Alcohol & Marijuana Control Office
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Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

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

Licensee:	DENNIS R HUMPHREY	**License Number:**	12398		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	HIGH TIDE DISTRIBUTORS				
Physical Address:	49172 Heights Lane				
City:	Nikiski	**State:**	AK	**Zip Code:**	99635 - 8295
Designated Licensee:	DENNIS R HUMPHREY				
Email Address:	bearhunter6000@yahoo.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	
1 Pg	Cover Page
19 Pgs	Form MJ-01 Marijuana Establishment Operating Plan
1 Pg	Copy of Employee + Visitor Badges

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OFFICE USE ONLY					
Received Date:		Payment Submitted Y/N:		Transaction #:	

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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:	Dennis R Humphrey	**License Number:**	12398		
License Type:	Limited Marijuana Cultivation				
Doing Business As:	High Tide Distributors				
Premises Address:	49172 Heights Lane				
City:	Nikiski	**State:**	ALASKA	**ZIP:**	99635

Mailing Address:	PO Box 8295				
City:	Nikiski	**State:**	ALASKA	**ZIP:**	99635

Primary Contact:	Dennis R Humphrey		
Main Phone:	907-776-6522	**Cell Phone:**	907-953-9807
Email:	bearhunter6000@yahoo.com		

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Form MJ-01: Marijuana Establishment Operating Plan

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:

Entrance to stairs leading up to the cultivation area will be protected by 8' tall cyclone fence with razor wire on top extending at an outward angle approximately 12"-18". Lock access gate with keyed access only. Entrance door will be steel reinforced with reinforced jams and commercial grade door locks and dead bolts. Only access keys will be retained by myself, my wife Tena Lynn Humphrey, a licensed handler and affiliate. Appropriate restricted access signage will be posted, and video recording equipment and HD color cameras will cover all areas inside and outside cultivation areas and ingress, egress.

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

Initial contact will be either by phone or buzzer at locked access point. All access points will be marked with signage indicating " Restricted acces area. Visitors must be escorted". Proper picture ID's will be checked by myself or my wife Tena Lynn Humphrey,a licensed handler, to ensure visitors are 21 years of age or older, and issued visitors badge at sign in. All visitors will be escorted at all times through the facility until sign-out. They will then be escorted back through the locked access point to a vehicle in the parking area. No more than 5 people per licensee, or employee or agent will be admitted. All employees, affiliates and handler's, including owner will wear pictured name tags at all times.

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Form MJ-01: Marijuana Establishment Operating Plan

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

We will be maintaining a dedicated sign in book detailing name, cell phone number, sign in and out times, reason for visit etc. This information will be entered into a computer database weekly as a back up source. Video cameras and Digital Video Recording will also be in use as another form of evidence of visitors.

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

Please see attached page for Identification badges.

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HighTides Distributors

Tena Lynn Humphrey Co-Owner

HighTides Distributors

Denny R. Humphrey Owner

HighTides Distributors

VISITOR

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Form MJ-01: Marijuana Establishment Operating Plan

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:

We have 180 degree LED motion detector lighting installed on all areas of ingress,egress to facility. Including 4K lumen dusk to dawn lighting on the front of the house that lights the parking area, as well as the access area to the cultivation facility. All are internally (within the wall) wired to prevent tampering.

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

We currently contract with guardian for our security and camera equipment. We have external high definition infrared motion detector cameras trained on the house and parking areas that are monitored through DW Vmax on both of our cell phones backed up by Digital Video Recording, infrared motion detectors, fire and smoke detectors, door sensors,window sensors, and glass breakage sensors. We will be adding an 18 terabyte Digital Video Recorder, and 8 additional cameras to monitor cultivation, storage, and all areas of ingress, egress. Monitoring of this system will also be through our computers and cell phones.

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:

We currently have magnetic triggered, hardwired sensors to detect intrusion as wel as motion detectors monitored by Guardian security, as well as by us on our cell phones. We will be adding more motion detectors as well as high definition infrared cameras that can be monitored on our computers as well as cell phones.

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Form MJ-01: Marijuana Establishment Operating Plan

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

All operations will be performed by myself or my wife Tena Lynn Humphrey, and affiliated licensed handler through the METRC's system. All product will be carefully weighed and entered into the system, all testing quantities will be logged into the system, all BOL for quantities transferred for testing will be documented and logged into the system. All quantities awaiting testing and approval for sale will be under lock and key in a secure storage cabinet bolted to the wall in the secure handling area. We have received an offer to buy all approved production to a single retail source.

Describe your policies and procedures for preventing loitering:

Cultivation facility is located on property we own which is also our home property. Anybody seen on our property who is not a member of our family, friends, or licensed retailer, delivery, Etc. will be asked to leave! If we don't receive proper compliance, the proper law enforcement will be notified for removal of said person/person's and will be banned from re-entering our property/facility.

