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 Pharm, LLC	**License Number:**	13598		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	AK Pharm, LLC				
Premises Address:	551 N Victor Road				
City:	Big Lake	**State:**	ALASKA	**ZIP:**	99652

Mailing Address:	PO Box 521322				
City:	Big Lake	**State:**	ALASKA	**ZIP:**	99652

Primary Contact:	MarySusanne Poole		
Main Phone:	907-717-9171	**Cell Phone:**	907-717-9171
Email:	siouxzq@bakeryshoppe.net		

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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:

The premises is located on private property with gates at both driveways and a fence surrounding the perimeter of the property. The premises is located inside a building that is also used by the owner as a wood shop. There are two entrances to the premises; a rear emergency egress door, and a front door. Both doors have commercial grade exterior door locks as required by 3 AAC 306.715. Both doors are covered by security cameras as required by 3 AAC 306.715. The wood shop area will not be designated as a restricted access area, but due to it's proximity to the premises, no one under 21 years of age will be permitted in the whole of the building. All required signs will be posted, stating no loitering, restricted access area, and no persons under the age of 21 permitted.

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

Visitors will be admitted only after: scheduling a visit with management, providing government issued identification proving an age of 21 or above, signing into the facility's visitor log, donning a visitor's badge, and being escorted by an employee. No more than 5 visitors will be allowed per employee escort. Visitors will be accompanied at all times by an employee or licensee.

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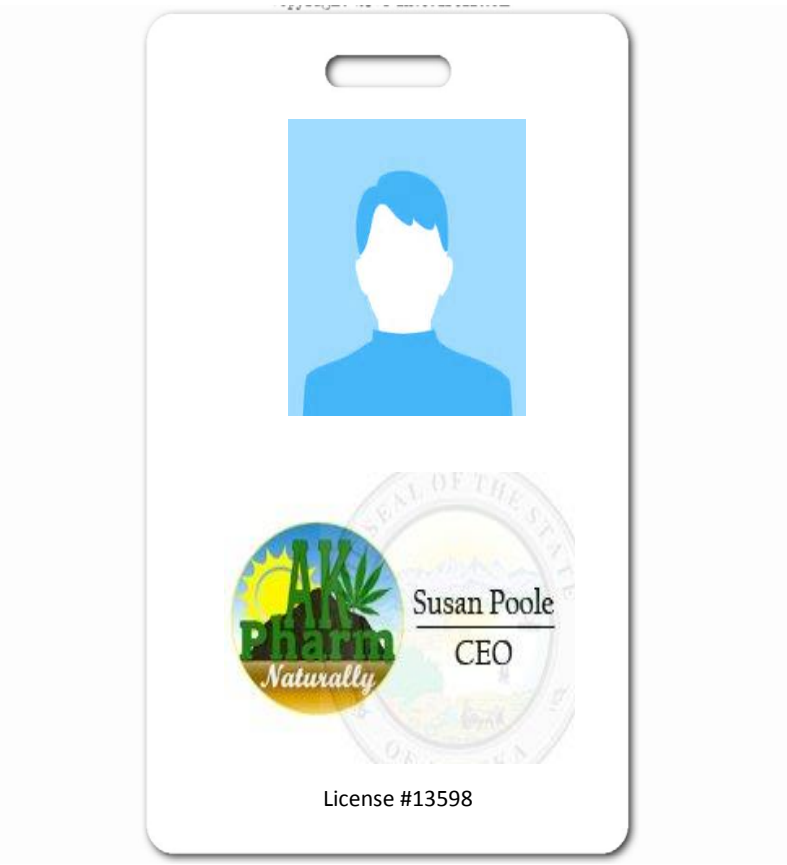
Describe your recordkeeping of visitors who are escorted into restricted access areas:

A visitor's log will be maintained that records the name and reason for entry into the restricted access area, as well as the time, date, and MHP# of escort for each visitor. These logs will be maintained as a part of the business records per 3 AAC 306.755.

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 will cover 20 ft out from the front and back entrances to the building. This will facilitate proper video surveillance. There are no windows in the premises.

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

An in house security alarm will be used on both entrances to the premises. Both doors will be equipped with motion sensor audible alarms. In the event of a security breach, the alarms will immediately sound an alarm within the premises. This alarm will also sound within the licensees residence next door. In the event of a security breach, the licensee will immediately notify local law enforcement via phone of the breach.

