THE STATE of ALASKA
GOVERNOR BILL WALKER

Department of Commerce, Community, and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

September 27, 2016

Southeast Alaska Laboratories LLC
DBA Southeast Alaska Laboratories, LLC
Via email: seaklabs@gmail.com

Re: Marijuana Testing Facility License #10512

Dear applicant,

The AMCO Office is reviewing the documents submitted for the proposed marijuana establishment license referenced above. The following items need to be corrected and/or resubmitted. **All corrections/additions to any form(s) must be initialed by the proposed licensee.**

- **MJ-01 Operating Plan**
  - Page 5, first box; please expand upon your answer and describe how you will prevent diversion from employees.
  - Page 12, first box; please expand upon your answer and describe how you will store, manage, and dispose of waste (incineration is not allowed).
  - Page 12, second box; incineration is not allowed. Remove the sentence.
  - Page 13; incineration is not allowed. Remove the sentence.
- **MJ-02 Premises Diagram**
  - On the diagram that has a compass; please clearly what the proposed licensed premises will be, within the licensed premises please clearly label the restricted access area(s).
- **MJ-06 Testing Supplemental**
  - **FYI:** We have forwarded MJ-06 to our third party inspector for review. We will forward any corrections that are identified by them to you.
- **Proof of Possession for Proposed Premises**

- Please provide the actual commercial lease to the proposed location.

- **Entity Documents**

  - The LLC's Operating Agreement does not reflect the percentage owned by each of the members. Is there a schedule of percentages owned that should accompany the Operating Agreement. If no, then please provide a list of the percentage owned by each member of the LLC to accompany the Operating Agreement, the total percentage should be 100.

    Additionally, Division of Corporations needs to also reflect all the members of the LLC and the total percentage owned by each member needs to total 100 percent. In other words, when we check Division of Corporations it shows all the names listed on the marijuana testing facility, but the total percentage owned by all members does not add up to 100 percent. We need to account for the 100 percent ownership of the LLC. Please submit copies of any documents you submit to Division of Corporations to make this change.

- **MJ-18 Residency Verification**

  - We were unable to verify Jessica Dreibelbis's Alaska residency through the Permanent Fund Dividend's database. Please submit MJ-18 attached to the email to as soon as possible. MJ-18 will be forwarded straight to our enforcement section to perform a residency verification.

Please return the incomplete items within two weeks of the date of this letter. Receipt of the items within two weeks will keep your application at the top of our worklist. If we do not receive all of the completed items within two weeks, your application will be moved to the back of the "Under Review" worklist. If we do not receive your completions within 90 days, per 3 AAC 306.025(f), you must file a new application and pay a new fee.

Sincerely,

Cynthia Franklin, Director
marijuana.licensing@alaska.gov