Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	AK Frost, LLC	**License Number:**	10866		
License Type:	Retail Marijuana Store				
Doing Business As:	AK Frost				
Premises Address:	5200 A Street, Suite 102				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99518

Mailing Address:	P.O. Box 90064				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99509

Primary Contact:	David L. McConnell, II		
Main Phone:	907-561-2183	**Cell Phone:**	907-229-4923
Email:	dmcconnell@corvuscontractors.com		

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Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

Describe how you will prevent unescorted members of the public from entering restricted access areas:

Public access to Retail is through one exterior door, which communicates with a secure arctic entry. The purpose of the arctic entry is to allow the retail staff to verify identification (age) of customer, when verified the door into the retail area will be released and the customer will be allowed in. The retail sales area, toilet and business office area are restricted access areas within Retail and is off limits to the public. The restricted access areas are entered through the business office door, which has a storeroom function lockset and only the employees will have keys to this office.

Describe your processes for admitting visitors into and escorting them through restricted access areas:

The Retail Sales Area, Toilet and Business Office are located within the restricted access areas. space.

Visitors will only be allowed into the restricted access areas on a very limited, pre-scheduled basis. Any visitors allowed on-site will be greeted at the entry door and checked in. Visitors will be ID checked for age verification, logged into the visitors log and given a temporary visitors badge. Visitors will be accompanied by designated personnel the entire time they are on-site. Vistors must present to employee of Isidore a valid government issued identification showing the person's picture, date of birth, and other identifying information. Said person will not be allowed into the restricted area without identification showing that person is over the age of 21. Said identification must be current (i.e. not expired); unaltered, and issued by a state of the USA, District Columbia, or province of Canada. 3 AAC 306.350. Visitor must complete Visitor Log and provide the required information before entering the facility. Visitors must wear identification badge at all times while in the facility and must be escorted by a designated Isidore employee at all times. At no time where there be more than 5 visitors per employee in the facility.

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Describe your recordkeeping of visitors who are escorted into restricted access areas:

The restricted access areas (Retail Sales Area, Toilet and Business Office) will not be open to the public, there will be no exceptions.

Identity, escort assigned, arrival time and departure time will all be recorded in the visitors log. Visitors will personally sign the visitors log. Visitor logs will be scanned daily. Digital copies will be saved to the security log. Visitor records will be maintained for a period of 3 years. Visitor logs that are dated within the last six months shall be stored onsite and immediately available to AMCO upon request per MCB regulation. Recorded visitor information recorded on the visitor log shall include the following: Visitor full legal name; time, date, and check-in and check-out times; affiliation; purpose for business. The visitor log will also note the employee who has been designated to remain with the visitor to ensure no visitor is unattended.

Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:

Please reference attached identification badge.

AK FROST

Employee
Picture

Employee Name
MJ Handler #: 11XXX

AK Frost, LLC
P.O. Box 90064
Anchorage, Alaska 99509
AK License #10866

RETAIL SALES

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Security Alarm Systems and Lock Standards (3 AAC 306.715):

Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

Exterior lighting will be provided to a level of 1 foot candle at all circulation and parking areas with wall mounted lighting packs. Motion sensing lighting will be provided at a level of 10 foot candles within a 20' radius of the entrance door to improve surveillance image quality.

An alarm system is required for all license types. Describe the security alarm system for the proposed premises:

The security system for Retail will consist of contacts on all doors, glass shatter sensors near the exterior windows, and motion detectors. Panic alarm buttons will be provided behind the in Retail counter and in the Business Office.

The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

The alarm system will be manually armed by the staff at the end of the retail business operation hours. The alarm system will automatically alarm and notify (auto dialer) a third-party monitoring company upon any activation of door contact, glass shatter sensor, or motion detection. The third-party monitoring company will contact the Anchorage Police Department and AK Frost management upon any alarm.

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Describe your policies and procedures for preventing diversion of marijuana or marijuana product:

We will have continuous video surveillance in both the retail and business office areas. Any suspicion of diversion will be immediately followed up by reviewing the video surveillance footage of the suspected occurrence.

All retail staff will be trained on how to detect, prevent and address diversion in retail. All marijuana containing products will be stored/displayed out of reach of the customers. Customers will only have physical access to the marijuana containing products after having paid for the purchase. We will have an inventory tracking system in place to compare daily starting and ending inventories, as well as the transfer of product into the retail store.

All marijuana containing products will be placed in safes at the end of the business day for safe and secure storage overnight.

