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:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

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 & Contact Information

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

Licensee:	The Tufted Puffin LLC	**MJ License #:**	17758		
License Type:	Retail Marijuana Store				
Doing Business As:	The Tufted Puffin LLC				
Premises Address:	216 4th Ave. Unit #2				
City:	Seward	**State:**	Alaska	**ZIP:**	99664

Mailing Address:	PO Box 1934				
City:	Seward	**State:**	Alaska	**ZIP:**	99664

Designated Licensee:	Jennifer Wells		
Main Phone:	907-947-3349	**Cell Phone:**	907-947-3349
Email:	tuftedpuffinllc@gmail.com		

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Section 2 – Control Plan for Persons Under the Age of 21

2.1. 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:

The Tufted Puffin LLC (also referred to shorthand in this application as Tufted Puffin or The Tufted Puffin) will prominently display a sign at/on each entry door to our cannabis retail store that states "No one under the age of 21 is allowed." The sign will be not less than 12 inches long and 12 inches wide, with letters at least one-half inch in height in high contrast to the background of the sign, in accordance with 3AAC 306.325.

When a customer enters the Tufted Puffin they immediately enter our ID Check Area (see diagrams) where they are greeted by one of our trained staff whom will ask for each person's photo ID. Once the staff have concluded that each person is 21 or older and has a valid photo ID, and has determined the potential customer will the staff will escort the customer into our retail store area. If an employee of The Tufted Puffin is not readily available, the customer will wait in the secured entryway until each person's ID can be checked. Once the customer is inside the retail store, the budtender will assist the customer and complete a sales transaction under the legal sale limits. After the customer's transaction is completed, and its purchase bagged/packaged in opaque and child resistant exit bag, the customer will be shown to the store's customer exit.

Additionally, in compliance with 3AAC 306.325(c), any area where The Tufted Puffin stocks for sale, or dispenses for sale, marijuana or marijuana products, no customers are allowed into that area - as that area is designated as a restricted access area. Only pre-scheduled and preapproved visitors (with the exception of AMCO Enforcement and law officers, who are not considered visitors) may enter this area after complying with the visitor policy, as required by 3AAC306.710.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

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

Our store will prevent members of the public from entering restricted areas inside our store by keeping all restricted areas locked and under video surveillance 24/7. In addition, our store will not allow any non-employee into the store without being accompanied by a trained employee of The Tufted Puffin LLC.

Each door including the entry & exit doors, the secured area, and the managers office will have a commercial "key code" door lock.

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

The each area that is designated as restricted area will have a sign stating the following: * "Restricted access area. Visitors must be escorted."

All visitors whom are granted access to our restricted area will do so via escort from one of our trained staff. Our retail establishment shall limit the number of visitors to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors. In addition, a licensee, employee, or agent of the marijuana establishment shall wear a current identification badge bearing the person's photograph. Also, all visitors that are granted access to our "Restricted Access Area" must wear a visitors badge. This visitors badge will be issued at our retail point-of-entry, at which time the visitor will sign our "Restricted Access Area" logbook. At no point will a person under 21 years of age be granted access to our "restricted access area."

All visitors to our restricted access area must:
* Show identification as required in 3 AAC 306.350 to prove that person is 21 years of age or older
* Obtain a visitor identification badge before entering the restricted access area
* Be escorted and remain in eye sight at all times by a licensee, employee, or agent of our marijuana establishment

In addition, each visitor to our restricted area will sign in & out of the restricted area logbook. The logbook will included the following information:

*Name *Signature *Representing "business/government name" *Date *Time-In *Time-Out

The restricted area will be under 24/7 video surveillance at all times.

The visitor's log will be kept and stored on-site as official business records. The visitors will be escorted by an employee at all times while on the premises. The escorting employee will record all information related to the visitor's presence, including any reportable activity or behavior during the visit. This visitor log will be made available to AMCO upon request. The records will be stored on the company's computer server, hard original copy will be stored in the secured locked office located on the second floor of the building. After 7 years the hard copy may be destroyed.

