note: You will not be able to enter a volume in the Amount box for byproducts or feedstocks; you will calculate the reportable and countable volumes on a following screen. See Section J on page 14, Report hazardous waste feedstocks or byproduct usage.
- Reclaimed onsite if the hazardous waste was reclaimed and reused on-site, such as in a recycling parts washer or solvent recovery unit.
  - Note: You will not be able to enter a volume in the **Amount** box for wastes reclaimed onsite; you will calculate the reportable and countable volumes on a following screen. See Section H on page 13, Report hazardous waste reclaimed and reused on-site.
- Sewered onsite NPDES system if the hazardous waste was treated in a system that has been issued a National Pollutant Discharge Elimination System (NPDES) Permit by the MPCA.

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- Sewered >/= 80% reduction of haz conc if, before sewering, the concentration of hazardous constituents in the waste was reduced by 80% or more, such as by chemical fixation or neutralization. Do not dilute your waste to reduce the waste concentration.
- Sewered no onsite NPDES/<80% reduce if neither of the previous 'Sewered' conditions exist. Most sewered hazardous waste falls into this category.

#### **Amount**

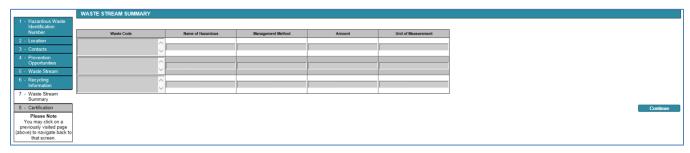
Enter the amount of the hazardous waste that was generated during the previous calendar year. Remember that waste 'counts' and must be reported when it is generated, not when it is shipped off-site.

#### **Unit of Measurement**

Select the correct unit of measurement for the amount entered in the previous column.

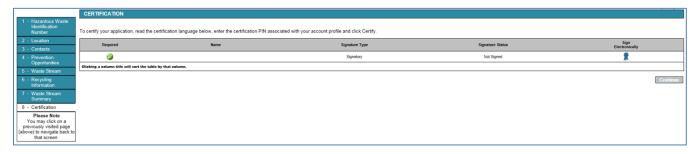
Note: If you report in gallons, a default conversion of 10 pounds per gallon will be calculated automatically.

G20. Click the Continue button. The middle portion of your screen should look like this:

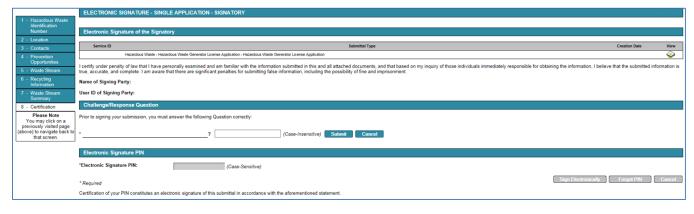


Note: If you did not report any waste using the Byproduct, Feedstock, or Reclaimed onsite management methods, the blue Recycling Information block on the left will not be added, and Waste Stream Summary will be shown as '6 -' instead.

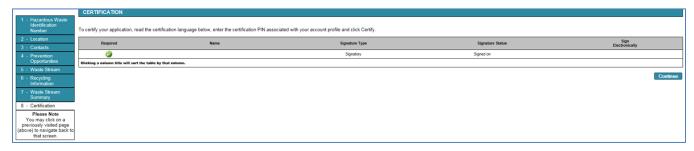
- G21. Review the displayed waste stream summary for accuracy. This is the waste information that will be submitted to the MPCA. If any of it is incorrect, click on the blue Waste Stream link in the block to correct the information.
- G22. If all the information is correct, click the Continue button.



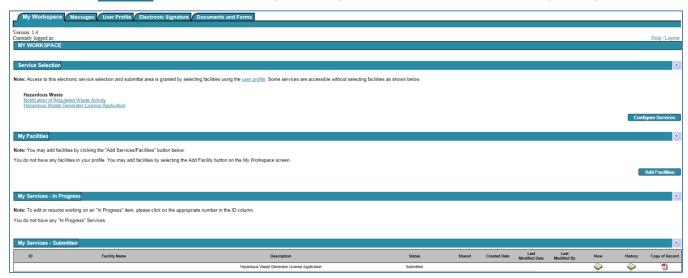
G23. Click the blue ribbon **?** icon in the **Sign Electronically** column.



