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:	Tip Top, LLC	**MJ License #:**		14359	
License Type:	Retail Marijuana Store				
Doing Business As:	Tip Top, LLC				
Premises Address:	233 E. 5th Avenue, Suite 1				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99501

Mailing Address:	PO Box 243773				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99524

Designated Licensee:	Nick Coltman		
Main Phone:	907-229-6364	**Cell Phone:**	907-229-6364
Email:	coltman@gci.net		

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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:

All entrances to restricted access areas will be through secure doors (installed in accordance with Anchorage Municipal building codes) and marked with a 12" x 12" sign reading: "No One Under 21 Years of Age Allowed". And a sign reading, "Restricted Access Area. Visitors Must Be Escorted." The access point will be monitored by trained security personnel during all open hours. The security personnel will check the ID of every one entering the restricted area and will deny entrance to anyone not able to provide an approved ID showing that they are at least 21 years of age.

- All management and staff will wear photo ID badges at all times they are working at the premises.
- Access to restricted areas forbidden to all persons under 21 years of age.
- All visitors must show valid identification proving they are 21 or older.
- Visitors will wear Visitor ID Badge at all times in the restricted areas.
- All visitors will be escorted by staff or management at all times.

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:

- Visitor access to the restricted area will be monitored by a security guard at all times during hours of operation.
- Each visitor will be required to show valid photo ID verifying that they are 21 or over.
- Each visitor will be issued a numbered Visitor ID badge.
- Each visitor will be monitored by staff/management at all times during their visit.
- There will be a maximum of 5 visitors for each member of management/staff on duty.

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

Each visitor will be checked into our Visitor's Log Book. The Visitor's Log Book will record the visitors: Name, DOB, ID#, Visitor Badge #, time of entry, time of exit.
At the end of each day, the Visitor Log Book entries will be stored electronically and a back-up copy will be stored off site. Entries will be saved for a minimum of 3 years. The log books will made available to AMCO upon request.

Visitors will be escorted by an employee at all times while inside the restricted access areas.

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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:

Copies Attached

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 front and back of the building will be protected with lights and cameras installed by ATS Alaska. The lighting system will be installed per the requirements set forth in 3 AAC 306.715 and will illuminate all potential access points of the building sufficiently to deter potential thieves and to allow our camera system to identify any persons trying to gain unauthorized access to the property.
The exterior lighting system will be checked daily by our security personnel and/or on-duty manager. The system will illuminate sufficiently to allow our camera system to identify and record individuals within at least 20 feet of both the front and rear areas of the premises.
The lighting fixtures will be installed in vandal resistant housing.

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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 premises will be protected by a state-of-the-art security alarm system with 24 hour monitoring installed by ATS Alaska. All exterior doors and windows will be covered. Additionally, we will have interior motion detectors, glass break detectors and a panic button. All employees will receive training on the alarm system as part of their initial orientation and ongoing updates at our staff training meetings.

Activating the alarm will be on each day's closing procedure check list and both the interior and exterior doors will be hung with a sign reading, "CLOSING - IS THE ALARM SET?" Additionally, our managers and owners will receive an electronic alert confirming that the alarm has been turned on and off at the appropriate times each day. Should the confirmation alert not be received, it will be the manager's responsibility to physically go to the premises and turn the system on.

If the alarm system is triggered, the monitoring company will immediately alert the local police to respond to the premises. The monitoring company will then call a list of numbers, provided by Tip Top, LLC to notify the Licensees and Managers of the unauthorized breach. Depending on who is able to respond the quickest, either the licensee or manager will meet the responding officers on site and work with them to determine the next best immediate course of action.

Within 24 hours of any unauthorized access, theft, diversion, unexplained disappearance of marijuana, marijuana products, or money at our establishment, Tip Top, LLC will notify the Department of Commerce, Community & Economic Development Alcohol & Marijuana Control Office and inform them of the event. We will provide copies of any police reports and an inventory of all items stolen, damaged or missing as a result of the incident. Additionally, within 7 days, we will submit a report analyzing the incident and detailing the steps we will take to prevent a similar occurrence in the future.

