Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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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:	Farm Loop Labs, LLC	**MJ License #:**	29879		
License Type:	Marijuana Concentrate Manufacturing Facility				
Doing Business As:	High Society Laboratory				
Premises Address:	6514 N. Farm Loop Road, Unit 2				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Mailing Address:	P.O. Box 873672				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99687

Designated Licensee:	Robert Webb		
Main Phone:	907-355-2561	**Cell Phone:**	
Email:	highsocietyak@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 entire premises will be designated as a restricted access area with signage posted on and around the building stating "Restricted Access Area" & "Visitors Must Be Escorted" as well as signs stating, "No one Under 21 Years of Age Allowed" & "Video Surveillance in Progress". A Licensee, employee, manager, or designated agent (Hereinafter called "Agents") will check the photo identification of every individual seeking to enter the facility to ensure that they are over 21 years of age. Agents will verify the authenticity of the identification and confirm that the individual is 21 years of age or older. A valid form of photographic identification includes: an unexpired, unaltered passport; and unexpired, unaltered driver's license, instruction permit, or identification card of a state or territory of the United States, the District of Columbia, or a Province or Territory of Canada; or, an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. No persons under the age of 21 shall be allowed to enter the restricted access area/licensed premises at any time.

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:

High Society Laboratory will not be open to the public and will remain locked at all times. Prominently displayed signage will state that the premises is secured & monitored, and that visitors must be escorted. The entire licensed premises will be designated as a restricted access area and will be equipped with an alarm system with virtual real-time reporting to designated Agents. The exterior of the facility is equipped with outdoor lighting to ensure the 24-hour video surveillance system captures individuals approaching the facility and keeps signage visible to the public. Members of the public will not be allowed on the premises unless they receive prior approval and have a legitimate business reason for visiting the premises. Certain individuals such as licensed retailers, contractors, security personnel and consultants will be allowed escorted access to the property by appointment only. All visitors to the facility must be pre-approved and pre-scheduled by a designated Agent (this does not apply to AMCO or enforcement, who will always be granted access to the facility).

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

All visitors to the facility, aside from emergency personnel, government officials, agents of the MCB or local law enforcement, must obtain an appointment from a designated Agent before access to the facility will be granted. All visitors to the restricted access area must show valid photographic identification, as required in 3 AAC 306.350. Scheduled visitors will be vetted by either a licensee or site manager beforehand for purpose of visit, age and credentials. As a general practice, individuals will not be allowed on the premises except to conduct official business. Visitors will not be permitted to enter quarantine or locked storage areas. These areas will remain secured to prevent unauthorized access. The Agent responsible for checking visitor's photo identification will create an official business record that will log the following: purpose of visit (if necessary), company/employer, date/time of entry, date/time of exit, verified age, and Agent responsible for escorting them. This record will be called a "Visitors' Log" and stored as an official business record, which will be maintained for at least four years. The visitor will complete the information required for the visitors' log. All visitors will be issued a "Visitor" badge and will be instructed to clip the badge to their clothes and to keep the badge highly visible on their persons at all times. Responsible Agents will escort visitors and will perform no other job duties during the duration of the visit. Responsible Agent to visitor ratio will not exceed 1:5. Visitors will conduct business promptly and will not remain on the premises for longer than required. Upon completion of visit, visitors will be escorted off the premises, visitor badge will be recovered, and the visitors' log will be updated with their time of departure.

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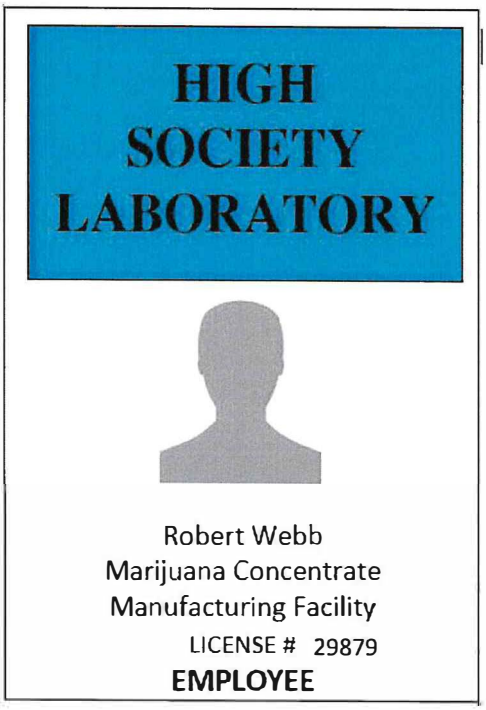
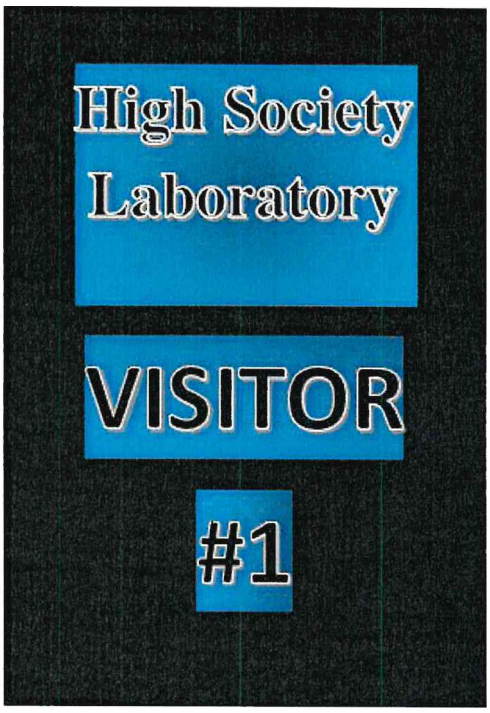
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





