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:	Green Jar Palmer, LLC	**MJ License #:**	27199		
License Type:	Retail Marijuana Store				
Doing Business As:	Green Jar Palmer, LLC				
Premises Address:	11709 E Palmer-Wasilla Hwy, Suite 420				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Mailing Address:	P.O. Box 877710				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99687

Designated Licensee:	Caleb Saunders		
Main Phone:	(907) 887-3684	**Cell Phone:**	(907) 887-3684
Email:	csaunders@greenjarak.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:

One of Green Jars top priorities is the prevention of sale to underage consumers. Green Jar trains our employees in how identify underage customers and in the prevention of sales. Green Jar also trains employees in proper procedures in retaining a fake identification and how to intervene. All customers immediately upon entering Green Jar licensed premise will be greeted by security and asked to provide valid ID to verify the consumers age. If the customer cannot provide a valid ID they will asked to leave immediately. After being greeted by a budtender at the counter the customer will be asked to provide valid identification for a second time prior to completion of the transaction.

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:

Green Jar will restrict access to any part of the licensed premise where marijuana or marijuana product is stored, displayed, or sold. ProxPad proximity card readers in combination with commercial grade locks will be used so that only authorized employees can gain access. Each restricted access entry point to Green Jar will be posted with all applicable signage that states "No one under 21 years of age allowed.", "Restricted Access", "Visitors must be escorted". Green Jar will have signs posted and will be requiring the proper identification in the check in process before visitors will be actively escorted in restricted access areas.
A person under the age of 21 may not enter any restricted access area. All visitors being checked into Green Jar licensed premise visitor log will be required to show valid identification to prove that the visitor is not under the age of 21; obtain a visitor identification badge before entering any restricted access area of Green Jar, and; be escorted at all times by the licensee and/or employee of Green Jar that is actively engaged with visitors. In the case of an authorized visitor found unescorted they will be asked to leave the licensed premise immediately. Management must be notified immediately after the authorized visitor is asked to leave the licensed premise. Green Jar management will look into the situation and will record a statement from the employee who authorized the visitor, and the employee who authorized the unescorted visitor will be held accountable.

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

Green Jar maintains a visitor log book that will retain all authorized visitor information. All visitors are required to provide a valid ID. The visitor log book will maintain the following visitor information:
- Name
- Date
- Time
- Escorting employees name
- Visitor badge identification number (visitor badges will be worn at all times)
- Reason for access into restricted access areas
- Signature from the authorized visitor stating they understand the rules and regulations of the restricted access areas.
- Signature of the employee authorizing the temporary visitors pass stating they verified visitors valid identification and understand all rules such as, visitors must be actively escorted at all times and visitors are not authorized to touch any cannabis or cannabis product etc.

No more than 5 signed in visitors per authorized employee who is actively engaged in supervising those visitors will be allowed in restricted access areas. Restricted access areas of Green Jar will be marked by a sign that
says "Restricted access area, Visitors must be escorted."
All visitors being checked into Green Jar licensed premise visitor log will be required to show valid identification to prove that the visitor is not under the age of 21; obtain a visitor identification badge before entering any restricted access area of Green Jar, and; be escorted at all times by the licensee and/or employee of Green Jar that is actively engaged with visitors.

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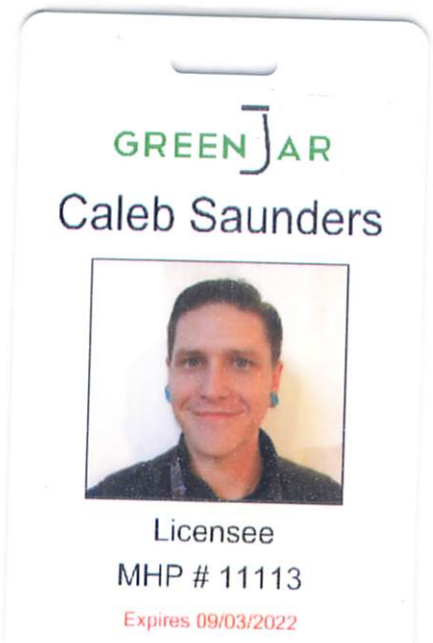
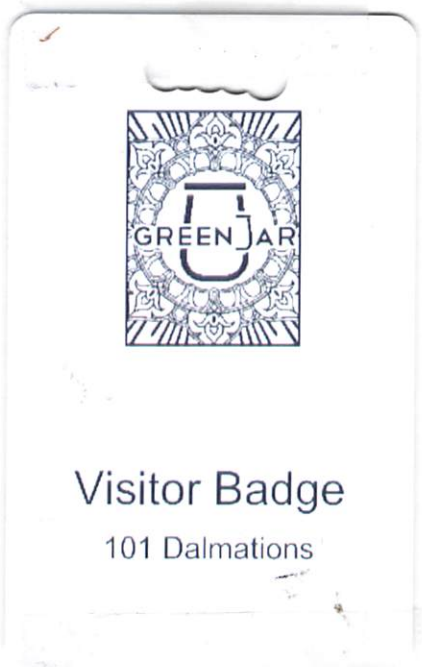
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





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:

Green Jar has exterior lighting installed and maintained to the exterior of the license premise that facilitates in surveillance by providing ample luminosity to be able to identify an individual within 20' from the licensed premise exterior entry points. Exterior commercial grade LED lighting will be affixed to all 4 sides of the building, providing ample luminosity for cameras to visually identify individuals within 20' of the license premise. Additional lighting will be affixed near each entry on the license premise to ensure ample lighting to facilitate in identification of individuals entering and exiting the license premise on surveillance cameras.