Managers are directly responsible for supervision of employees to prevent marijuana product diversion and theft (by employees). Employees will be provided lockers to store their personal belongings prior to the start of a work shift, this will include emptying of their pockets. The retail business will utilize (as required) and compare the starting ending inventory on a daily basis to ensure no diversion has taken place. The retail store has cameras place throughout the suite that will record all activities throughout the day. Management will review the stored video footage upon suspicion of employee theft or diversion.

Describe your policies and procedures for preventing loitering:

No loitering/solicitation signs will be posted on the fence that surrounds the property and at the entrance to Retail. Hourly site safety inspections will be conducted during normal retail operating hours and the results will be documented in the security log. Any individuals determined to be loitering will be asked to vacate the property, should the situation escalate in a negative manner, the Anchorage Police Department will be contacted and made aware of the situation. Video surveillance footage will be reviewed weekly to determine any continuous/suspicious activities related to retail sales. The results of the review will be viewed and discussed with all staff.

Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:

All retail staff will be trained on how, when, and why to activated panic (duress) buttons. Activation of a panic button will trigger audible alarms and this signal will be immediately sent to the third party monitoring company who will dispatch the Anchorage Police Department. The managers will be responsible to interface with law enforcement upon arrival at building. Any and all alarm signals will be documented and reviewed by staff for training purposes.

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Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

The retail manager will be responsible to interface with the responding authorities in the event of an alarm being triggered during normal business hours. The manager will not interfere with the police and will only assist if requested to do so.

If the alarm is initiated after hours, the security monitoring will contact the police and the Owners and/or managers of the business. The Owner/manager will assist the police on an as requested basis and will not enter the business until the police have said the scene is clear.

The retail alarm systems will undergo a monthly testing in coordination with the third-party monitoring company. These tests will be documented in the security log.

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	✓	☐
Both the interior and exterior of each entrance to the facility	✓	☐
Each point of sale area	✓	☐

Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	✓	☐
Clearly and accurately displays the time and date	✓	☐
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	✓	☐

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Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

A video surveillance camera will be installed at the exterior entrance door at an elevation of 10 feet above finished grade. This camera will provide 40 feet wide coverage, providing identification of an individual within 20 feet of the entrance. Please review attached drawing sheet FS-1 for the location of surveillance cameras. As the drawing illustrates, the retail suite will have complete video surveillance coverage.

Describe the locked and secure area where video surveillance recording equipment and records will be housed and stored and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the board:

The video surveillance recording equipment will be contained in a secure managers office located on the second floor of the building (contained within the Isidore cultivation Suite 100). The video surveillance servers will be housed within a locked cabinet, with access limited to the Owners/Managers of the business. All video recordings will be stored in a fireproof safe, located within the same managers office. The Managers office will be under video surveillance, which will be reviewed on a daily basis for intrusion. The video review detailed in the security log.

If law enforcement, local jurisdiction officials, or agents of the AMCO board require access to security logs and video recordings, they will be escorted by the Owner/manager in charge.

Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	✓	
Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area	✓	
Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board	✓	
Video surveillance records are stored off-site		✓

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Business Records (3 AAC 306.755):

All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:	Yes	No
All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises	✓	
A current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment	✓	
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	✓	
Records related to advertising and marketing	✓	
A current diagram of the licensed premises including each restricted access area	✓	
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	✓	
All records normally retained for tax purposes	✓	
Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed	✓	
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	✓	

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A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All records will be created in or converted to digital media. These records will be stored on a server located in the Managers office on the second floor of the building (contained within the Isidore cultivation Suite 100). The electronic records will be backed up daily to external hard drives and stored in a fire proof safe in the Managers office. All original document paper copies will be stored onsite for a period of one year once digitally converted, then they will be destroyed. All digital records will be kept onsite for a period of five years.

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Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer "Yes" to all items below.

Marijuana Tracking and Weighing:	Yes	No
A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used	☑	☐
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	☑	☐

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

AK Frost will ensure the facility has high speed Internet, sufficient for the use with the electronic marijuana inventory tracking and control system, Metrc.

We plan to use a point of sales software system in our retail store. We are currently reviewing six POS software systems, all of which communicate directly with Metrc and are on the State of Alaska AMCO/Metrc validated integrator list.

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Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer "Yes" to all items below.

Marijuana Hander Permit:	Yes	No
Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment	☑	☐
Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	☑	☐
Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired	☑	☐

Describe how your establishment will meet the requirements for employee qualifications and training:

Prospective employees are required to obtain a marijuana handler permit card prior to employment. An in-house marijuana handler training refresher course will be provided to employees on a semi-annual basis addressing the specific goals of the AMCO Board. Training specific to AK Frost's retail practices will include customer identification, limitations on quantity sold, effects of marijuana consumption, impairment, types of cannabinoids and associated properties, current state regulations regarding the sale of cannabis, diversion/loss control, and security.

