Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Alaska Garden Solutions LLC	**MJ License #:**		29653	
License Type:	Marijuana Concentrate Manufacturing Facility				
Doing Business As:	Stoned Cold Cannabis				
Premises Address:	5732 E. Gershmel Loop, #1				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Mailing Address:	6967 Briar Loop				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99518

Designated Licensee:	Christopher Jacques		
Main Phone:	907-414-3484	**Cell Phone:**	907-414-3484
Email:	info@stonedcoldcannabis.com		

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Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

The entire premises will be restricted access and will not be open to the public. With the exception of AMCO and law enforcement, visitors will be limited and admitted only upon approval by a Licensee. At no time will a person under the age of twenty one (21), or any person who does not produce a form of valid photo identification be permitted inside the facility or allowed to remain on the premises. All identifications must be unexpired and unaltered, and will be either: (1) a passport, (2) a drivers' license, (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card, or (4) an identification card of any state or territory of the United States, the District of Columbia, or a province in Canada. Shall an employee even suspect that a customer is under the age of twenty one (21), the employee will refuse access and have the individual escorted off premises. If needed, law enforcement will be contacted to enforce this policy. All Stoned Cold Cannabis employees will be thoroughly trained to recognize the inconsistencies of forged identifications, and will be given an ID guide to help distinguish IDs from other states and countries. All entryways will be continuously locked with commercial-grade locks and door alarms, and will have signs that state "Video Surveillance in Progress," "No one under 21 years of age allowed," and "Restricted Access Area: Visitors Must Be Escorted". Signs will be at least 12" by 12" and will contain letters that are at least ½" in height. Video surveillance cameras will be highly visible and will continuously monitor the facility and its exteriors.

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:

To maintain the security of the Stoned Cold Cannabis facility and all marijuana products, access to the facility will be closely monitored and restricted. Commercial locks will be used throughout the facility, and signage indicating that any members of the public are not allowed unescorted access to restricted access areas will be clearly displayed on the exterior doors. The restricted access area door will remain locked at all times with a spring loaded hinge to ensure it closes behind every person as they either enter or leave the restricted access area. Distinct and apparent cameras will be placed throughout and around the facility to discourage people from attempting access. The facility will be equipped with 24 hour monitoring alarm system with video surveillance. All members of the public who are allowed access to the facility must check in at the front entrance, present their identification and sign the visitors' log. Employees and visitors will be given a badge that must be worn and clearly displayed at all times while on the premises.

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

With the exception of AMCO and law enforcement, all visitors must be approved by a Licensee before being admitted. The visitor will be asked outside the facility to produce a valid form of government-issued, photo identification to confirm their identity and prove that they are at least 21 years of age. and confirm their identity. At all times that employees and Licensees are in a restricted access area, they shall wear an ID badge with their name and photo prominently displayed in a manner that prioritizes the employees safety while working with extraction equipment. Visitors must be escorted and closely supervised at all times by an assigned employee, with no more than 5 visitors per each supervising employee at any one time. The escorting employee on duty at Stoned Cold Cannabis will be required to record and log the following information, (1) Name, (2) Date, (3) Time In, (4) Time Out of restricted space, and list the purpose of the visit (if necessary). Records will be made available to AMCO upon request and will be maintained as official business records. When the visit is complete, all visitors must return their visitor badge and exit the premises. The escorting employee will sign the visitor out of the visitors' log.

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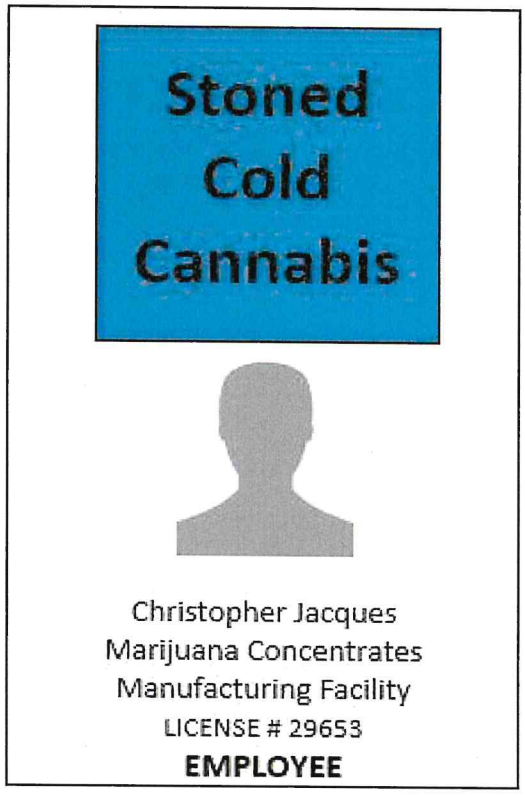
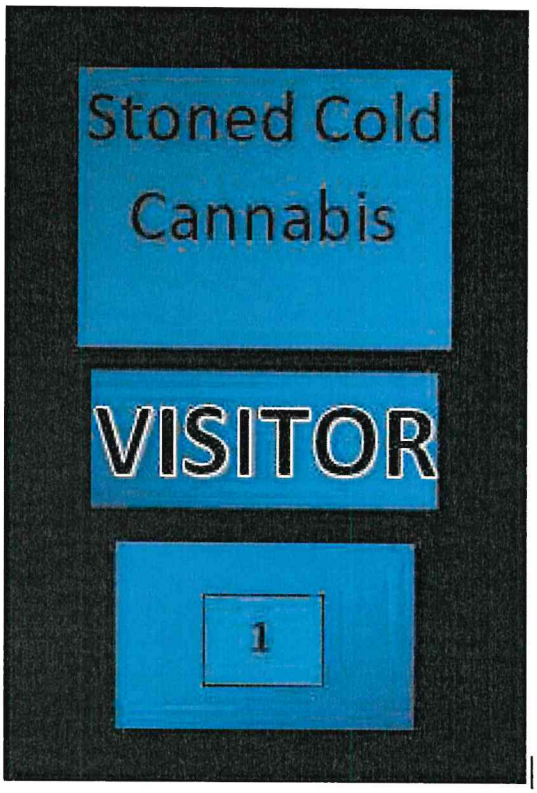
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