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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:

Green Jar will be utilizing a high quality commercial security alarm system. Green Jar security system will be equipped with glass break sensors, motion detectors, panic alarms, done cameras and with proximity card readers installed. During operational hours panic/duress alarms and video surveillance will be active. During non-operational hours glass break sensors, motion detectors, exterior lighting and video surveillance will be operational. All alarm systems and video surveillance will be operational 24/7. Green Jar has exterior lighting installed and maintained to the exterior of Green Jar license premise that facilitates surveillance by providing enough luminosity to be able to identify a person 20ft from the licensed premise exterior entry points.

When the security alarm system is activated from an unauthorized breach, a licensee or head of security will establish contact with local law enforcement as soon as possible. Employees will have panic/duress alarms to activate on person or if telecommunications is available contact with local law enforcement will be established. When a panic/duress alarm is activated a call to head of security and to the licensee is established by the alarm monitoring system. From there either the licensee, head of security or the alarm monitoring company will establish contact with local law enforcement. Once staff members are safe and accounted for at the designated rally point. A member of management will prepare security for law enforcement review. Once it has been determined what caused the security breach the employees will follow the instructions of local law enforcement and utilize the training they have received. In the event visitors are on the license premise, assuming there is are no additional security threats outside, and they were not witness to the unauthorized breach and local law enforcement has no questions, they will be asked to immediately leave the license premise. Staff will stick together and continue to communicate with local law enforcement until the emergency is over.
The safety of our staff and visitors is our biggest priority. Green Jar requires our team to be trained in emergency response. Green Jar is prepared with pre-determined protocols that prepare staff for the best course of action before, during and after an emergency.

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

Green Jar has strict rules in regard to moving inventory to and from and throughout the licensed premised to effectively prevent diversion by employee, visitor or customer. Green Jar will be using video surveillance systems monitoring entrances, access doors and floor activity in all restricted access areas of the licensed premise as well as the exterior of the licensed property. Security system, video surveillance, motion sensors, safes, and glass break sensors will facilitate in preventing diversion of cannabis or cannabis products during nonoperational hours. The licensee and authorized employees will record all transitions of cannabis and cannabis products including date, and time and will perform weekly inventories of marijuana and marijuana products to ensure all records are accurate and all marijuana and marijuana products are accounted for. Employees and visitors may not keep personal bags, backpacks, purses, or containers of any kind in restricted access areas where marijuana and marijuana products will be kept. Only authorized employees will be moving cannabis and cannabis products through the licensed premise. Any visitors found attempting to divert cannabis and/or cannabis products will immediately be reported to local authorities. In the scenario of an authorized employee diverting cannabis or cannabis product, Green Jar has a no tolerance policy. Green Jar will terminate the employee immediately, notify AMCO, and local law enforcement and will prosecute.

3.7. Describe your policies and procedures for preventing loitering:

Employees are trained in the prevention of loitering customers. If a customer has been in the establishment and does not seem to be purchasing marijuana or marijuana product and/or has purchased marijuana or marijuana product and did not immediately leave the licensed premise they are consider to be loitering and they will be asked to leave the premise by a member of management. If the loitering individual does not respond on the first verbal warning law enforcement will be notified immediately and security will actively escort until the local authorities arrive.

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:

Green Jar has 24/7 video surveillance utilizing Remote Focus Dome Network cameras that will be maintained on restricted access areas as well as each entrance/exit to restricted access areas within the licensed premise. Cameras will also be placed in strategic positions in each room that is to facilitate in surveillance of the entire license premise through day to day operations. Every point-of-sale area will be monitored with video surveillance and an integrated security alarm system that will be monitoring all exterior doors, rooms and windows during non-business hours. All cameras will be positions as to have an unobstructed view of the license premise at all times. The video surveillance system utilized will be maintained and placed in a way that provides a clear view adequate to identifying an individual inside or outside the licensed premise, and within 20 feet of each entrance to the licensed premise.
Green Jar has exterior lighting installed and maintained to the exterior of the license premise that facilitates in surveillance by providing ample luminosity to be able to identify an individual within 20' from the licensed premise exterior entry points. Exterior commercial grade LED lighting will be affixed to all 4 sides of the building, providing ample luminosity for cameras to visually identify individuals within 20' of the license premise. Additional lighting will be affixed near each entry on the license premise to ensure ample lighting to facilitate in identification of individuals entering and exiting the license premise on surveillance cameras.

