Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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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:	LeLe Gardens, LLC	**MJ License #:**	27608		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	LeLe Gardens				
Premises Address:	17833 W. Bryant Road				
City:	Big Lake	**State:**	Alaska	**ZIP:**	99654

Mailing Address:	17833 W. Bryant Road				
City:	Big Lake	**State:**	Alaska	**ZIP:**	99654

Designated Licensee:	Heather Connick		
Main Phone:	907-301-1107	**Cell Phone:**	907-301-1107
Email:	lelegardens@outlook.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:

LeLe Gardens premises will be designated as a restricted access area. Signage will be posted on and around the building which states "Restricted Access Area: Visitors Must Be Escorted," "No One Under 21 Years of Age Allowed," and "Video Surveillance in Progress." Video surveillance cameras will be visible throughout the facility as well as around the exterior perimeter of the building and will continuously monitor the premises to deter unauthorized or underage individuals from attempting to access the premises. There will be a designated entrance for employees, which will be continuously locked with commercial-grade locks. The door will also be equipped with a door sensor, connected to the security alarm system, that will be triggered if an attempted intrusion occurs. With the exception of law enforcement, AMCO Enforcement, or other duly authorized individuals, any visitors to the facility must make an appointment with the Licensee. LeLe Gardens will not allow entrance to anyone who cannot produce a valid photo identification that shows the person is 21 years of age or older. Valid forms of identification include; (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province in Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. Any individual that does not produce said identification will be escorted from the property immediately. If necessary, law enforcement will be contacted to enforce this policy.

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:

LeLe Gardens will have signs posted that state "Restricted Access Area. Visitors Must Be Escorted" to aid in preventing any unescorted members of the public from entering any restricted access areas. The signs will be no less than 12 inches long and 12 inches wide, with letters at least one-half inch in height in high contrast to the background of sign. Surveillance cameras monitor all interiors and exteriors of the facility. All doors have commercial-grade locks and remain locked at all times from outside the facility while still allowing the licensee or employee an easy exit from the facility in the event of an emergency. All employees are required to visibly wear ID Badges at all times and all pre-scheduled visitors in the facility are required to wear visitor badges.

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

With the exception of regulatory agents, agents of the MCB or law enforcement, all persons wishing to visitor the facility must be pre-approved and scheduled prior to accessing the facility. Once a visitor has been properly approved and scheduled, they will be directed to meet the Licensee or designated employee outside the facility. The visitor will be asked to produce a valid form of government-issued, photo identification proving they are at least 21 years of age and confirm their identity. Then, the visitor will sign into the visitor log whereby they record their full name, date, time in and out of the facility, and purpose for the visit. The visitor will be given a visitor badge to be clearly displayed on their person for the duration of the visit. The licensee or the escorting employee will actively supervise visitors throughout the duration of the visit. When the visit is complete, all visitors must return their visitor badge, enter the time on the visitor log and exit the premises. At no time will there be more than 5 visitors per supervising Licensee or employee. All visitor logs will be kept as an official business record and be made readily available to AMCO and enforcement upon request.

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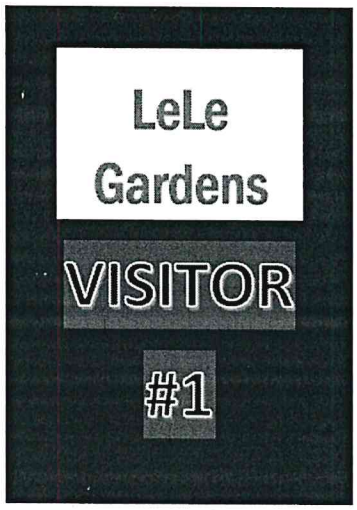
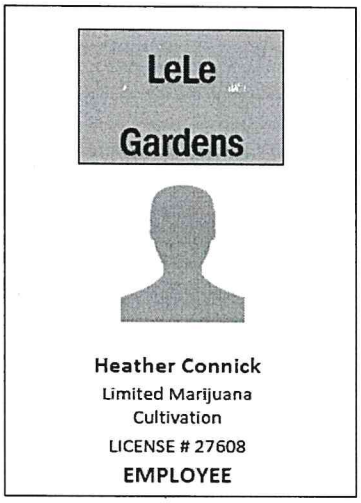
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





