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:	DYZ ALASKA LLC	**License Number:**	12935		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	DYZ ALASKA LLC				
Premises Address:	350 N Pioneer View Cir				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99654

Mailing Address:	PO Box 870834				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99687

Primary Contact:	Sheila Pierskalla		
Main Phone:	907-376-0502	**Cell Phone:**	
Email:	dyz.alaska@gmail.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:

DYZ's cultivation area is on private property. There is no public access.

Visitors will be by appointment only. The property is fenced with a gate that is electronically locked and closed at all times, except when visitors are expected.

The cultivation area is in a large shop/warehouse with a large garage door that will be disabled for general use. It will also have a barricade placed outside in front of the garage door to discourage any forced entry.

The restricted access areas will be locked at all times. The locked door to the restricted access area will have a sign that says:

"Restricted access area. Visitors must be escorted. No one under the age of 21."

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

There will be no more than 5 visitors per employee, licensee or agent, actively supervised.
Visitors will be escorted through a locked door into an entry hall where they will hang their coat if wearing one, take off street shoes and put on a pair of provided slip-on footware or disposable booties.
Visitors will show their ID proving that they are 21 years of age or older, sign the log in sheet and receive a visitor badge before entering into the locked clean room.
There is a bathroom off the clean room where everyone will wash their hands prior to entering the restricted access area, then put on a lab coat or tyvek suit, disposable gloves, hair net or hair tie if needed and put on eye protection, then they will be escorted through a locked door to the restricted access area.
The locked door to the cultivation area will be marked by a sign that says "Restricted access area. Visitors must be escorted. No one under the age of 21".
The number of visitors will be limited to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.
In the restricted access area, a licensee, employee, or agent of the marijuana establishment will be wearing a current identification badge bearing the person's photograph.

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

Visitors will sign in on the log in sheet containing:

Date _____

Name : Phone Number : Company or Reason for Visit : ID # : Time In : Time Out

Log in Records will be kept on file for 3 years plus the current year.

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

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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 consists of 6 motion sensitive lights that will facilitate surveillance.

The exterior lights are placed where any motion near the entrance to the facility will trigger the motion sensitive lights and light up the area so the video surveillance cameras which will also have night vision will detect any activity near the entrance to the facility.

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

There will be a security alarm system installed on the doors. There are no windows. There will be continuous video surveillance with weatherproof cameras that have infrared night vision exceeding 20'. The video surveillance system is capable of sending alerts via email and the cameras can be viewed via a smartphone or tablet at anytime.

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 activated on the locked doors when the licensed premises is closed. There are no windows.

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

We will have very restricted access to our cultivation facility and no public traffic. We will use the METRC system to track the marijuana from seedling or clone to harvest, drying, curing and packaging, to transport and delivery or disposal. We will use registered scales for weighing. We will dispose of marijuana plant waste making it unusable for any reason other than compost by grinding the waste and mixing it with an equal amount of soil or compost-able materials. There will be cameras inside and outside the cultivation facility. When transporting marijuana all procedures as per 3 AAC 306.750 will be followed to prevent diversion. All employees will have training including being made aware that diversion of any marijuana is a criminal offense. In the event of diversion by any visitor or employee AMCO enforcement would be contacted as well as the local authorities.

Describe your policies and procedures for preventing loitering:

The cultivation facility will be located on private property. The property is fenced and gated. Visitation will be by appointment only. There will be no loitering by unknown persons.

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:

We will have motion activated exterior lighting and security cameras with night vision to enhance security. Employees will be issued a personal panic button in case of emergency to alert others on the premises.

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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:

Someone is nearly always on the premises. Our cameras are motion sensitive and are capable of sending alerts to our phone if there is an unauthorized breach of security.

We won't have an automatic or electronic notification system that alerts a local law enforcement agency of an unauthorized breach of security. If we do have an emergency, we will at that time dial 911.

Employees and agents will be encouraged to do nothing to bring harm to themselves and in the event of a robbery to cooperate to the extent they don't get hurt. Mentally gather as much information as they can about the situation and as soon as possible write down every detail they can remember, alert the landlord who is also the licensee and call 911.

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:

Video cameras with night vision will be placed in such a way as to produce a clear view of any individual inside the licensed premises, also clear view day or night within 20+ ft of the outside entrance.

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 and records will be securely housed in a locked closet on the upper level of the secure facility which will only be accessible to authorized personnel and law enforcement or an agent of the board.

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:

DYZ ALASKA LLC will as per 3 AAC 306.755 keep business records maintained in a format that is readily understood by a reasonably prudent business person;
(1) 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 must be maintained on the marijuana establishment's licensed premises; older records may be archived on or off premises;
(2) 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;
(3) the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;
(4) records related to advertising and marketing;
(5) a current diagram of the licensed premises including each restricted access area;
(6) a log recording the name, and date and time of entry of each visitor permitted in a restricted access area;
(7) all records normally retained for tax purposes;
(8) 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; and
(9) transportation records for marijuana and marijuana products as required under 3 AAC 306.750(f).

DYZ shall provide any record required to be kept on the licensed premises to an employee of the board upon request.