Or similar format and content

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:

Exterior lighting will be designed and positioned to keep the premises well lit and visually secure. Our surveillance system, combined with the bright exterior lighting, will be capable of depicting individuals within twenty (20) feet from all entry points of the facility. Stoned Cold Cannabis will use bright lights to deter crime and ensure maximum visibility for stored camera footage. Lighting will be commercial grade and mounted at an inaccessible height to prevent damage and dark spots. A Licensee or a designated employee will frequently walk the perimeter, and check the surveillance feed to ensure that all lights are operational and there are no obscured areas. Fixtures will be shielded to prevent light pollution.

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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:

Stoned Cold Cannabis will have an approved alarm system installed that will have 24 hours a day, 7 days a week facility monitoring. The monitoring system will be capable of detecting any unauthorized intrusion or activity, and will be capable of notifying local law enforcement if necessary. The alarm system will be tested every six (6) months to ensure the equipment is working properly. Stoned Cold Cannabis may contract with a third-party alarm company that will be responsible for the installation and maintenance of all alarm system equipment, as well as being in direct contact with the local law enforcement and the on-site manager. In the case of an unauthorized intrusion or attempted intrusion, the alarm system will send an automatic, electronic alert to both licensees and local law enforcement. All incidents that involve law enforcement will be promptly reported to AMCO. Stoned Cold Cannabis will have motion detectors to monitor all areas of the building. Managers will be responsible for arming and disarming the facility and will confirm daily the operational functionality of all cameras. These open and close times will be logged by the security system. The last manager to leave the facility each night will be responsible for activation of overnight security devices, and locking all doors and windows. Sensors will be installed on all doors and windows, which will be monitored by the third-party security company, and shall be active during all non-operational hours. In the case of an unauthorized breach during business hours, a Licensee or manager will evacuate the building to a predetermined safe area. Once at the safe location, the Licensee or manager will take a head count of all persons, including any visitors to the facility. If a person is missing, law enforcement will be notified of their absence. The Licensee or manager will await instruction from law enforcement & comply with all directives. Once it is safe to do so, visitors will return their visitor badges, be signed out of the visitor log and leave the premises. Then, the Licensee/manager and employee(s) will return to the facility, and inspect the property for damage, take inventory, and note any theft. Stoned Cold Cannabis will submit all necessary or requested documentation to law enforcement officials and AMCO Enforcement. In any event, Stoned Cold Cannabis will notify AMCO and enforcement, electronically, within 24 hours if an event like this occurs.

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

Video surveillance will continuously monitor the entire restricted access area facility. All inventory will be tracked though Metrc and weighed frequently to ensure there is no diversion happening through Stoned Cold Cannabis employees. Employees will complete mandatory training in identifying theft, inversion and diversion of marijuana. In the event an employee is caught diverting, stealing or inverting marijuana from the facility, the company will report to local law enforcement and AMCO enforcement and cooperate fully with any investigation. Employees found to be diverting marijuana could be arrested and punished to the fullest extent of the law. Surveillance cameras will be placed to be visible and provide a full view of all product storage and processing areas. Managers will monitor and manage accurate inventory in Metrc and report all theft adjustments to AMCO, as required. Any reports and documentation concerning a suspected or actual theft, as well as all inventory records, will be maintained by the company for five (5) years and made available to AMCO upon request. Only Licensees or specific highly-trained managers 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 at least 40 days. Security recording equipment will be stored in a locked cabinet in the facility office area.