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:

LeLe Gardens will have outdoor lighting to deter nuisance activity and enhance surveillance video, while minimizing light pollution in the surrounding lots. Commercial LED exterior lighting will be positioned against the building and perimeter illuminating the exterior of the facility. The light fixtures will keep the premises and signs well lit, and allow the exterior surveillance cameras to record individuals up to 20 feet from all entry points to the building. The lighting fixtures will be positioned at an inaccessible height with sturdy housings to deter vandalism and prevent obstructions. The exterior lighting will be frequently inspected by the Licensee or a designated employee to ensure that each light is operational, and that each mount is positioned for optimum recording clarity and to deter unauthorized activities on the premises.

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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:

LeLe Gardens will either contract with a third party security company to install an alarm system or will install a regulatory compliant system, which will monitor for intrusions. The entry door will have sensors which, if triggered, will send an automatic electronic alert to the security monitoring center (if applicable) and the Licensee. An audible alarm will also trigger. The alarm system will be active at all times when the facility is closed. LeLe Gardens will operate the alarm system with a first in last out procedure which means, the first team member to the facility at the start of the business day will disarm the alarm and the last one out at the end of business day will arm the alarm. In the event that the alarm system sends an electronic alert to the licensee or local law enforcement to notify them of an unauthorized breach, the Licensee, if on site, will evacuate the building to a pre-determined safe location or instruct a designated employee to do the same. If the breach occurs during operating hours, the licensee or a designated employee will take a head count of all persons gathered at the safe location including any visitors that may have been on the premises to ensure everyone is accounted for. The Licensee or designated employee will await instruction from law enforcement and comply with all directives. Once it is safe to do so, employees will return to the facility, visitors will return their visitor badges, sign out of the visitor log and leave the premises so the licensee and employees can inspect the property for damage, take inventory, and note any theft. LeLe Gardens will submit all necessary and requested documentation to law enforcement officials and AMCO Enforcement. Any event that occurs on the licensed premises that involves local law enforcement will be promptly reported via email to AMCO Enforcement within 24 hours.

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

Video surveillance will continuously monitor all activity inside the restricted access areas of the facility. LeLe Gardens business practice requires weekly inventory counts which consist of a cross-check method with METRC generated reports. Weekly counts are documented as business records. If it is discovered or suspected that theft, inversion or diversion has occurred, employees will alert the licensee immediately. Employees will complete mandatory training in identifying theft, inversion and diversion of marijuana. If it has been determined that an employee has been stealing marijuana, law enforcement will be notified immediately, and LeLe Gardens will comply with all law enforcement and AMCO directives, and provide the necessary information and records for a thorough investigation. Once a theft is reported, the licensee will update the both the business records of the company and product records in METRC. Continued on Page 11...

3.7. Describe your policies and procedures for preventing loitering:

LeLe Gardens will utilize business practices that discourage loitering. The exterior will be well lit and equipped with 24 hour video surveillance and "No Loitering" signs. LeLe Gardens will have a noticeable presence in and around the facility to serve as a deterrence to loitering, and prevent unauthorized entrances into the facility. The licensee will either direct an employee to walk around the facility frequently but not scheduled and look for any persons who should not be on the property or near the facility. All loiterers will be immediately asked to leave the premises. If those individuals do comply, then law enforcement will be notified. No visitors will be permitted to remain on the property after their escorted visit has concluded.

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:

Multiple cameras will be used to record all interior and exteriors of the premises. Cameras will be angled and installed at an inaccessible height to prevent any blockages from fixtures, posts, display cases, or other equipment. Security cameras, with the help of bright lighting, will capture the best possible facial image of anyone present inside the building and within 20 feet of a facility egress or ingress. A failure notification system will be installed to provide an audible and visual notification of any electronic monitoring system failures. In the case of a power outage, all video cameras and recording equipment will run on emergency power via a battery backup system to ensure continued operation for at least 1 hour.