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3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

3.3 The Tufted Puffin will issue a photo ID card to each employee. In addition, we will issue a Visitor ID card to anyone who is being escorted within the store or our restricted areas.

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

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

The entrance to our store is inside a multi retail unit building. The walk way to our retail entrance is fully lighted during business hours. There will be a motion activated 2700 lumen LED light placed near our retail entrance. Lastly, the entry and exit doors will both have a video camera located just above each door covering the entire area that leads to and from each entry/exit door with a clear line of sight.

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3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

The Tufted Puffin LLC. has purchased an alarm system from Simplisafe. It includes a base station, two door sensors, two motion sensors, and a wireless key pad for activations. The motion sensors will be placed closely to both the entry and exit doors. In addition, the base station will be located within our secured area. If there is a break in, the base station will sound a 95db siren while simultaneously contacting the Simplisafe monitoring center which will then contact the local Seward police station along with contacting Randy and Jennifer Wells.

In addition, The Tufted Puffin has contracted the video surveillance company "Security Camera King" to design our video recording system to meet and/or exceed the AMCO requirements. Each of our cameras have a 70ft visibility, and infrared technology; plus we will have motion activated 2700 lumen LED outdoor light placed near the entrance and exit cameras, along with the same lights inside the store. There will be 12 video cameras inside/outside the store. If/when a break in, or other security risk/breach is detected our security management company will contact Randy and/or Jennifer Wells.

At the time of contact Randy or Jennifer Wells will make way to the store to meet with the police. Once entrance to the store is granted by police the two will enter, assess damages and contact AMCO. If Randy or Jennifer are unavailable then our retail manager will be contacted immediately at that time our manager will follow the same protocol that Randy and/or Jennifer Wells would have.

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

The Tufted Puffin LLC, has a ZERO tolerance policy with theft or diversion of our products. Any person or employee caught in the act of either will be confronted immediately. Next, we will notify AMCO Enforcement of the issue, and provide any assistance we can such as video, logbooks, and data entry.

As per 3AAC306.730 Of at any time our inventory tracking software indicates a discrepancy that cannot be immediately explained, the Tufted Puffin LLC. will close business until said discrepancies are resolved.

Our security system, video surveillance, and product tracking system will be another deterrent to theft and diversion of our products.

3.7. Describe your policies and procedures for preventing loitering:

We will discourage/prevent loitering in the following ways: * Store entrance and hallway Security Cameras to alert employees of a possible loitering situation; Outside sign expressing "No Loitering"; Our building will be clean and well-kept inside and out; We will remove any graffiti or tagging within 24hrs; our employees will complete a walk around of the facility to look for suspicious activity or lingerers who have no legitimate business being on the property and ask them to leave if sighted. "No Loitering" sign will be prominently posted on the exterior of the building. Loitering outside the establishment will be met with a request from company agents to leave the premises. The loitering individual will be given a verbal warning that law enforcement will be notified if they do not comply. There will NOT be any area outside of our store or outside the building that would invite gathering or indicate tolerance of loitering such as having a bench located in an area in a hallway or outside. n the retail area, agents will be constantly interacting with customers. If customers, after completing their purchases, appear to no longer have a purpose to be inside the retail and display area, agents will politely state that we have a "No Loitering" policy and customers are then asked to leave. The facility will have a single and secure entrance for all regular ingress and a single egress from the store and for all visitors and customers. The entrance and perimeter of the building will be monitored by security cameras at all times. If a person/persons are loitering, the manager on duty will first request that the person/persons loitering to leave the premises. If the person/persons loitering refuse to leave the area, than the manager on duty will notify the City of Seward Police department of the situation and request assistance from a police officer. In the event the police department is contacted, or in the event there is evidence or suspicious of criminal activity is or has occurred, a report will be made to AMCO enforcement within 24 hours.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use.