3.7. Describe your policies and procedures for preventing loitering:

Stoned Cold Cannabis will utilize business practices that discourage loitering. The exterior will be well lit and equipped with 24-hour video surveillance and "No Loitering" signs. Licensees and employees shall deter loitering and prevent unauthorized access to the premises by maintaining a noticeable presence in and around the facility. A Licensee or designated employee will frequently, but not on a scheduled basis, walk around the facility to check for unauthorized persons and changes to the security system and lighting. If an employee suspects that a person is loitering outside the establishment, they will be given a verbal warning and asked to leave the premises. Law enforcement will be notified if necessary. Additionally, 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. CJ

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. CJ

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

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). CJ

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 in order to record all areas of the establishment, inside and outside, at multiple angles and at a height that will provide a clear, unobstructed view. Cameras will be carefully placed to prevent any blockage from lighting hoods, fixtures, or other equipment and placed to provide clear views for facial identification, throughout facility entrance points and within twenty (20) feet of the exterior walls. The front entrance door of the facility as well as the exterior emergency exit door will have cameras documenting the face of all individuals entering the area. Footage from security cameras will be accessible remotely, allowing licensees to view operations from anywhere. A failure notification system will be installed to provide notification of any failure in the electronic monitoring system. During a power outage all video cameras and recording equipment will run on emergency power with a battery backup system to ensure that they will continue to operate for at least one (1) hour. Cameras and surveillance equipment will be regularly checked to ensure they are in good working order.

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:

All surveillance recording equipment will be stored in a secured, locked room with a security door and a commercial-grade lock. The door will only be accessible by authorized personnel and will have a closing device to auto-close behind each entrant. Data will be stored on the security system's DVR for a minimum of forty (40) days, and will include a time and date stamp. In case of a pending criminal, civil, or administrative investigation, the data has the ability to be uploaded to a separate hard drive to maintain records longer. The security system will be accessible by password only, which will be given to authorized individuals only, to ensure there will be no data tampering. All recordings will be available to AMCO and local law enforcement upon request.
All business record hard copies will be kept for at least five years, and may be stored off-site if they are older than six months. Records will be maintained according to standard data retention policies, in a consistent and searchable manner.

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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)*; CJ

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;** CJ

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

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

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

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

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

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;** CJ

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

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

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 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 secured office area, in a locking cabinet. On top of storing all hard records at the facility, Stoned Cold Cannabis will have an external server to copy documents to, to prevent any loss due to computer malfunctions. These files will be accessible to ownership, management, designated governments and AMCO upon request. All business and regulatory documents, recordings, surveillance, logs, and communications will be stored at the facility and backed up to an off-site server. Only ownership, management, and authorized agents will have access to the office and its contents.

All business records will be maintained according to standard data retention policies, in a consistent and searchable 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. CJ

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

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. CJ

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. CJ

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. CJ

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. CJ

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

Employees will be trained in a number of areas of the business, including but not limited to: internal policies and procedures; state statutes and regulations; diversion, theft, and inversion prevention; concentrate manufacturing techniques; equipment maintenance; sanitation and hygiene; legalities of recreational cannabis, both State and Federal; Metrc data; and, safety and security protocols. This training will be completed before they begin independent work at the facility. Metrc Inventory management and regulatory updates will be regularly taught during quarterly and annual staff trainings and weekly meetings, to ensure the facility is operating in compliant business practices and good standing.

All Licensees & employees 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. Stoned Cold Cannabis will regularly verify handler card status.

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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. [CJ]

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. [CJ]

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. [CJ]

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). [CJ]

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:

All packaging materials that will be sold to marijuana retail establishments for sale to consumers will be child-resistant and unappealing to children. All packaging done at the facility will be performed in a specific 24-hour surveillance monitored area and will then be packaged in a uniform manner with labels secure and clearly displayed. Marijuana concentrates will be individually packaged immediately after manufacturing, and subsequent to positive third party testing, further packaged with approved exterior packaging, health and safety labeling methods. Concentrates will be stored in the secured, restricted access, locked production and packaging room in the facility with 24/7 surveillance when awaiting distribution. For all transports of marijuana concentrates, Stoned Cold Cannabis will create a Metrc generated trip manifest. Trip manifests will be sent with the concentrates, and an additional copy will be stored and file on the premises as official business records. The manifest documents will clearly have the strain name, type of product, 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. 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. CR

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. CR

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. CR

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. CR

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. CR

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. CR

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

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):

Stoned Cold Cannabis does not intend to have any signs with their business name or logo on the concentrate facility nor on the co-owned and co-located 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):

Stoned Cold Cannabis' logo is still in development, and will be submitted to AMCO once complete.
All advertisements will contain the five AMCO-required warning statements, verbatim.
Stoned Cold Cannabis may utilize the following medium types when distributing advertisements:

- Newspaper Advertisements
- Radio Advertisements
- Social Media (for featuring specific strains)
- Magazine Advertisements
- Sponsorships & Fundraisers
- Stoned Cold Cannabis' website
- Online platforms such as LeafLinks, etc.

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

Signature of licensee

Christopher Jacques

Printed name of licensee

BRENDA BUTLER
My Commission Expires
NOTARY PUBLIC
May 27, 2025
STATE OF ALASKA

Brenda Butler

Notary Public in and for the State of Alaska

My commission expires: 5/27/2025

Subscribed and sworn to before me this 10th day of August, 2021.

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(Additional Space as Needed):

Section 8.1 Continued: All marijuana concentrates will be in a sealed package or container not exceeding ten (10) pounds and then stored in a locked storage compartment within the transport vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops and at no time during transit will marijuana products be directly visible. All marijuana concentrate packaging will have a label stating that a licensed testing facility has tested each batch in the shipment.

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