DYZ shall exercise due diligence in preserving and maintaining all required records, including backing up all records electronically at scheduled intervals. Backed up records will be stored in a locked storage closet.

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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:

DYZ ALASKA, LLC intends to use the system that AMCO has implemented and requires, currently the METRC system. It seems to be complete enough that no other inventory system will be necessary.

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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:

All DYZ ALASKA LLC employees will be required to have a current Marijuana Handler Card and a photo copy of each will be kept on file. All employees will also be required to attend DYZ ALASKA's training to discuss safety standards, sanitation and cleanliness standards, job description and handling specific to DYZ ALASKA 's requirements. The training will include safety in the workplace, safety in the event of a robbery or security breach, situational awareness and including but not limited to how to represent DYZ ALASKA will also be covered.

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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:

DYZ shall store, manage, and dispose of any solid or liquid waste in compliance with applicable federal, state, and local statutes, ordinances, regulations, and other law. DYZ will store the marijuana waste in a locked container such as locking trash cans (kept under the stairs and used only for this purpose) for the three day waiting period after contacting AMCO enforcement via email.

DYZ will give the board notice via email to AMCO enforcement not later than three days before making the waste unusable and disposing of it; however, the director may authorize immediate disposal on an emergency basis; and

DYZ will keep a record of the final destination of marijuana waste made unusable.

DYZ will not have much, if any liquid waste or wastewater. Any liquid waste water will be re-used for watering purposes or evaporated.

DYZ will make marijuana plant waste unusable before it leaves the premises by chipping or grinding the marijuana plant waste and mixing it with at least an equal amount of compost-able materials such as dirt, leaves or potting soil and turned into compost which will most likely be used on the leaseholders property. In the event of an overabundance of compost it will be properly disposed of at the MatSu Landfill.

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

DYZ will use regular dirt, potting soil, leaves, egg shells, fruit/vegetable waste, compost or a mix of any of those items will be mixed at least 50/50 with the ground or chipped marijuana waste to make it unusable for anything except compost.

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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:

Large waste such as stalks will be ground or chipped and mixed with dirt/potting soil or compost for composting purposes. Small waste will be ground and mixed with dirt/potting soil or compost for composting. Both will be mixed at minimum 50/50 with soil to make it unusable for anything but compost. It will further be used as garden compost on the property of the leaseholder or properly bagged and taken to the Matsu Landfill.

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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:

DYZ will weigh marijuana on registered scales, then label and package marijuana for transport in a sealed, airtight, odor proof and tamper evident packaging.

The marijuana along with the transport manifest will be put in a hard sided container with a tamper evident seal and then placed in a locked, safe, secure storage compartment in the vehicle.

DYZ will use METRC to record the type, amount and weight of marijuana to be transported, the name of the transporter, the date and time of departure and estimated time of delivery along with the make, model and license plate of the transporting vehicle.

DYZ will keep records of all marijuana shipped to or received from any other licensed marijuana establishment.

Please see MJ-04 pg 8 for a sample of labels to be used in addition to the tracking label generated by METRC.

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

DYZ will transport marijuana in a sturdy, tamper evident, hard-sided and locked container like a "pelican case" which will be placed inside a sturdy locked tool box attached to the truck bed if using a truck for the transporting vehicle, or inside the locked trunk of a car if using a car for the transporting vehicle.

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(Additional Space as Needed):

Sample labeling when marijuana is packaged for sell to a consumer without repackaging:

DYZ ALASKA, LLC.
License #12935

Strain:_____ ☐ Indiva ☐ Sativa ☐Hybrid

THC ___ *CBD* ___
Harvest Batch Number: Net Weight:

*Marijuana has intoxicating effects and may be habit forming and addictive
*Marijuana impairs concentration, coordination and judgement - do not operate a vehicle or machinery under its influence.
*There are health risks associated with consumption of marijuana.
*For use only by adults 21 and older. Keep out of reach of children.
*Marijuana should not be used by pregnant or breastfeeding women.

Sample labeling when marijuana is packaged for wholesale:

DYZ ALASKA, LLC.
License #12935

Strain:_____ ☐ Indiva ☐ Sativa ☐Hybrid

THC ___ *CBD* ___
Harvest Batch Number: Net Weight:

Soil amendments, fertilizers and other crop production aid and any pesticides, fungicides or herbicides used in the cultivation of this marijuana, applied to the growing medium or marijuana plant included in the batch.

Laboratory name and test results.

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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:

DYZ intends to post an 8" X 11.5" sign that reads "Restricted access area. Visitors must be escorted. No one under the age of 21." on the locked door to the cultivation area.

Other than that, we don't intend to post any signage.

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:

DYZ is located on private property and will not be open to the general public. Visitors will be by prior notice and invitation only. ID's will be checked for all visitors before allowing access to the premises. This will prevent any person under the age of 21 from gaining access.

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.

Sheila Pierskalla
Signature of licensee

SHEILA PIERSKALLA
Printed name

Subscribed and sworn to before me this 21 day of August, 2017.

Official Seal
LaDonna Scheel
Notary Public-State of Alaska
My Comm. Expires 06/13/2019

LaDonna Scheel
Notary Public in and for the State of Alaska.

My commission expires: 06/13/2019

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(Additional Space as Needed):

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