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

- All marijuana retail and storage areas will be under 24 hour video surveillance. - All employees will undergo thorough background checks.
- All marijuana inventory will be stored in locked areas. - All marijuana product removed from locked storage areas will be logged with the date and time of removal, name of the employee removing it, name and amount of product and its destination.- All inventory will be tagged and tracked via the METRC Marijuana Inventory Control System and accounted for on a daily basis.- Tip Top, LLC will employ a security manager whose responsibility is to prevent diversion of product by both customers and staff.- All staff and management will undergo training in the importance and methods of preventing diversion; this will be part of their initial employment training and there will be regular refresher courses. - Strict Inventory Controls & Analysis: Real time reporting on the state of Tip Top, LLC's inventory through our point of sale (POS) system, combined with daily updates, oversight and analysis will allow us to spot and prevent any attempted diversions in as timely as possible a manner . - All marijuana on display will be accessible only to Tip Top, LLC staff. Customers will not have uncontrolled access to any marijuana or marijuana product.- Suspected thefts will be immediately reported to law enforcement and AMCO will be notified within 24 hours.

Please see attached sheet for larger font/better legibility.

3.7. Describe your policies and procedures for preventing loitering:

- The front and back of the property will be posted with "No Loitering" signs.
- The front and back of the property will be brightly illuminated by our exterior lighting system.
- The front and back of the property will be under 24 hour video surveillance.
- Our security staff will conduct an hourly sweep around the property.
- Security staff will ask anyone loitering outside to move on immediately.
- We will work with Anchorage Downtown Partnership security ambassadors and Anchorage Police Department to remove any loitering individuals who do not respond to our request for them to vacate the area.

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. N.C.

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TIP TOP, LLC License #14359 Form MJ01 Section 3.6
(Duplicate text included for legibility)

- All marijuana retail and storage areas will be under 24 hour video surveillance.
- All employees will undergo thorough background checks.
- All marijuana inventory will be stored in locked areas.
- All marijuana product removed from locked storage areas will be logged with the date and time of removal, name of the employee removing it, name and amount of product and its destination.
- All inventory will be tagged and tracked via the METRC Marijuana Inventory Control System and accounted for on a daily basis.
- Tip Top, LLC will employ a security manager whose responsibility is to prevent diversion of product by both customers and staff.
- All staff and management will undergo training in the importance and methods of preventing diversion; this will be part of their initial employment training and there will be regular refresher courses.
- Strict Inventory Controls & Analysis: Real time reporting on the state of Tip Top, LLC's inventory through our point of sale (POS) system, combined with daily updates, oversight and analysis will allow us to spot and prevent any attempted diversions in as timely as possible a manner.
- All marijuana on display will be accessible only to Tip Top, LLC staff. Customers will not have uncontrolled access to any marijuana or marijuana product.
- Suspected thefts will be immediately reported to law enforcement and AMCO will be notified within 24 hours.

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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. nc

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. nc

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

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). nc

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:

ATS Alaska will install hi-resolution video cameras in a manner which provides overlapping coverage of every square inch of the interior of the premises and will cover all areas within twenty five feet of our exterior walls (front and back). The cameras will be of such quality that they can easily identify and record all people inside the premises and within 20 feet from the outside of our premises.

The interior and exterior of each point of entrance will have a designated camera; as will each point of sale area, storage areas, and all points of access to restricted areas. Additionally, the front and rear exterior of the premises will have secure, outdoor cameras able to view and identify any individual who comes within 20 feet of the premises.

The entire system will have an emergency power back-up enabling it to continue recording for at least an hour, even in case of a power outage.

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:

The video surveillance recording equipment will be housed in a locked steel case located in our secure, locked surveillance room which is only accessible to authorized personnel. The surveillance room will be locked at all times and only able to be opened with a key held by the on-duty manager and business owners. All video recordings will be time-stamped and automatically backed up to off-site storage. Recordings will saved for a minimum of 90 days and in an unalterable format on our on-premises DVR. Duplicate electronic surveillance recordings will be saved off-site for a minimum of 6 months. Any and all video recordings will made available to AMCO and law enforcement at their request.

Business records will be stored in the same secure room and will also be backed up to a secure off-site location.

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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)*; nc

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;** nc

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

d. **records related to advertising and marketing;** nc

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

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

g. **all records normally retained for tax purposes;** nc

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;** nc

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

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

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:

Our business records, including all transactions for the current year and three preceding calendar years, will be stored in a fire-proof safe located in a secure room on premises. Copies of all transactions will be sent to our bookkeeper's off-site location on a monthly basis and a copy will also be stored at the licensees home. Additionally, all digital records will be uploaded to Cloud based storage and be maintained there for a minimum of seven years.