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:

High Society Laboratory will install exterior lighting fixtures that keeps the premises well lit, and facilitates security surveillance, for a distance of at least twenty feet (20ft.) from all outer perimeters of the building. Lights will be installed with protective coverings to prevent vandalism and will be placed at a height tall enough to prevent obstructions. The exterior lighting is frequently checked by an Agent to ensure that all lights remain unobstructed and fully operational. All lighting has been pointed downwards to best illuminate the surrounding lot, while not disturbing any neighboring properties with light pollution. Bright lighting will be utilized to assist surveillance cameras in monitoring all egress and ingress points to the building, including capturing the best possible facial image of anyone who is within twenty feet (20ft.) of any building perimeter.

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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:

High Society Laboratory will contract with a third-party security firm to install and maintain a regulatory-compliant security system, which will cover all restricted access areas, doors, and windows, and will include audible alarms, prominent security cameras, bright lighting, and motion sensors. The last Agent to leave the facility will set the alarm system to "On", and the first Agent to arrive at the facility will set the alarm system to "Off". Security cameras will run continuously. The system will have "panic buttons" in discreet, easily accessible areas, that can be pressed in the case of a security threat, which will alert a silent alarm and summon the police. After business hours, when the system is armed, an alarm will sound, and designated Agents will be notified, if motion is detected inside the facility, or if an ingress is breached. If necessary, the designated Agents will contact local law enforcement to secure the facility. In any event where law enforcement is contacted, a Licensee will notify AMCO within twenty-four (24) hours. AMCO will also be promptly notified if the following events are ever known to have occurred, or suspected to have occurred: authorized access to the premises; theft of marijuana, diversion or inversion of marijuana, or the unexplained disappearance of marijuana. The same will apply to any marijuana products or currency.

The bright exterior lights will be on motion detectors to deter vandalism and loitering. The entire surveillance system will be connected to an emergency battery back-up system, so that any loss of power will not result in vulnerability of the facility. The battery system will be sufficient to ensure continued operation for at least one hour (1hr.).

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

Agents will perform comprehensive inventory counts no less than weekly, to ensure that business records match Metrc reports. All inventory counts will be documented and maintained as official business records. If it is discovered, or reasonably suspected, that theft, diversion or inversion of marijuana, marijuana products, or currency has occurred, Agents will alert the Licensees immediately, who will perform all required reporting to AMCO. All Agents will be aware of, and will enforce, High Society Laboratory's zero-tolerance policy for theft, inversion, and diversion. All Agents will complete mandatory training on identifying such, and will have their training refreshed periodically. If it has been determined that an Agent has committed theft, inversion, or diversion, High Society Laboratory will immediately notify local law enforcement, comply with all directives, maintain all relevant or requested records, and provide all needed information for the investigation. Once a theft is reported, a Licensee will update the product records in Metrc to indicate the loss. Documentation related to any crime will be maintained as part of the business records for five (5) years and be available to AMCO upon request.

3.7. Describe your policies and procedures for preventing loitering:

Signage stating "No Loitering" and "Premises Under Video Surveillance" will be prominently posted around the facility's exterior. High Society Laboratory Agents will be trained to perform routine, but unscheduled, patrols of the premises to check for individuals with no official business on the property. Individuals found to be loitering on the premises will be verbally requested to leave the premises. If the individual does not comply, local law enforcement will be contacted to enforce the No Loitering policy. Surveillance footage will be periodically monitored to watch for loiterers. Any visitors to the premises will be instructed to promptly leave the premises at the end of their escorted visit.

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:

Surveillance cameras will continuously monitor all doors and windows (exterior and interior), and all restricted access areas. Lighting is necessary to facilitate quality surveillance, and bright lighting will be installed at an inaccessible height to prevent vandalism and obstructions. Motion detectors will be used to monitor the facility during closed hours. All components of the surveillance system will be regularly checked to ensure peak operation. Video cameras will be prominently placed as a crime deterrent, and will capture the best possible facial image of anyone who comes within twenty feet (20ft.) of any ingress or egress to the facility. During a power outage, all surveillance equipment will continue to run for at least one hour (1hr.), due to the integrated battery back-up system. The power source will automatically transfer if regular electric current is lost.

