Alcohol and Marijuana Control Office
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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:	North Star Fire, LLC	**MJ License #:**	13479		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	North Star Fire				
Premises Address:	3780 Leasure Street, Suite 3				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99701

Mailing Address:	3780 Leasure Street				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99701

Designated Licensee:	Kirsten Hagen		
Main Phone:	215-617-2805	**Cell Phone:**	
Email:	kirstenkara@aol.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:

A sign will be posted on both the front entrance door and on the gate leading into the fenced in property area stating "No one under 21 years of age allowed". All entrants will be directed to enter through the front entrance door where they will check in with a designated agent. At no time will a person under the age of twenty one (21) be permitted to remain on the premises. At check in, visitors will be required to present valid government-issued photo identification showing that they are twenty on (21) years of age or older. The facility will refuse entrance to all persons who hail to produce valid photo identification, regardless of how old they appear or how familiar they are with the employee. If at any time an employee suspects that a visitor is under twenty one (21) the employee will refuse access and have the individual escorted off the premises. If the individual does not comply, law enforcement will be contacted immediately. Employees will be trained to spot inconsistencies and signs of forgery in IDs, and will have an ID guide on hand to help recognize IDs form other states and countries.

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:

North Star Fire's entire cultivation facility will be designated as a restricted access area and will be outfitted with a robust security system. Kirsten will utilize outdoor lighting, 24 hour video surveillance, and alarm system with automatic electronic notifications and multiple sign stating that the premises is a restricted access area, is under video surveillance and that visitors must be escorted. both the interior and exterior of all entrances and exits will be under 24 hour video monitoring. Only visitors who have been pre-approved and pre-scheduled will be allowed access to the licensed premises. Kirsten will ensure that all employees understand the importance of maintaining strict adherence to the visitor policy and guiding regulations relating to maintaining ID checks, signing into visitor logs, and maintaining direct eye sight of any visitors. Kirsten will be an active and hands on owner.

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

All visitor's will be required to sign into a visitor log recording their full name, date of visit, time in and out of the facility and the reason for the visit. The log will be kept as a business record in a locked cabinet withing the secure office. Only Kirsten or a key manager level employee and AMCO enforcement will have access to the office and business records. Kirsten will also scan in visitor logs into the computer system as back up records storage periodically. All visitors to the cultivation facility must be approved and scheduled in advance. Once approved and scheduled, visitors will be asked to enter through the front entrance door and check in with an employee. All visitor's must present a valid, government issued photo identification card and sign into the visitor log. North Star Fire will retain the visitor log as an official business record which will be made available to the MCB upon request. All visitor's will be required to display a visitor's badge on their person during the entire visit. Visitors will be escorted and actively supervised by an employee at a 5:1 ratio while in the facility, and once the visit has concluded, the visitor must leave the premises immediately.

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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:

Commercial grade exterior lighting will be installed against the building and around the property. The exterior lighting will be positioned in such a way to keep the premises, signs, and doors well lit and to ensure surveillance cameras are capable of recording a clear image of any individual within 20 feet of any entrance to the licensed premises. All exterior lighting fixtures will be installed at an inaccessible height to deter vandalism and common obstructions. Floor light type of bulbs will be used to ensure visibility and to deter crime. Kirsten will ensure that an employee inspects exterior lighting daily to ensure each light is functioning properly and positioned for optimum surveillance.

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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:

North Star Fire will contract with a third party security alarm company to install, maintain and monitor the facility. The alarm system will use motion detectors in all areas of th facility during non-business hours to monitor for intrusions. If an intrusion is detected, an automatic electronic alert will be sent to the security company who will then contact Kirsten and local law enforcement if necessary. Employees will be trained on proper use, troubleshooting and functions of the alarm system. Kirsten will ensure that she understands and knows how to work the alarm system and will engage in trouble shooting training to make sure she knows how to work the alarm system inside and out so that she is completely capable of training employees on the proper alarm system usage protocols. The last employee to leave the facility each night will activate the alarm system and lock any doors and windows that are not self-locking. The single exterior door (Kirsten designed the facility in a manner that limits entry opportunities therefore, there are no windows in the cultivation facility suite) will be equipped with a door sensor to monitor for intrusion when the alarm system is activated. Kirsten has developed, and will continuously update and improve, policies that employees will be trained to follow on what to do in an emergency. During emergencies, all persons will evacuate the building and employees of the company will await the arrival of local emergency officials in a safe and accessible location. All visitors present on the premises will be escorted immediately to the nearest exit in a safe and organized manner. If the visitor is the cause of the emergency then the employees, if possible, will attempt to detain the visitor and will minimize physical injury to the extent that they reasonably can if that visitor is posing a danger to the employees or other visitors. When any dangerous, threatening, or unauthorized activity is reported to local law enforcement, employees will comply with directives and remain in a safe location while the incident is addressed. After the emergency is resolved, employees will look for property damage, verify cash and inventory, and submit all necessary documentation to law enforcement officials for a police report. Surveillance footage will be downloaded and submitted to police officials to aid in their investigation, and authorized officials will be given direct phone numbers to the licensee to ensure a good working relationship. Enforcement will also receive a copy of the incident surveillance footage on a format that is easily viewable to the office's software capabilities.