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:

Surveillance recordings for Green Jar will be preserved for minimum of 40 days but will provide adequate storage for 55 days. The format in which the recordings will be saved will be in a manner that can be easily accessed for viewing at all times by the Alcohol & Marijuana Control Office (AMCO). All recorded images will clearly and accurately display the time and date, and will be archived in a format that does not permit alteration of the recorded image, so that they can be readily be authenticated. After 55 days, recordings may be erased unless Green Jar is aware or should know of any pending criminal, civil or administrative investigation for which the video recording may contain relevant information.
All Green Jar surveillance equipment and recording equipment will be housed in a locked and secure closet built into the main office on the licensed premise. Video surveillance will only be accessible by Green Jar Licensee, authorized employees, and to law enforcement personnel including an agent of AMCO. Surveillance will be maintained in the video surveillance locked metal cabinet at all times. Green Jar will also maintain its own private server with firewall to maintain data integrity and prevent tampering. The full contents of the server will be backed up to an off site server daily. Only licensees and managers of Green Jar have access to the main office.

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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 Green Jar surveillance equipment and recording equipment and information servers will be housed in a locked and secure closet built into the main office on the licensed premise. Video surveillance will only be accessible by Green Jar Licensee, authorized employees, and to law enforcement personnel including an agent of AMCO. Surveillance will be maintained in the video surveillance locked metal cabinet at all times. Green Jar maintains its own private server with firewall to maintain data integrity and prevent tampering. The full contents of the server will be backed up to an off site server daily. Only licensees and managers of Green Jar have access to the main office.

Green Jars surveillance system data will be protected through a private server with a firewall to prevent tampering and provide extra security in maintaining all of Green Jar records and all information stored to be compliant with HIPPA Regulations as well as protecting all information being unknowingly transferred or tampered.

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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):

Green Jar has policies and procedures that are designed to protect the employees and customers while maintaining security for restricted access areas.
Trained emergency response scenarios employees will be trained in;
- Robberies
- Theft
- Natural Disasters
- Hostage
- Medical
- Fire

Green Jar staff members are also continually educated in new and changing regulatory landscape during monthly required store meetings.

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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):

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:

When a Green Jar licensee or employee prepares transfers of marijuana or marijuana product to another licensed marijuana retail store or testing facility the authorized employee will record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of the departure and expected delivery, and the make, model and license plate number of the transporting vehicle in METRC. Green Jar will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana and marijuana product being transported and will generate the transport manifest.

Once marijuana is ready to be transferred to another marijuana retail license a Green Jar employee package product in an amount no larger than 10 pound package with a humidity packet to maintain proper storage conditions during transport, placed in an airtight, food safe, plastic containers and stored in a tamper evident security bin to protect the product from contamination and include its transport manifest. The licensee, employee or agent transporting marijuana or marijuana product will verify the marijuana and/or marijuana product to be accurate with the transport manifest prior to departure.

Shipments will be transported by an authorized licensee, employee or agent of Green Jar. Marijuana and marijuana product will be transported in a locked safe in a secure storage compartment that is fastened to the inside rear compartment of the vehicle transporting. The compartment will not be opened at any time during active transportation.

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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):

Green Jar will have no more than three signs identifying the store by Green Jars business name that is visible to the general public from the public right of way. Our signs may be placed in the store's window or attached to the outside of our licensed premise. The size of the signs may not exceed 4800 square inches. Green Jar will have one sign affixed to the top of the building in the standard advertising position utilized by all neighboring businesses. We will affix another sign to the front of the building near the window and door that will be of smaller nature. As well as freestanding signage located on the property.

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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):

Green Jar currently utilizes 3 forms of advertisement.
1. Print advertisement is use with local newspaper advertising our monthly specials, location, social media and phone number.
2. Videos showcasing our standards and practices as well as all contact information
3. Social Media

All advertisements including cannabis products created by Green Jar will contain the following warnings:
- "This product has intoxicating effects and may be habit forming"
- "Marijuana can impair concentration, coordination, and judgment. DO not operate a vehicle or machinery under the influence of this drug."
- "There may be health risks associated with consumption of this product."
- "For use only by adults twenty-one and older. Keep out of the reach of children."
- "Marijuana should not be used by women who are pregnant or breast feeding."

EST. 2017
LIC. 10008
GREEN JAR
CANNABIS RETAIL
Matanuska Valley
Alaska

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GREEN JAR
LIC. 10008
CANNABIS RETAIL
Matanuska Valley
Alaska

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

Signature of licensee

Caleb Saunders
Printed name of licensee

EMMA KEEFE
Notary Public
State of Alaska
My Commission Expires Dec 13, 2022

Notary Public in and for the State of Alaska

My commission expires: 12-13-22

Subscribed and sworn to before me this 11 day of May, 2021.

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