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, video records, and business records will be stored in the secured facility office, secured with a commercial lock, that is only accessible by Licensees and select designated Agents. Official business records will be stored inside the office in a locked metal filing cabinet. The video surveillance recording equipment will be password protected, and stored in a way to prevent any data tampering. Each recording frame will be time and date stamped and archived in a format that prevents alteration. Surveillance footage will be stored for a minimum of forty (40) days, unless requested to be maintained as a part of an investigation. Recordings will be made available in a format suitable for review by AMCO upon request, and will be uploaded to an external storage device upon request by the same. The secured office will be monitored at all times by the surveillance system to ensure that no unauthorized access occurs. In the event of unauthorized access to the office, the alarm will sound and and emergency procedures will be followed by Agents.
In the event of the unauthorized access to the surveillance room the notification system will be initiated and the security breached procedures will be followed by the licensee(s) or site manager. All business records will be made available at any time to members of AMCO and local or state law enforcement.

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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)*;

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;**

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

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

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

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

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

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;**

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

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

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 electronic records including security logs, operational and regulatory documents, recordings, surveillance footage, manifests, inventories, employment records, accounting logs, and all other business records will be stored on-site in the secured facility office. Video surveillance will be kept for at least forty (40) days. All other records will be stored on-site for at least six (6) months, and may be stored off-site after that period, where they will be maintained for at least four years after their date of creation. Physical records will be kept in locked filing cabinets, and electronic records will be kept on a password-protected hard drive.
Only the Licensees and select designated Agents will have access to the secured office where business records and surveillance equipment are stored. The facility's business records will be managed by High Society laboratory in accordance with standard retention policies in accordance with 3 AAC 306.755 to ensure that business records are stored in a consistent, searchable and retrievable manner. All records will be available to AMCO or law enforcement, and will be stored in a way that ensures that records may be copied to an external device, if they must be preserved for an investigation.

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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. All licensees, and every 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. All licensees, and each 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):

All new employees will be trained on all company policies, procedures, and Metrc protocols. Refresher trainings will be provided at regular intervals. Manufacturing Technician training will be conducted at time of hire and updated as needed. Metrc training will be conducted at the time of hire and will be updated as needed. Agents will be trained and expected to understand all aspects of 3 AAC 306. All Agents will receive basic security training and how to react and implement protocols in an emergency. High Society Laboratory will ensure that current and up to date copies of all regulations specific to marijuana production and sales will be available to all Agents. Agents will also be required to take a qualified food handler training course, and be trained in cleaning, sanitation, personal hygiene, and safety protocols.

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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.

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.

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.

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).

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):

Toilet and hand-washing facilities are accessible to all High Society Laboratory agents in the residence located next to the facility Hand sanitizer will be readily available in the facility for routine personal hygiene.

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:

All packaging done at the facility will be performed in a specific packaging area with 24-hour video surveillance. All marijuana and marijuana products will be packaged in a uniform manner with labels secure and clearly displayed. Marijuana products will be individually packaged immediately after manufacturing, and, subsequent to satisfactory third-party testing, further packaged with approved exterior packaging, according to health and safety labeling methods. When awaiting distribution, marijuana concentrates will be stored in the secured, restricted access, locked facility production and packaging room, under 24/7 surveillance. High Society Laboratory will create a Metrc-generated trip manifest for all transports of marijuana products (concentrates). All products will travel with a copy of their trip manifest, and an additional manifest copy will be filed and maintained on-site as an offical business record. The trip manifest will clearly state the strain name, type of product, batch number, weight, name of the transporter and the handlers' ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. All marijuana product (concentrates) will be placed in a sealed package or container not exceeding ten pounds (10lbs.) and then stored in a locked storage compartment within the cabin or truck bed of the transport vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops and at no time during transit will marijuana products be directly visible. Transportation routes will be carefully plotted beforehand to prevent unnecessary delays. All marijuana product packaging will have a label stating that a licensed testing facility has tested each batch in the shipment. All packaging materials that will be sold to marijuana retail establishments for sale to consumers will be child-resistant and will not appeal to children. High Society Laboratory understands that the protocols in this section apply to the cultivation facility located on the same property.

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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

Review the requirements under 3 AAC 306.770.

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

High Society Laboratory will not be posting any signs with a business name or logo on the concentrate manufacturing facility, as the facility will not be open to the public.

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

High Society Laboratory may utilize the following medium types when distributing advertisements:
-Newspaper Ads
-Radio Ads
-Social Media (to feature specific strains)
-Magazine Ads
-Sponsorships & Fundraisers
-High Society Laboratory's Website
-Online Platforms (such as LeafLinks, WeedMaps, etc.)

The company logo for High Society Laboratory is still in production. The logo will be submitted to AMCO once complete.

All advertisements will contain all AMCO required warning statements verbatim.

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

Signature of licensee

Lacey Rego
Printed name of licensee

ALEX HALCOM
STATE OF ALASKA
NOTARY PUBLIC
COMMISSION #210527008
EXPIRES MAY 27TH, 2025

Alex Halcom
Notary Public in and for the State of Alaska

My commission expires: _____

Subscribed and sworn to before me this 3rd day of August, 2021.

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(Additional Space as Needed):

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