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

All marijuana storage, cultivation areas, processing and packaging areas and the office will be under continuous video surveillance. Kirsten understands that the ability to operate her license and the ability of the entire industry rests on the state's confidence on licensees being able to effectively control and minimize diversion of legal marijuana and inversion of black market marijuana into the legalized market. Therefore, Kirsten is developing systems and procedures for her employees and her to take mandatory inventory counts that will be conducted weekly and stored as business records. Kirsten has zero tolerance policy for theft and diversion by employees will be employed and all employees will be required to complete training in recognizing such activity and understanding the importance of preventing it. Continued on page 7...

3.7. Describe your policies and procedures for preventing loitering:

"No Loitering" signs will be prominently displayed around the premises and will be well list by exterior lighting. A designated employee(s) will perform routine checks of the premises as individuals are not allowed to loiter on the licensed premises. If an individual is found loitering outside the building, they will be informed of the no loitering policy and asked to leave immediately. Local law enforcement will be contacted if the individual refuses to comply.

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. BG

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. BG

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

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). BG

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 be positioned along the building with ample lighting, and checked regularly to prevent obstructions and to get the best facial image of anyone withing twenty (20) feet of all entry points. Video surveillance cameras will be placed strategically to record all areas of the facility inside and outside, at a variety of angles. All doors, safes and marijuana storage areas will have video coverage to clearly identify the faces of those present. Cameras at the external corners of the facility will record activity on each side of the building. A failure notification system will be installed to proved audible and visual notification of any failure in the surveillance system so that it can be immediately resolved. During a power outage all video cameras and recording equipment will be run on emergency power with a battery back up system to ensure that they can continue to operate for at least one (1) hour - if the power outtage continues longer that the battery - Kirsten will have all employees (to the extent possible) leave and lock down the facility and contact AMCO enforcement to alert them that she will be having a gap in video surveillance footage.

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 surveillance recording equipment and records will be stored in the office area which is only accessible by Kirsten and designated employees. The security system will be password protected to prevent any data tampering, and recorded data will be stored for a minimum of forty (40) days as an official business record. All surveillance footage will be accessible for upload to a separate hard drive in the event that it must be stored longer for criminal, civil, or administrative investigations. All recordings will be time and date stamped, and archived in a format that prevents alteration of the recorded image. Recordings and surveillance data will be available to AMCO and local law enforcement upon request.

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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)*; BE

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;** BE

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

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

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

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

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

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;** BE

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

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

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:

North Star Fire's business records will be stored on-site in a locked cabinet within the office area - the same records will be periodically scanned into Kirsten's password protected hard drive as a back up records storage. Only Kirsten and designated employees will have access to the locked business records cabinet. Again, business records will be backed up to an off-site hard drive to protect from loss and destruction and to allow authorities access at any time. Facility records will be managed by authorized agents in accordance with the standard retention policies to ensure that business records are stored in a consistent and searchable manner. Records within the facility will be stored in a locked cabinet separate from all storage of marijuana and currency.

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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. BE

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

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. BE

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. BE

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. BE

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. BE

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

Kirsten and all employees will be required to obtain a marijuana handler permit from AMCO Enforcement prior to beginning employment and must keep the permit in good standing at all times while employed with North Star Fire. Kirsten will keep an employee list of all persons full name and handlers permit number and expiration dates of the same. Qualified individuals will be hired for a probationary period during which they will be trained in their position, receive regular education and evaluation from Kirsten and management. Training education will include marijuana industry topics, safety, sanitary cultivation practices, legal issues, state and federal regulations, and will take place throughout the year as well as when topics arise. Continued on Page 11...

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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. BE

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. BE

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. BE

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). BE

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:

A METRC generated trip manifest will accompany all marijuana in transit. The facility will send a copy of the manifest with the marijuana, and file an additional copy on the premises as a business record. The manifest will document the strain name, type of product, batch number, weight, name of the transporter and handler's ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops, and marijuana will be sealed in not more than ten (10) pound containers inside a locked storage compartment within the vehicle for wholesale transactions and packages up to one ounce containers for re-sale by retailers without re-packaging. At no time during transit will marijuana be visible outside the vehicle. The shipping container will have a label stating that a licensed testing facility has tested each batch in the shipment, and list: (1) the date of final testing; (2) the cannabinoid potency profile, expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from the same marijuana cultivation facility within the last three months; (3) a statement listing the results of microbial testing; and (4) a statement listing the contaminants for which the marijuana was tested, including molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals. Any packaging done at the facility will be performed in an area specifically set aside for packaging and monitored with 24 hour surveillance. Continued on Page 11...