Digital records will be stored on a password protected hard drive located in the secure room on premises and will also be backed up to a secure cloud storage system.

Only the on-duty manager and the business owners will have access to the locked storage room containing our business records.

Only the on-duty manager and the business owners will have access to the business records stored on a secure Cloud platform.

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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. nc

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

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. nc

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. nc

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. nc

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. nc

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

All employees will complete the required training and testing to obtain a marijuana handler permit prior to working at Tip Top. A copy of that card will be stored on site and the employee will be required to carry it at all times while at work.

All employees will complete the required training and testing to obtain a food workers card prior to working at Tip Top. A copy of that card will be stored on site and the employee will be required to carry it at all times while at work.

All employees will be required to read the marijuana regulations and pass a written test on regulations pertaining to retail marijuana sales prior to being issued and employee ID badge and prior to any interaction with customers.

Tip Top will conduct monthly staff meetings to ensure that staff are up-to-date on all issues and regulations specific to the marijuana industry. The managers will be tasked with keeping abreast of all updates and changes to the marijuana regulations and providing written explanation of same to all employees on a weekly basis.

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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. nc

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. nc

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. nc

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). nc

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:

Prior to transportation a dated and numbered manifest listing the METRC ID, type, weight and amount of product being transported will be created. The manifest will identify the recipient of the shipment, the person responsible for handling the shipment, the type of vehicle and the license plate of that vehicle being used in transportation. The manifest will be saved as part of our business records.

The marijuana product will be placed in a child proof package containing a label with: the name and license number of the cultivation facility, the date of harvest and the harvest batch number, the net weight and THC content of the marijuana in the package, a list of all pesticides, fungicides and herbicides used in cultivation of the product, the expiration date of the product.

All marijuana product will be placed in a sealed and locked tamper-proof hard shell container which will then be placed in a locked storage compartment within the vehicle transporting the marijuana or marijuana product. The sealed package will not be opened during transport. No product will be visible through the windows of the vehicle.

The transporter will be responsible for obtaining a signature from the recipient of the product acknowledging that the packaging was unopened and untampered with at the time of receipt.

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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. nc

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. nc

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. nc

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. nc

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. nc

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. nc

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

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):

We will have 1 exterior sign and 2 window signs identifying the business by name. The signs will not exceed 4,800 square inches.

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Form MJ-01: Marijuana Establishment Operating Plan

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

Tip Top, LLC will install 3 advertising signs, none exceeding 4,800 square inches, on the exterior of the store located at 233 E. 5th Avenue and visible from the public right-of-way. The signs will meet the stipulations set forth in 3 AAC 306.360 as well as the MOA's regulations set forth in AMC 21.11. Two of the signs will be window decals and the third will be a mounted, electronic sign. Broadway Signs, an Anchorage company well versed in MOA's sign regulations, will design, construct and install the signs.

We plan on advertising Tip Top, LLC primarily via traditional print media and on web sites and social media platforms which allow marijuana advertising. All printed and digital advertising materials will contain our logo, address, contact information and will follow the stipulations and contain the warnings set forth in 3AAC 306.360.

A copy of our logo and sample ad are attached.

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

STATE OF ALASKA
NOTARY PUBLIC
Anthony Zielinski
My Commission Expires with office.

Signature of licensee

Nick Coltman

Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: with office

Subscribed and sworn to before me this 5 day of December, 20 18.

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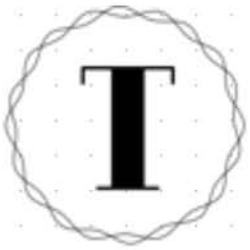

TIP TOP LLC

AK's Premier
Marijuana Retailer

Advertising messages will focus on Friendly Service, Fantastic Selection & Knowledgeable Staff.

233 E. 5th Avenue, Suite 1 • Anchorage, AK 99501
907-xxx-xxxx • www.tiptopalaska.com

- Marijuana has intoxicating effects and may be habit forming and addictive.
- Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence.
- There are health risks associated with consumption of marijuana.
- For use only by adults twenty-one and older. Keep out of the reach of children.
- Marijuana should not be used by women who are pregnant or breast feeding.

AMCO Received 12/7/2018

(Additional Space as Needed):

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