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:	FOX CREEK LLC	**License Number:**	14477		
License Type:	STANDARD MARIJUANA CULTIVATION FACILITY				
Doing Business As:	FOX CREEK				
Premises Address:	2304 OLD ELLIOT HIGHWAY				
City:	FAIRBANKS	**State:**	ALASKA	**ZIP:**	99712

Mailing Address:	607 Old Steese Highway Ste B, Box 303				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99701

Primary Contact:	GRANT ANDERSON		
Main Phone:	253-310-5127	**Cell Phone:**	907-456-2040
Email:	GRANT@BLACKRAPIDSAK.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:

o The entire Fox Creek Facility will be considered Restricted Access
o On each door signs reading "Restricted Access" and "Employees Only" will be clearly displayed.
o All access to the building will be pre arranged. Vendors and Contractors will will be vetted for age and purpose of visit.

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

o Visitors will be vetted in advance for Age and purpose of visit. Only authorized business will be conducted in restricted access areas.
o Upon arrival, authorized visitors will sign a log that records there Name, Date of Birth, ID Number, Purpose of visit, time in and time out, and the Date.
o Visitors will be issued and required to ware a "Visitors" badge that clearly identifies them and the need for an escort.
o Visitors will be escorted at all times by an employee dedicated solely to the task of escort and at a visitor to escort ratio not to exceed ~~2:2~~ 3:1 (6)
o At no time will visitors who do not have a valid Marijuana Handlers card issued by AMCO be allowed to handle marijuana or marijuana products.

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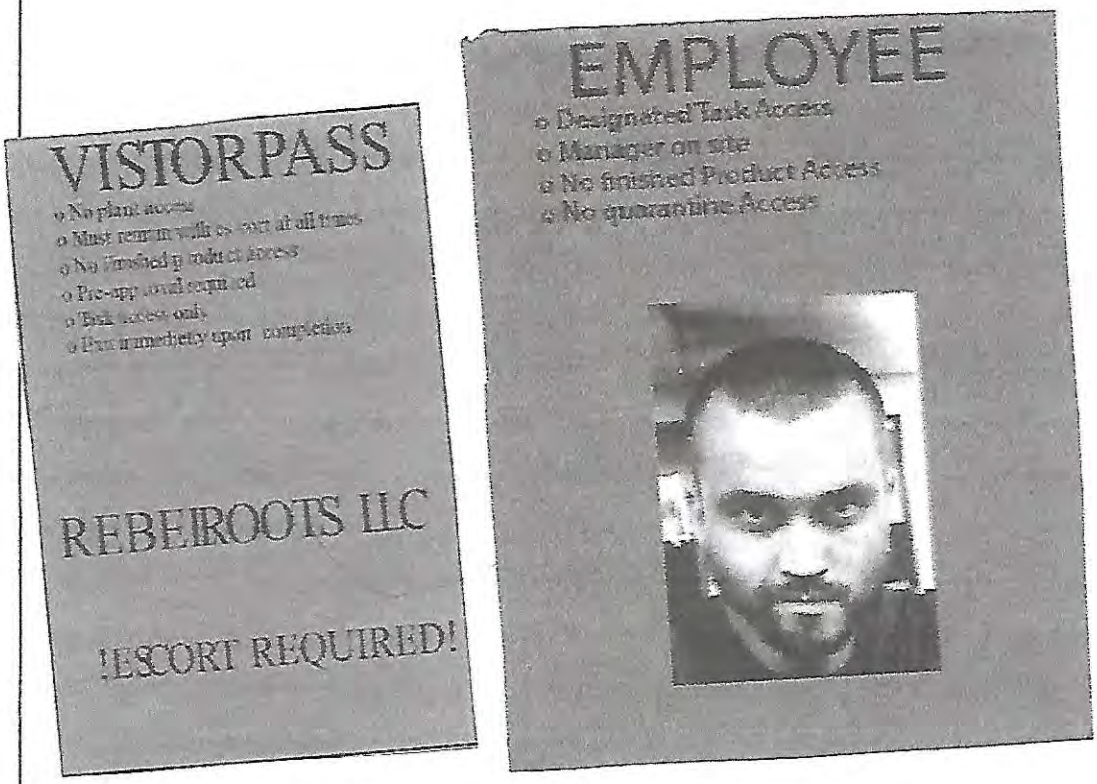
Describe your recordkeeping of visitors who are escorted into restricted access areas:

o A copy of a valid government issued ID will be kept with the companies on-site business records.
o A logbook containing the visitors Name, Date of Birth, ID Number, Purpose of Visit, Time in and Time out and the Date will be maintained with the companies on site business records for a period of three years.