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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):

North Star Fire may utilize any of the following advertising mediums:

- Newspaper Ads
- Magazine Ads
- Social Media
- Platforms such as leaflinks, weedmaps etc.
- Radio Ads
- Sponsorships of sporting events or similar

All advertisements will contain the AMCO 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

Brandon Emmett POA for Kirsten Hagen

Printed name of licensee

STATE OF ALASKA
NOTARY PUBLIC
Marcey Luther
My Commission Ends September 24, 2023

Notary Public in and for the State of Alaska

My commission expires: 9/24/23

Subscribed and sworn to before me this 24 day of June, 2022

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(Additional Space as Needed):

3.6 Continued: Employees will be trained to alert the licensee and/or management immediately when theft or diversion is suspected. If a North Star Fire employee is caught stealing marijuana, local law enforcement will be contacted and the company will comply with all directives and proved any necessary information and records - if Kirsten has a situation like this, she will report to AMCO enforcement the employee's name and permit number and she will request that person's permit be revoked or suspended. Kirsten will take the necessary steps to ensure that illegal conduct by an employee does not compromise the facility's license and legitimate business operations. Once a theft is reported, Kirsten (or one of her key employees) will update the product records in the tracking system, as needed, to maintain an accurate and comprehensive accounting for all marijuana products and inventory. Kirsten and her team will comply with all inquiries and investigations lodged by the MCB as a result. Documentation related to marijuana theft will be maintained as a business record for five (5) years and made available to the MCB upon request. All marijuana will be secured in the cultivation area during growth and processing, and then will be stored in a locked and secured area once it is ready and waiting for packaging. Only designated personnel will have access to marijuana storage. Constant surveillance will monitor the marijuana storage space and all individuals entering the area. Video recordings will be backed up and stored for forty (40) days - with 24-7 recording of all restricted access areas and surrounding exterior areas. Cameras will be prominently displayed in the processing and packaging areas and next to all storage containers, and will provide a full view of the cultivation room, entryway, safes, money counting areas, and product packaging areas. Security monitors and video recording equipment will be located in the office. Kirsten will ensure that all employees know that they are constantly being recorded - this way employees are preemptively dissuaded from stealing in the first place.
6.4 Continued: Employees will be expected to learn: (1) Alaska laws, regulations including regulatory updates, and codes governing the marijuana industry and marijuana establishments; (2) all of the permitting requirements to act as a handler in a marijuana establishment; (3) company standards, protocol, and best practices; (4) general safety procedures and protocol; (5) how to think defensively in threatening/emergency situations (6) in-depth information about particular strains and products; (7) in-depth information on the requirements of each room, task, and system; and (8) the general federal, state, and local employment regulations by which the Company is governed. Employees will meet with management monthly for continued education and evaluation. Managers will be trained in opening and closing procedures, safety protocol, and managing operations and the inventory tracking system. Managers will know all procedures for quality control, inventory control, and sanitation, and will be responsible for accounting records and overseeing operations. Employees will be educated on quality control, inventory control, sanitation, opening and closing, cultivation techniques and best practices, and security. Employees will be trained on how to use the inventory tracking system and how to interact with visitors while in production. Employees will attend a general security class at hiring, and learn how to handle security and emergency procedures. The employees will be given in-depth education on the products that are grown and sold, cannabis risks and effects, and all of the mandated information included in the handler's permit. Employees will also be trained in cash policies and how to record inventory. The state and local marijuana regulations and laws will be posted in the facility and all new hires will be required to meet with Kirsten to go over employment documents, tasks, educational materials, facility features, security and position-specific training.
8.1 Continued: Packaging will be uniform with labels secure and prominently displayed. The facility will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility. After agents package marijuana they will be placed in sanitized, air-tight containers, labeled with all compliant labeling information, and given a barcode for the inventory control system. Plastic packaging will be heat-sealed without an easy-open tab, dimple, corner, or flap. Packaged marijuana will be stored in a secured area until ready for transport. Labels will include: (1) the name and license number of the cultivation facility; (2) the date the marijuana was harvested; (3) the harvest batch number assigned to the marijuana; (4) the date the marijuana was packaged; (5) the net weight and the quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system; (6) a complete list of all pesticides, fungicides, and herbicides used in the cultivation of the marijuana.

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