- G24. Type your previously chosen answer in the box next to the Challenge/Response Question.
- G25. Click the Submit button.
- G26. A green bullet You have correctly answered your challenge. Please enter your PIN now to sign should appear at the top of the middle portion of your screen. Type your previously chosen PIN in the **Electronic Signature PIN:** box.
- G27. Click the Sign Electronically button.



G28. Click the Continue button. The middle portion of your screen should return to the My Workspace screen.



G29. You have now completed all actions to submit the Hazardous Waste Generator License Application for the site and should receive an auto-generated confirmation email shortly.

Confirm that your License Application is displayed under the My Services - Submitted bar. You may click the document View document icon to see a summary of your License Application.

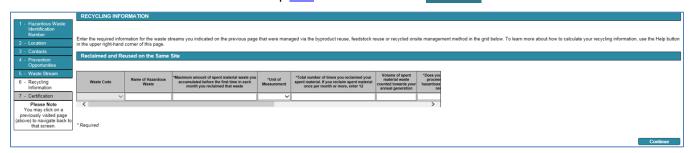
If your screen shows your License Application under the My Services - In Progress bar, your License Application remains incomplete and has not been submitted. Click on the underlined ID number for the License Application on the left side of your screen to return to the application process and resume entering any missing information using the blue, white, and gray progress tracker on the left side of the screen (blue is complete, white is the screen you are on, and gray are incomplete screens). If you remain unable to submit your License Application, contact the MPCA for assistance.

G30. Click the Logout link in the upper right portion of your screen to log out of e-Services.

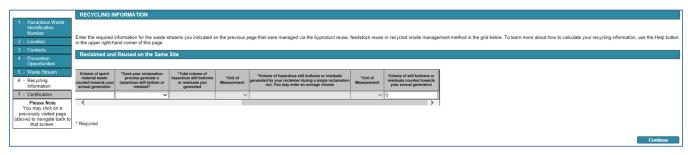
For more information about hazardous waste management or assistance with this e-Service, contact the MPCA through the More information section on page 15.

### H. Report hazardous waste reclaimed and reused on-site

H1. Enter all other waste information in step <a>G19</a> and then click the <a>Continue</a> button.



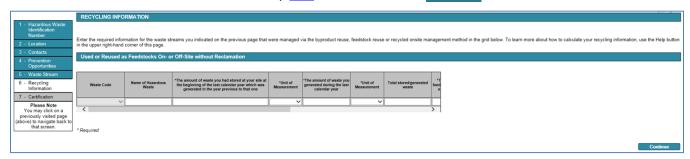
- H2. Enter the maximum amount of spent material you accumulated before the first time in each month you reclaimed that waste. Whether the spent material was generated from new product or from waste reclaimed in a previous month does not matter. If you use an integrated parts washer/reclaimer unit (also known as a 'recycling parts washer'), the amount of spent material you accumulated is equal to the capacity of the unit. Ensure you select the correct unit of measurement.
- H3. If you reclaim your spent material once per month or more, enter 12 in the next column. If you reclaim your spent material less than once per month, enter the total number of times you reclaimed your spent material during the year. The screen will then automatically calculate the volume of the spent material waste, in pounds, 'counted' towards your hazardous waste generator status in the next column.
- H4. Use the scroll bar directly underneath the boxes where you are typing or your [Tab] key to scroll the screen inset all the way to the right.