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:

o IOT deter intrusion the front of the building, all potential access points, and parking areas will be illuminated at all times
o All entrances to the facility will be clearly illuminated so that security cameras can identify an individual from at least twenty feet away. Lighting will be white 400 watt or equivalent set to operate in hours of darkness and as a compliment to the exterior cameras IR capabilities

Note: "IOT" Means "In Order Too"

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

The Alarm System will be composed of 6 professionally installed components.
o Motion Detectors within the building and restricted access areas
o Door Sensors placed on the main entrance to the facility, the Security System Cabinet, All emergency Exits and loading doors, and the Storage Room.
o Panic Buttons in the storage room and on key employees person during business hours.
o A Central Monitoring System that ties these different systems and zones together into a cohesive defense, is outside monitored, and is enclosed with a secure and tamper proof steel cabinet within the Utility Room.
o An External Monitoring Service
o A complete camera and video recording system with 1080p resolution and 40 days of storage capacity.

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 total Suite of Door and Window Sensors and Motion Detectors will be initiated from the Central Monitoring System at the close of each business day when the last employee leaves for the evening and per the stores "Standard Operating Procedures" manual for close of business.

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

o Daily Finished Product inventory based on sales/shipping and harvest records at the Close of Business.
o Weekly and Randomized Manager level audits of all product inventory based on sales/shipping reports generated in METRC.
o Weekly and Randomized Manager level audits of all plants within the facility with the goal of ensuring every plant over 8 inches tall has a METRC tag.
o Secured product storage areas accessed only by senior staff
o Supervision
o Employee screening
o Comprehensive Security and surveillance suite of integrated hardware and software.
o company policies on visitation, restricted access areas, waste disposal, etc.

Describe your policies and procedures for preventing loitering:

Any persons not affiliated with the company will not be permitted access to the property. Because of the size of the property and its semi rural location the chances of accidental loitering is minimal. Anyone on company land will be considered suspect and will be confronted by the appropriate authority and told to leave. If they persist local law enforcement will notified.

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:

o Motion detectors will be placed throughout the interior the building as an additional system to the door and window sensors. Motion detectors will compliment the rest of the alarm system and will be armed outside of normal business hours.
o Panic alarm systems will be worn by key employees and placed in high value areas for use in the event of a robbery. These buttons will be depressed if an employee perceived a threat to life, limb, or property and will be treated by management as a robbery and authorities will be notified as such. (including local AMCO enforcement) Fox Creek LLCs priority is always the safety of its employees and the public.

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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:

An employee, licensee, or agent will Inform the senior management available who will:
o Contact local law enforcement directly to offer any assistance/Information possible and cooperate fully with any investigation.
o Inform local AMCO enforcement agents in the event of a legitimate breach in security
o after security has been re-established a complete inventory of all controlled/tracked cannabis product and any cash held on site will be conducted.
o If any diversion has occurred AMCO agents will be immediately informed.
o Management will continue to cooperate fully with local law enforcement and AMCO agents.

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:

~~o Cameras will be placed above the register IOT provide a clear view of all Register transactions, The entrance to th Storage Area, and the Behind the Counter area.~~ (6)
o Cameras will be placed in growing areas in such a was so as not to be hindered by plant growth or equipment.
o Cameras will be placed within the production space and utility room in such a way that all activities within those rooms can be monitored.
o Cameras will placed within the Storage Area in such a way that all activities within that area can be monitored and entrance to the Storage Area can be monitored as well.
o Cameras will be placed outside the all entrances to the facility in such a way so that anyone within 20 feet can be positively identified
o Outside lighting will be placed in such a way so as to facilitate identification of individuals out to 20 feet.
o All doors within the facility will be monitored

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:

o All video recording equipment will be housed in a steel security cabinet specifically designed for that purpose and that (a) can be securely locked with an industry standard lock (b) properly ventilate all servers (c) provide tamper and intrusion protection for all surveillance recording equipment.
o Security Cabinet will be located in the Utility Room which is also a restricted access area
o The Key for the cabinet will be maintained by senior management only
o Any access to that cabinet will be recorded in a separate log that will be maintained with the normal business records
o Only Agents of the Board, Law enforcement, and authorized personnel with specific business such as Security Company maintenance personnel will be granted access to the equipment and always with a senior manager present

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:

o Fox Creek LLC will maintain records of all business transaction including (a) tax records and any records maintained for tax purposes (b) site diagram (c) transportation records (d) current list of employees and handers card numbers (e) advertising and marketing (f) visitors logs (g) comprehensive product inventory logs (h) Security provider information and any other prudent information relating to and obtained in the course of doing business.
o All records will be maintained on site for one year before being moved off site to a secure location for an additional three years.
o Electronic records will be maintained on servers on site as well as on cloud based servers.
o Records maintained on site will be housed in a secure filing cabinet designed to hold sensitive materials and protected by a lock to which only senior management will have access.
o All records will be made available to any governmental agency with jurisdiction upon request or to Agents of the board.