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Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to the statement below.

Marijuana Waste Disposal:	Yes	No
The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it	☑	☐

Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:

Marijuana waste will be identified in an inventory tracking system, separated independently of other non-marijuana waste and stored in a secure container. We will provide the MCB with a three day intent to dispose notice prior to destruction. Marijuana plant waste will be mixed with an equal quantity of planting medium and ground less than one-quarter inch in a commercial waste grinder.

Describe what material or materials you will mix with the ground marijuana waste to make it unusable:

Planting medium consisting of a mixture of mineral wood cubes, expanded clay pellets, and perlite (expanded stone).

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Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. Describe the process or processes that you will use to make the marijuana plant waste unusable:

Marijuana plant waste will be mixed with an equal quantity of planting medium and ground to less than one-quarter inch in a commercial waste grinder.

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Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to all items below.

Marijuana Transportation:	Yes	No
The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700	☑	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle	☑	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport	☑	☐
During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport	☑	☐
Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment	☑	☐
When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received	☑	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	☑	☐

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Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

There will be no marijuana or marijuana product shipment out of the retail suite; this is a retail license application only.

Marijuana can be transported to another licensed marijuana establishment only by an individual of responsible charge. Marijuana to be transfered to another marijuana establishment or marijuana testing facility will be packaged and labeled in accordance with 3AAC 306.470. The marijuana transfer will be recorded in the marijuana inventory tracking system. A transport manifest will be prepared and will accompany the transport for its duration. The marijuana will be secured in a locked compartment or safe in the transporting vehicle. The marijuana will remain in a sealed package for the duration of the transport. The marijuana will be transported directly from the marijuana cultivation facility to the destination without unnecessary stops or delays. Upon delivery to the marijuana establishment, the transporter will request a signed copy of the shipping manifest. The shipment will be recorded in the facilities transport manifest log.

It is anticipated that this cultivation facility will be collocated with manufacturing and retail. These facilities will be in the same building physically separated by walls with no adjoining doors. In the case of transfer from the cultivation facility to either of the collocated facilities, the following applies:

In the case of on-site distribution to collocated facilities, all of the above applies with the exception that the marijuana will be carried to the adjacent facility and will not be put into a transport vehicle.

Describe the type of locked, safe, and secure storage compartments that will be used in any vehicles transporting marijuana or marijuana product:

A small metal security safe will be bolted into the transport vehicle. Marijuana will be secured in place prior to departure and will remain secured until it reaches the transport destination.

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Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

24" high box lettering spelling the name AK FROST will be attached to the side of the building and will project out from the building and be back-lit, and will be placed on the North side of the building (fronting International Airport Road). There will also be a large logo sign next to the box letters that will be stood off the building and be back lit as well. The total signage area will not exceed the maximum area of 4,800 square inches, or the maximum allowed by the Municipality of Anchorage. We will also install 12" box lettering signage over the entrance to retail, which is located on the South side of the building (fronting the parking lot).

If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.

Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

Applicants should be able to answer "Agree" to all items below.

No advertisement for marijuana or marijuana product will contain any statement or illustration that:	Agree	Disagree
Is false or misleading	✓	☐
Promotes excessive consumption	✓	☐
Represents that the use of marijuana has curative or therapeutic effects	✓	☐
Depicts a person under the age of 21 consuming marijuana	✓	☐
Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana	✓	☐

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No advertisement for marijuana or marijuana product will be placed:	Agree	Disagree
Within one thousand feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21	☑	☐
On or in a public transit vehicle or public transit shelter	☑	☐
On or in a publicly owned or operated property	☑	☐
Within 1000 feet of a substance abuse or treatment facility	☑	☐
On a campus for post-secondary education	☑	☐

Signage and Promotional Materials:	Agree	Disagree
I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)	☑	☐
The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products	☑	☐
All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)	☑	☐

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Section 8 – Control Plan for Persons Under the Age of 21

Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

A sign will be posted on the entrance door into retail that reads "NO ONE UNDER 21 YEARS OF AGE ALLOWED". The arctic entry into retail is designed to be used as a secure holding area until the age of the customer can be verified. Once the customer has entered the arctic entry they are required to provide identification, which will be scrutinized and verified. Upon verification of age, the door from the arctic entry into the retail sales area will be release (magnetic lock) and the customer will be able to enter. We will have a sales staff member manage access into retail to from the arctic entry to limit accidental access from non-verified customers.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

DAVID L. MCCONNELL #

Printed name

Subscribed and sworn to before me this 2 day of February, 2017.

THERESA BAKER NOTARY PUBLIC STATE OF ALASKA

Notary Public in and for the State of Alaska.

My commission expires: 09/01/18