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 motion sensor door alarms will be activated on both doors to the premises anytime the facility does not contain licensees or employees actively working. These motion sensor alarms will alert the licensee in the event of a security breach. The licensee lives next door and will immediately notify local law enforcement in the event of a security breach.

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

Video surveillance will continuously monitor all restricted access areas where marijuana is grown, cured, stored and processed. Marijuana will not be permitted outside of the restricted access video surveillance areas unless being transported. The METRC system will be utilized to track all stages of marijuana in the facility. Regular audits by licensees will be conducted to ensure that marijuana is not being diverted, or that black market marijuana is not being introduced into the facility. If any theft or illegal introduction is suspected, the licensee will immediately notify AMCO and local law enforcement. Cameras will provide video footage of all areas of the premises where marijuana is grown, cured, stored or processed in such a way that all activity can be identified on video footage, and all persons conducting the activity can be identified by their facial features.

Describe your policies and procedures for preventing loitering:

Per regulations, signage indicating "No Loitering" shall be posted on the outside of the facility. If an employee or licensee suspects that a person is loitering around the premises, that person shall be given a verbal warning and informed that local law enforcement will be notified if they do not leave the property. If they do not leave the property, the licensee or employee will then contact local law enforcement. Licensees will regularly monitor the exterior of the building either in person or via the surveillance equipment to ensure that no loitering is taking place.

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:

Door alarms and security cameras will be utilized to ensure that no illegal entry into the premises takes place. The property is bordered by a fence, as well as having gates on both driveways into the property, which will help security.

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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:

If an emergency or a breach occurs, the licensee will evacuate the premises and await local law enforcement. If any visitors are present, they will be escorted to a safe place outside of the premises immediately. If any threatening or dangerous unauthorized activity occurs, it will be reported to local law enforcement and all employees/licensees will comply with law enforcement to remain safe until the incident is addressed. After an event of this nature occurs, the licensees will conduct a hard audit to verify that no marijuana or cash has been tampered with or diverted. Any findings that diversion has taken place will immediately be reported to AMCO and local authorities.

Surveillance footage of any incident will be downloaded and a copy given to AMCO and local law enforcement.

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 will be placed in such a way and at a height that each camera will capture, in detail, the identity of any individual entering or exiting restricted access areas, and a twenty foot perimeter of each point of entry. Video cameras will be placed strategically to record all areas and all activity in areas where marijuana is grown, cured, stored, and processed, as well as the secure area where surveillance equipment is housed. All recording equipment will be equipped with battery backup of no less than an hour to facilitate continued video monitoring in case of a power loss.

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 surveillance equipment will be housed in a secure steel storage cabinet, accessible only by a key that the licensee will maintain singular control of. This area will be made accessible to law enforcement or agents of the board upon request.

All video footage will be backed up on external hard drives stored offsite by the licensee regularly.
All video footage will be time and date stamped and maintained in a format that prevents alteration of the recorded images. Recordings will be made available to AMCO and local law enforcement upon request.

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:*

A locked storage cabinet inside the restricted access area will be utilized to maintain all business records on paper. These paper records will be regularly scanned and digitized so that copies can be backed up electronically. Electronic backups will be maintained in the secure cabinet which houses the surveillance equipment.

All business records and backups will be made available to AMCO or local law enforcement upon request.

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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:

The only marijuana tracking system to be used in this facility is the METRC system required by the board.

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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 licensees, employees, and agents of AK Pharm will hold a valid marijuana handler permit issued by the state of Alaska. All agents or employees will be given necessary training upon hiring to ensure that they are proficient at their jobs. A 90 day probationary period will be implemented in the event of hiring employees. At this time, AK Pharm intends to be run solely by the singular licensee.

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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:

Liquid waste generated during marijuana cultivation will be disposed on in the facility's onsite DEC approved septic system.

Solid marijuana waste will be stored in secure bins under camera surveillance, in a restricted access area, until 72 hours after the board is notified of the facility's intent to destroy the waste. Not less than three days after notification to the board, the facility will grind marijuana waste in an electric leaf grinder, and mix the marijuana into a compost bin to later provide additional nutrients to the plants. In the event the facility produces more marijuana waste than can be reasonably composted, the marijuana waste will then be ground mixed in a 50/50 ratio with used coco from cultivation, or other allowable material from 3 AAC 306.740. This mixture of half ground marijuana and half allowable material will be disposed of in the facility's dumpster, and hauled away by the local refuse company. Records of the weight and disposition of all marijuana waste will be maintained as a business record

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

AK Pharm would like to compost as much ground marijuana waste as possible in order to generate more nutrients for cultivation.