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Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility. [ ]

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image. [ ]

3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application. [ ]

3.12. 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 where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board). [ ]

3.13. 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:

Our retail store will have 8-12 inside/outside cameras positioned so to completely record every person within the retail, storage, entrance/exit, ID check areas, & restricted areas from each angle. Each of our cameras have a 70ft visibility, and infrared technology. In addition, we will have motion activated 2700 lumen LED outdoor lighting placed within 20' of each entrance/exit camera of the retail entrance. Lastly, we will have outside he store an additional motion activated light for after business hours.

Equipment List: FLIR mini dome camera packs impressive performance into a compact and economical form factor. It provides stunning video quality with a 2mp (Megapixel) 1080 HD camera and 3.6mm wide angle lens. True Day/Night video with 70ft of IR (Infrared) night vision. PoE (Power over Ethernet) and dual-streaming. The camera is rugged with a IP66 rating and a 3 year warranty. Onvif 2.1 compliance enables compatibility to industry standards. Advanced apps allow for viewing from your phone or smart devise.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance 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 Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

All video data, original surveillance records, restricted area access logbook records will be located in the secured room within a large steel lock box that is in a locked cabinet. Our video storage system will be inside a locked cabinet as well, which will require authorization to open after signing the logbook.

The door to the restricted area will be under surveillance 24/7 from both sides, and locked with a commercial grade keyless entry system.

The only persons with access to the locked cabinets containing all records and video equipment/data will be the owners, Randy and Jennifer Wells and the manager.

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Section 4 – Business Records

Review the requirements under 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.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*; [JW]

b. **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;** [JW]

c. **the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;** [JW]

d. **records related to advertising and marketing;** [JW]

e. **a current diagram of the licensed premises, including each restricted access area;** [JW]

f. **a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;** [JW]

g. **all records normally retained for tax purposes;** [JW]

h. **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;** [JW]

i. **transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and** [JW]

j. **registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.** [JW]

4.2. 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 video data and original surveillance records will be stored on an 8TB hard drive with a 6TB backup hard drive.

Restricted area access logbook records, original employee records, and other business documents will be located in our restricted access area will be periodically scanned into the system on a monthly basis but also the hard copies will be and locked within in a dedicated cabinet.

Our video storage system will be inside a air cooled lock box that is installed within a dedicated locked cabinet, which will require authorization to open after signing the logbook.

In addition, backup copies will be stored in a safe off-site for at least 7 years. All records, scanned or hard, for the most current six month period of operations, will be kept onsite, and immediately accessible.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc 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 is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.

5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745.

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. 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, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. 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.

6.2. 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 licensed premises) when on the licensed premises.

6.3. 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.

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

In combination with the training and education gained by taking the Alaska Marijuana Handlers' Course and the Alaska Food Handlers Course, our staff will take an additional online courses with Green Culture Education or a similar educator to stay up to date on marijuana related education for types of products, affects of products, differences in strains, and education on how edibles, concentrates and flower can affect users differently so that hey can assist novice users and experience uses on their product selections.

This will ensure our staff is educated and capable to offer our customers the best possible experience. This course teaches our employees how to handle, package, and work legally within the cannabis industry. In addition, each employee will know how to access currently regulations on the AMCO website and a current copy of the regulations and statutes will always be kept onsite. Employees will also have copies of MCB approved operating plans (mj01 and MJ03) to review before employment and during employment for ease of reference.

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present. [JW]

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded. [JW]

7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace. [JW]

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d). [JW]

Answer "Yes" or "No" to each of the following questions:

	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	✓	
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	✓	

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

We intend to contracted with legally licensed Alaskan cannabis growers and manufacturers whom deliver all our Marijuana and marijuana products. Any agent making the deliveries to our store will s/will follow all AMCO requirements such as 3AAC 306.750(b). Any vehicle transporting marijuana shall be unmarked and inconspicuous for safety precautions. Vehicles that will be used for transportation of marijuana will contain a secure and sanitary area affixed to the inside of the transportation vehicle that will lock and will ensure the products cannot be seen by anyone from outside of the transportation vehicle. The secure storage area within the transportation vehicle will be sanitized before and after each use.