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:

6 month business records and surveillance records will be stored on-site in the packaging area in a locked cabinet and backed up to the cloud or an off-site hard drive every 6-12 months. LeLe Gardens will keep all business record hard copies for a minimum of 5 years and does not intend on deleting any business records stored on the cloud based system. The security system shall be password protected to prevent any data tampering. Recorded data will be stored as an official business record for a minimum of 40 days. All surveillance footage will be accessible for upload to a separate hard drive in case it must be stored longer for criminal, civil, or administrative investigations. All recordings will be date and time stamped, and archived in a format that prevents alteration of the recording. Facility records will be managed by the Licensee in accordance with standard retention policies to ensure that business records are stored in a consistent and searchable manner. Records within the facility will be stored in the packaging area in an additional locked cabinet, separate from video surveillance/recording storage and all storage of marijuana products and currency. Only the Licensee or a designated employee will have access to the business records.

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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)*; [DC]

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;** [DC]

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

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

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

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

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

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;** [DC]

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

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

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 required records will be electronically secured on the facility hard drive or the cloud based storage system. All video surveillance recordings will be stored for at least 40 days. A minimum of 6 months business records such as operational and regulatory documents, recordings, surveillance, financial books, inventory and employment records, logs, manifests, and communications will be stored on-site in the packaging area, in a locking cabinet. Facility records will be managed by the licensee or a designated employee in accordance with standard retention policies to ensure that business records are stored in a consistent and accessible manner.

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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):

The licensee and all employees of LeLe Gardens are required to have a current marijuana handler permit on or before the start date of employment and must keep it current for the duration of their employment. LeLe Gardens with verify handler card status from time to time to maintain compliance. LeLe Gardens will create an in-house training plan that will include; internal policies and procedures, state statutes and regulations, diversion, theft, and inversion prevention, cultivation techniques, sanitation and hygiene, legalities of recreational cannabis both State and Federal, Metrc data and safety protocols. Training will be arranged by the Licensee or assigned to an employee whom the licensee will train prior to any new hires, upon commencement of employment. Training will be refreshed from time to time, as needed.

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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 facilities are located in the adjacent building next to the proposed licensed premises.

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 transport manifest will accompany all marijuana in transit. A copy of the manifest will be sent with the product and an additional copy will be kept on the premises as a business record. The manifest will document the strain name, batch number, weight, name of the transporter and handlers 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. Marijuana will be sealed, in containers holding not more than ten (10) pounds, inside a locked storage compartment within the vehicle or truck bed for wholesale transactions and up to one ounce containers for 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 LeLe Gardens facility within the last three months; (3) a statement listing the results of microbial testing, including molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals. Continued on page 11...

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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):

LeLe Gardens does not intend to post any signs with a business name or logo on the cultivation facility.

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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):

LeLe Gardens' logo is still in development, and will be submitted to AMCO once complete.

LeLe Gardens may utilize the following medium types when distributing advertisements:

°Newspaper Ads
°Radio Ads
°Social Media (for featuring specific strains)
°Magazine Ads
°Sponsorships & Fundraisers
°LeLe Gardens website
°Platforms such as LeafLinks, etc.

All advertisements will contain the 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

Heather Connick

Printed name of licensee

RACHAEL WILSON NOTARY PUBLIC STATE OF ALASKA My Commission Expires: August 7, 2022

Notary Public in and for the State of Alaska

My commission expires: 8/7/22

Subscribed and sworn to before me this 26 day of January, 2021.

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(Additional Space as Needed):

3.6 Continued: Documentation related to any theft will be maintained as business records and be available to AMCO or law enforcement upon request. Only the licensee or specific highly-trained employees will have access to marijuana storage areas. Continuous video surveillance will record and monitor the marijuana storage areas and individuals entering and exiting these areas. Video records will be stored for up to 40 days. Cameras will be installed throughout the facility in order to provide a clear view of all areas. Security recording equipment will be stored in a secured cabinet in the packaging area.

8.1 Continued: Any packaging done at the facility will be performed in the designated packaging area and monitored with 24 hour surveillance. 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 employees 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. All packaging will be inspected, accepted or rejected and recorded in the log. The Licensee or designated employee will check all final packages to ensure that they will secure marijuana from contamination and not impart toxic or deleterious substances. 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 measure compatible with the inventory tracking system; (6) a complete list of all pesticides, fungicides and herbicides used in the cultivation of the marijuana. LeLe Gardens may contract with a third-party transport company and will ensure that they have active, valid marijuana handler permits and follow the company's transport policy at all times.

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