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 currently have a contract with Guardian security, which we intend to expand. We will be adding monitored motion detectors, panic control board to the inside of the cultivation facility in addition to DW Vmax on our phones. Which allows us to monitor cameras etc on our phones and computers 24/7.

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Form MJ-01: Marijuana Establishment Operating Plan

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:

If in cultivation/secure area, insure doors are locked, contact law enforcement by phone, and wait until contacted in person by law enforcement. Monitor video equipment and if possible notify officer or dispatcher of location of breach.

If outside of facility, move to either the house or the garage and secure. Notify law enforcement immediately and monitor video cameras to help locate area of breach and inform law enforcement. Wait until contacted in person by law enforcement. Do not confront. No weapons in the facility.

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	☑	☐

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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:

Cameras will be positioned on eve of building above stairs leading to the facility in two different places, at different angles, and one will be positioned at the door entering secure area. Cameras will be positioned throughout the facility covering all areas, and positioned to identify any individual. All cameras will be hardwired in with no exposed wiring.

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:

Welded steel cabinet will be bolted through the wall with steel backing plates. The cabinet will be steel deal bolt with lock, and back up padlocking. It will be a welded steel box accessible only with multiple keys, and locking devices. Keys will be maintained by owner and wife in a lock box in our premises.

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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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Form MJ-01: Marijuana Establishment Operating Plan

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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Form MJ-01: Marijuana Establishment Operating Plan

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, tax documents, bill of lading for transport, accounts payable, accounts receivable, will be on computer, backed up on a two terabyte hard drive. Paper copies will be stored in a fireproof file-box/cabinet. All METRC information will be maintained on the system, and if applicable/possible will be backed up in paper and electronic form. All hard copies will be maintained in a locked fire proof cabinet.

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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:

We will be using Franwells METRC system. Which is Alaska's approved marijuana tracking system, on our internet connected computer dedicated to the business. We have a 15 KW that we use for back up power that comes on 10-20 seconds after a power outage. We will utilize battery back up as well.

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Form MJ-01: Marijuana Establishment Operating Plan

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:

We have contracted with Dollynda Phelps of Alaska Green Resources for handler license training and testing. All other training will be computer based and on the job training

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Form MJ-01: Marijuana Establishment Operating Plan

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:

Solid waste consisting of unused plant material will be composted and reused as growing soil. Fertilizer containers will be washed out and disposed of in recycle bins available at Borough Landfill. Waste water generated by the reverse osmosis system will go to crib system or septic system already in place. Pesticides are currently not anticipated, but if needed containers will be disposed of at Borough Landfill and solid waste disposal in accordance with all local, state, and federal laws.

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

Ground plant material will be mixed with used soil, peat, worm casting, and some household food items such as egg shells, coffee grounds, Etc. Soil will be composted and re-used.

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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:

Branch and stalk material will be chipped and ground using a small chipper/grinder, unused leaf will be ground using commercial grade food processor. Both will be composted in used soil, with worm castings, peat, sand, pearlite/vermiculite. Our intention is to reuse the soil as much as possible.

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Form MJ-01: Marijuana Establishment Operating Plan

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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Form MJ-01: Marijuana Establishment Operating Plan

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

We will be packaging single strains in vacuum sealed bags not exceeding 5 lbs with our name, license number, and testing results and certifications. It will then be entered as such in METRC's and then stored in a secure, locked, cool, dry storage cabinet until approval is given for sale. It will then be picked up by our retail buyer and secured and transported by them.

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

Our agreement with our retailer is such that they are responsible for pick up and transport once all testing is complete and it is approved for sale. Until such time that it is METRC's and tester approved it will be in locked storage cabinets. Each package will be labeled with tracking system label and tracked in inventory system before releasing to retail facility. Harvest batch number, net weight, and all herbicide, pesticides, and fungicides will be identified on each package.

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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:

2 each restricted access- No one under 21 years of age admitted. Visitors must be escorted
2 each Authorized Personnel Only
2 each Visitors must sign in

We do not anticipate any advertising or company signs as we will be contracted to a single buyer.

ALL Sign's 10" x 14"

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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Form MJ-01: Marijuana Establishment Operating Plan

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:

Premises will be gated securely and locked. Entrance door will be locked at all times, any visitors will be identifiable on surveillance system and met by owner or licensed associate or employee. All visitors will provide a government issued ID, License, or Passport issued by state, US Government or Canadian Provincial Authority authorized to issue a drivers license or ID/Passport. All identification must have a photo present, and identify bearer as 21 years of age or older. Nobody under the age of 21, or that does not provide acceptable identification will be admitted.

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.

Dennis R Humphrey

Signature of licensee

Dennis R. Humphrey

Printed name

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Subscribed and sworn to before me this 13th day of April, 2017.

OFFICIAL SEAL
Johni Blankenship
Notary Public - State of Alaska

Johni Blankenship
Notary Public in and for the State of Alaska.

My commission expires: 9/20/2019

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

(Additional Space as Needed):

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