AK Pharm will mix used coco from the cultivation process with ground marijuana in a 50/50 ratio to render ground marijuana unusable.

If used coco is not available, the licensee will use a substance acceptable under 3AAC 306.740 to mix the ground marijuana in a 50/50 ratio to render it unusable for the purposes it was grown.

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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:

Solid marijuana waste will be stored in secure bins under camera surveillance, in a restricted access area, until 72 hours after the board is notified of the facility's intent to destroy the waste. Not less than three days after notification to the board, the facility will grind marijuana waste in an electric leaf grinder, and mix the marijuana into a compost bin to later provide additional nutrients to the plants.

In the event the facility produces more marijuana waste than can be reasonably composted, the marijuana waste will then be ground mixed in a 50/50 ratio with used coco from cultivation, or other allowable material from 3 AAC 306.740.

This mixture of half ground marijuana and half allowable material will be disposed of in the facility's dumpster, and hauled away by the local refuse company.

Records of the weight and disposition of all marijuana waste will be maintained as a business record

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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:

Scales certified by the State of Alaska Department of Weights and Measures will be used to weigh all marijuana prior to packaging.

All marijuana, after being weighed, will be placed into sealed packages, weighing not more than 5 pounds, for wholesale to a licensed marijuana facility. At this time, AK Pharm does not intend to package any marijuana in Retail Packaging.

All packaged marijuana will comply with all labeling, packaging, and testing requirements set forth in 3AAC 306.345 and 3 AAC 306.570.

A transport manifest will be generated for any marijuana leaving the facility, and a copy of that manifest will stay with the marijuana being transported at all times. The sealed packages of marijuana will be placed into an opaque transport container, and then into a locked storage compartment within the 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 heavy duty metal lockbox will be affixed to the interior of the transport vehicle prior to use. All opaque marijuana transport containers will be placed into the lock box, and the lockbox will be sealed. All paperwork will be stored on the outside of the transport container, to allow access to the paperwork without breaking the tamper evident seal of the interior marijuana transport container.

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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:

There will be no business name signs on the outside of the building. The building will have signs posted that state "Private Property" "No Trespassing" No Loitering" "Restricted Access Area" "No Persons Under 21 Years of Age" and "Surveillance Cameras In Use" in both the front and rear of the building.

AK Pharm will post a visible address sign so that AMCO agents and local law enforcement will not have difficulty identifying the premises.

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 valid form of government identification will be required for all persons entering the premises. A valid form includes: an unexpired and unaltered driver's license, an unexpired and unaltered passport, an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. AK Pharm will refuse entrance to any persons that fail to provide a valid photo identification.

Visitors will be admitted only after: scheduling a visit with management, providing government issued identification proving an age of 21 or above, signing into the facility's visitor log, donning a visitor's badge, and being escorted by an employee. No more than 5 visitor's will be allowed per employee escort. Visitors will be accompanied at all times by an employee or licensee.

The premises is located on private property with gates at both driveways and a fence surrounding the perimeter of the property. The premises is located inside a building that is also used by the owner as a wood shop. There are two entrances to the premises; a rear emergency egress door, and a front door. Both doors have commercial grade exterior door locks as required by 3 AAC 306.715. Both doors are covered by security cameras as required by 3 AAC 306.715. The wood shop area will not be designated as a restricted access area, but due to it's proximity to the premises, no one under 21 years of age will be permitted in the whole of the building. All required signs will be posted, stating no loitering, restricted access area, and no persons under the age of 21 permitted.

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.

Mary Susanne Poole
Signature of licensee

MARY SUSANNE POOLE
Printed name

Subscribed and sworn to before me this 19th day of December, 2017.

Notary Public
REBECCA M. REIN
State of Alaska
My Commission Expires Jan 1, 2018

Notary Public in and for the State of Alaska.

My commission expires: 1/1/18

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DEC 2 2 2017
ALCOHOL MARIJUANA CONTROL OFFICE
STATE OF ALASKA

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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