If The Tufted Puffin LLC has to pick-up/deliver products to our store all cannabis products will be prepared for transport in opaque and air tight containers and placed in a lock box (the structure will be formed of steel, hard plastic or like materials) within the bed of our truck. Further, the truck bed has a hard bed cover that locks at the tailgate. This vehicle has no deals or stickers or anything to indicate any relation to marijuana. All cannabis products being shipped within the vehicle will be documented with a shipment manifest. While traveling to or from our retail location, the driver will make only necessary stops, varying travel paths as described, turn by turn, on the trip manifest document that will be completed prior to departure. The vehicle will remain entirely secured. All employees will be trained and will understand that under no circumstances (absent instruction from a duly authorized law enforcement officer) shall a sealed package containing marijuana be opened during transportation. From time to time we may utilize a third party for transport and shall ensure the third party transport company has their Marijuana Handlers' card and that the third party complies with all of 3AAC 306.750 requirements.

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You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. 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.

8.3. 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.

8.4. 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.

8.5. 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.

8.6. 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.

8.7. 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.

8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest.

Section 9 – Signage and Advertising

9.1. Describe any signs that you intend to post on your establishment with your business name, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

The Tufted Puffin retail location will have one sign outside at the retail building entrance. The sign will be double sided and visible to the open public right-of-way while looking North or South on 4th ave., that identifies the store by its name. This sign will be 24" tall by 40" long and include our company logo with the following text. ("The Tufted Puffin"-Located on top & "A Recreational Dispensary"-located on the bottom) of the sign. There will also be a decal located on the door leading into our retail store. This sign will state the same as our outside sign, and will be 24" x 24".

None of our signage will include or promote the use of Marijuana or marijuana products.

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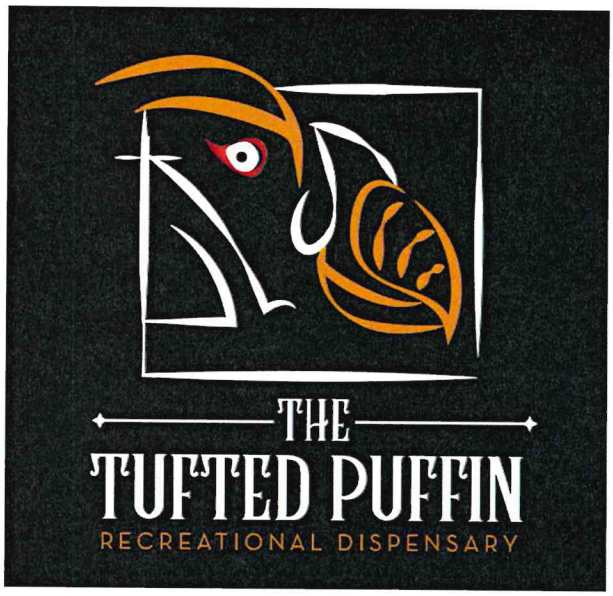
9.2. Describe any advertising you intend to distribute of your establishment. Include medium types and business logos (photos or drawings may be attached):

The only advertising we plan on doing is via the web; our website is www.thetuftedpuffin.com and requires verification function that the visitor to be 21. In conjunction with our website we will list our business on websites such as www.weedmaps.com.

Logo



I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Jennifer M. Wells

Printed name of licensee

VALERIE MASTOLIER
Notary Public
State of Alaska
My Commission Expires Jun 7, 2022

Notary Public in and for the State of Alaska

My commission expires: 6/7/22

Subscribed and sworn to before me this 20 day of November, 2018.

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(Additional Space as Needed):

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