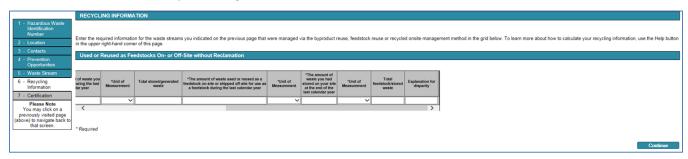
- H5. If your reclamation process generates a hazardous still bottom or residual, select Yes in the pulldown box. Sludge or still bottoms are considered newly generated wastes and must be evaluated or assumed to be hazardous waste. If you have not documented your still bottoms or residuals to be non-hazardous, assume they are hazardous.
- H6. Enter the total volume of hazardous still bottoms or residuals you generated during the year.
- H7. Enter the volume of hazardous still bottoms or residuals generated by your reclaimer during a single reclamation run. You may enter an average volume. Ensure you select the correct unit of measurement. The screen will then automatically calculate the volume of still bottoms or residuals, in pounds, 'counted' towards your hazardous waste generator status in the next column.
- H8. Click the Continue button to return to step G20.

## J. Report hazardous waste feedstocks or byproduct usage

Enter all other waste information in step G19 and then click the Continue button.



- J2. Enter the amount of the feedstock or byproduct hazardous waste stored at the site at the beginning of the last calendar year that was generated in the year prior to that one. Ensure you select the correct unit of measurement.
  - For example, if you are submitting this License Application in 2025 to report hazardous waste generated during calendar year 2024, enter the amount of the feedstock or byproduct hazardous waste that was stored at the site on January 1, 2024.
- Enter the amount of feedstock or byproduct hazardous waste generated at the site during the last J3. calendar year. Ensure you select the correct unit of measurement. The screen will then automatically calculate the total volume of feedstock or byproduct waste, in pounds, the site was responsible for during the calendar year.
- J4. Use the scroll bar directly underneath the boxes where you are typing or your [Tab] key to scroll the screen inset all the way to the right.



- J5. Enter the amount of feedstock or byproduct hazardous waste actually used as a feedstock or byproduct on-site or shipped off-site during the last calendar year. Ensure you select the correct unit of measurement. Make sure the site maintains records documenting the use of the waste.
- Enter the amount of feedstock or byproduct hazardous waste stored at the site at the end of last calendar J6. year. Ensure you select the correct unit of measurement.
  - For example, if you are submitting this License Application in 2025 to report hazardous waste generated during calendar year 2024, enter the amount of the feedstock or byproduct hazardous waste that was stored at the site on December 31, 2024.
  - The screen will then automatically calculate the total volume of feedstock or byproduct waste, in pounds, that the site has accounted for during the calendar year. Compare this volume to that shown in the Total stored/generated waste column. If they are the same, proceed to step J8.
- J7. If the two calculated volumes are not the same, type a short explanation for the disparity (such as a spill, fire, accounting error, etc.).
- Click the Continue button to return to step G20. J8.

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## More information

For more information about hazardous waste management, visit the MPCA's hazardous waste guidance publications webpage at <a href="https://www.pca.state.mn.us/waste/hazardous-waste-documents-and-forms">https://www.pca.state.mn.us/waste/hazardous-waste-documents-and-forms</a>.

Instead of questions about the Notification of Regulated Waste Activity and assistance with this e-Service, contact the MPCA below.

The MPCA's Small Business Environmental Assistance Program (SBEAP) offers free, confidential regulatory compliance assistance with hazardous waste management and water and air quality protection requirements. The Minnesota Technical Assistance Program (MnTAP) can help you minimize your waste generation to address the questions in step G17.

<b>Metro County Ha</b>	zardous Waste Offices
Anoka	
	https://www.anokacounty.us/
Carver	952-361-1800
	http://www.co.carver.mn.us/
Dakota	952-891-7557
	https://www.co.washington.mn.us/
Hennepin	612-348-3777
=	http://www.hennepin.us/
Ramsev	
	https://www.ramseycounty.us/
Scott	
	http://www.scottcountymn.gov/
Washington	651-430-6655
	https://www.co.washington.mn.us/

Minnesota Pollut	tion Control Agency			
Toll free (all offices	5)1-800-657-3864			
All offices	651-296-6300			
	<u>https://www.pca.state.mn.us/</u>			
Small Business Environmental Assistance Program				
Toll free	1-800-657-3938			
All offices	651-282-6143			
	https://www.pca.state.mn.us/sbeap/			
Minnesota Technical Assistance Program				
Toll free				
Metro	612-624-1300			
	http://www.mntap.umn.edu			

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