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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:

o The primary tracking system that will be utilized will be METRC for which direct inputs will be used to ensure adequate visibility is provided to AMCO and other agencies of all product movement and sales.
o Additional tracking and inventory software such as Flowhub or Marijuana Freeway will be utilized to interface between inventory, shipping, and METRC. These system are designed to interface directly with METRC and are METRC approved, third-party software. This third party software will further ensure that all purchases, transfers, sales or disposals are accounted for and tracked properly and are uploaded promptly every day at COB.
o All electronic records generated by these system will be maintained on site in a secure server for three years and backed up to the cloud.
o All employee who are permitted to use either METRC or the POS system will be adequately trained on its proper operation.

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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:

o Each employee will be required to possess a valid Marijuana Handlers Card issued by AMCO.
o Each employee will be required to be 21 or older at the time of employment.
o Each employee will be vetted for a criminal background and may be denied employment if they have felony convictions involving theft, drug distribution, or providing alcohol to minors.
o In addition to the marijuana handlers training required to obtain a marijuana handlers card all employee will be trained on company policies and procedures including security procedures and robbery, theft prevention, ID card authentication, De-escalation, waste disposal, food safety, tracking systems and reporting

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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:

o Fox Creek will dispose of routine waste (trash and rubbish) IAW the proper company policy for disposing of such waste while taking particular care that (A) Marijuana waste is not accidentally mixed with rubbish and trash and that (B) Rubbish and trash does not pose a contamination risk to areas that contain marijuana products.
o Items that may be contaminated with cannabis product such as storage containers will be thoroughly sanitized before disposal or removal from restricted areas.
o Plant Stems and fan leaves, along with plants or cuttings that must be destroyed for any other reason will be ground in a Mulcher. The waste will then be mixed with potting soil IOT render it inert. This mix will then be stored on-site.
o THC containing trimmings will be sold to licensed product manufacturers. This "Shake" will be treated with the same security and handling precautions as dry flower.
Liquid Waste: Liquid waste will be disposed of in a commercial rated septic system.
Note: "IAW" means "In accordance With"

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

When available:
Yard Waste(Leaves, Grass Clippings, etc)
Sawdust
When Necessary:
Planting Soil (Miracle Grow, ETC)

All mixes at a 1:1 ratio

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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:

o Marijuana waste will be ground until it is 1mmx1mm or smaller and rendered with an inert product such as potting soil or sawdust at a ratio of at least 1:1 Waste/Inert material.
o Inert waste material will be sent to a collection point at a separate facility
o AMCO and the local AMCO enforcement agents will be notified three days in advance before this destruction occurs IAW 3 AAC 306.730.

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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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Section 7 – Signage and Advertising

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

o Restricted access signs will be placed at each entrance to the facility. (the entire facility is considered restricted access)
o For security reasons no further signs will be used

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

o Wholesale bulk product and individual products and items will be aggregated into batches that can be placed into tamper proof and sealed bags or containers sealed with tamper proof/tamper evident seals not to exceed 5 pounds and labeled IAW 3 AAC 306.645 including at a minimum (a) The marijuana's cannabinoid profile (b) the results of microbial testing (c) results of residual solvent testing (d) test results for molds, mildew and filth, herbicides, pesticides,fungicides, and harmful chemicals. (e) Harvest Batch number (f) Strain Information (g) Cultivator/Manufacturer.
o all shipments will be accompanied by a signed METRC generated transport manifest.

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

o All marijuana product will be enclosed in sealed-tamper evident packaging or container sealed with tamper-evident seals.
o packages/containers will be placed into a steal lock-box securely anchored to the vehicles frame
o Steel lock-box will be secured with an industry standard locking mechanism and will remain locked at all times during transport.

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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:

o Any person allowed on the premises will be vetted by the site manager beforehand for security reasons. At no time will persons without specific business on the premises be granted access. Anyone granted access will be logged into the security system and escorted at all times by a responsible employee at a ration not to exceed 1:3. ID cards will be checked before admittance and a hard copy will be maintained. ID Cards will be checked for AGE as well as authenticity.
o At no time will persons under the age of 21 be allowed to remain on the premises or in the building.

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

Grant Anderson
Printed name

Subscribed and sworn to before me this 7th day of September, 2017.

Official Seal
STATE OF ALASKA
Notary Public
Rockell Belanger
Commission Expires 02/04/19

Notary Public in and for the State of Alaska.

My commission expires: 02-04-2019