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:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

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 Information

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

Licensee:	Sean P Tower	**License Number:**	12023		
License Type:	Retail Marijuana Store				
Doing Business As:	Rosebuds Shatter House				
Premises Address:	3361 W Machen Rd				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99623

Mailing Address:	4011 E Cottonwood way				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99654

Primary Contact:	Sean Tower		
Main Phone:	907-301-7832	**Cell Phone:**	907-301-7832
Email:	seantower72@gmail.com		

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Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

Describe how you will prevent unescorted members of the public from entering restricted access areas:

Restricted areas will have signs posted on entry doorways stating RESTRICTED ACCESS AREA. Doors will be locked unless in use by a restricted area knowledgeable employee. They also will be armed with breach alarms. All outside windows will have bars. All employees will have knowledge of how to identify and prevent a breach of security by being familiar with 3 AAC 306.710 and knowledge of how to prevent a breach. They should understand and also insure doors are locked after use and the beable to identify the sounds of alarms.

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

All visitors must show a valid I.D proving they are 21 years of age or older to enter the premises or a restricted area. They will the be required to sign in on a log sheet with date,time, printed name, Valid I.D number and signature. They then will be given a red laminated badge with Visitor written on the badge and only then will they be escorted by licensee, employee or agent wearing a green laminated identification badge or marijuana handlers badge bearing a photo of the person. No more then five visitors per one licensee, employee or agent who is actively engaged in supervising the visitors will be permitted to enter a restricted area. Once the visitation is over the visitor must sign out on the log sheet. Allowing visitors into restricted areas will be discouraged to no more than two visitors at a time and will requested by myself the licensee that the employee or agent should first notify me and be familiar with any visitor, also allowing random visitors from the public into these areas is highly discouraged.

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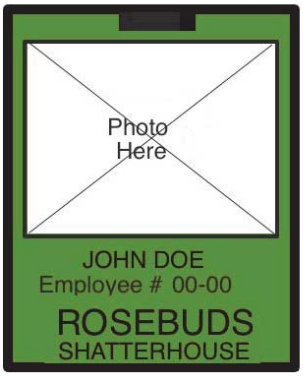
Describe your recordkeeping of visitors who are escorted into restricted access areas:

All visitors must show a valid I.D proving they are 21 years of age or older to enter the premises or a restricted area. They will the be required to sign in on a log sheet with date,time, printed name, Valid I.D number and signature. Records will be maintained on the log sheet when a log sheet becomes full it will then be scanned into the office computer and also stored in a email and or I-cloud and a hard copy will be filed and maintained for one year in the office within the facility.

Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:



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Security Alarm Systems and Lock Standards (3 AAC 306.715):

Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

The lighting on all side of the of the exterior illuminates ~60' not only at entrances but the entire location to facilitate video surveillance required in 3 ACC 306.720

An alarm system is required for all license types. Describe the security alarm system for the proposed premises:

Cameras will be mounted to give a clear view of exterior and interior of the facility in compliance with 3 ACC 306.715 and 3 ACC 306.720. Images will be stored on a DVR and cloud services. Alarm system service will be provided through Alarm Grid. System will be equipment with cellular technology and battery back ups so the systems will function during a power outage. Camera DVR will be stored in the office which is a restricted area and in a locked cabinet with a breach alarm.

The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

All windows and doors will be and equipment with breech alarms which will sound a audible alarm with in the facility and alert the service provider which then will notify local law enforcement and myself via text message. Windows and doors will be barred to further protection against a breach.

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Describe your policies and procedures for preventing diversion of marijuana or marijuana product:

All marijuana and or products will be kept in restricted areas. They will be weighed,tracked and inventoried as per the METRC and or establishment record systems. Cameras and security systems will be used to monitor activity in all areas within the facility. Audits and inventories will be conducted when deemed necessary. Samples in the retail area will be in sample containers that can bee seen and smelled but not touched and stored in locked display cases.

Describe your policies and procedures for preventing loitering:

Signs will be posted stating no loitering. All employees will be required to diverse loitering by stating to any loitering individual(s) to leave the premises or they will be required by company policy to call local law enforcement. If a non-conformance should arise they should refrain from conflict and wait for local law enforcement to arrive.

Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:

Two panic-hold up buttons will be with in the facility in two separate areas and or on a employees person which will activated the alarm system within the facility. Employees should all way use self preservation refrain from conflict and wait on law enforcement and only engage in conflict as a last resort. Motions detectors will be with in the facility and only activated when alarm is armed during closed hours. Breech alarms will sound on restricted areas of the facility and employees will have knowledge of the sound of the alarms and activate panic buttons if deemed necessary. A hold up alarm code will be also be installed on the main security panel that will send a silent hold up alarm to the alarm service provider.

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Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

During a security breach all employees, licensee or agent should activate a hold up alarm if possible and then comply with a assailant use self preservation and good instincts to prevent any personal injury and only engage in conflict as a last resort, they then should call 911 follow all request from law enforcement and wait on law enforcement to arrive.

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	✓	☐
Both the interior and exterior of each entrance to the facility	✓	☐
Each point of sale area	✓	☐

Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	✓	☐
Clearly and accurately displays the time and date	✓	☐
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	✓	☐

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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:

All cameras have battery back ups,night vision and HD technology. They shall be mounted in in a fashion that is hard to access. And be monitored and audited that they give a clear view and will be mounted with in 20 feet of each entryway. Inside the facility cameras will be mounted to capture the entire room and be audited for blind spots. Point of sale and retail room will have more than one camera to prevent tampering and obstruction and facilitate the best possible coverage of surveillance.

Describe the locked and secure area where video surveillance recording equipment and 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 board:

The office within the facility is a restricted area. The door will remain locked unless in use by authorized person the door will also be equipped with a breech alarm to no notify personal of a security breech. The outside window will be tinted to prevent outside view and bared and have a breech alarm the will activate when alarm system is armed. The DVR system will be locked with in the office and also be armed with a audible breech alarm.

Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	✓	
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	✓	
Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board	✓	
Video surveillance records are stored off-site	✓	

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Business Records (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. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:	Yes	No
All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises	✓	☐
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	✓	☐
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	✓	☐
Records related to advertising and marketing	✓	☐
A current diagram of the licensed premises including each restricted access area	✓	☐
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	✓	☐
All records normally retained for tax purposes	✓	☐
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	✓	☐
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	✓	☐

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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:

Hard copies of required sales,records,documents and data will be scanned and stored on the company's computer network which will be connected to a computer(s) off the premises and saved within company's emails service provider and or Microsoft cloud services. External hard drives may also be used to recored and save data and stored off location. The METRC system will also be used for all means necessary to store and record data. The establishment(s) will also comply to any request set forth by the AMCO to insure all required information is properly maintained to stay in compliance with all laws and regulations to the best of its ability.

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Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements 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 propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer "Yes" to all items below.

Marijuana Tracking and Weighing:	Yes	No
A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used	☑	☐
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	☑	☐

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

Company will be using excel spread sheets and other Microsoft home office programs and also using the now in place METRC system. As systems develop and or if regulations and requirements change the business will adapt and comply with due diligence to meet or exceed to any request by the AMCO.

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Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, 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, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer "Yes" to all items below.

Marijuana Hander Permit:	Yes	No
Each licensee, 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	☑	☐
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 premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	☑	☐
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	☑	☐

Describe how your establishment will meet the requirements for employee qualifications and training:

Licensee and employees will be required to obtain a AMCO approved training course and then receive there card through the AMCO. Hard copies of certificates and cards will be filled and also scanned and stored in company computer(s) email and or cloud services, employees will also be entered into the METRC system.

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Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to the statement below.

Marijuana Waste Disposal:	Yes	No
The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it	☑	☐

Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:

Waste Management Plan
Rosebuds Shatter house will store, dispose of and manage any solid or liquid waste generated by the licensed premises in compliance with federal, state and local laws and regulations following DEC regulation 18 AAC 60. (reference,3 AAC 306.735)

1. Waste Disposal Procedure
Rosebuds Shatter House will give AMCO 3 days (72 hours) notice in the METRC inventory tracking system before making any marijuana or marijuana product unusable and disposing of it, we will also keep a record of the final disposal destination of the waste in company inventory tracking systems. Waste will be stored in the waste disposal area in 5 gallon buckets after 72 hours of the notification and approval by the AMCO the waste will be ground or shredded and mixed with saw dust and shredded paper in a 50/50 mix with the marijuana or marijuana product. A written log will be maintained in the disposal area of waste that has been made unusable stating notification date and time, type of product and employee name and the log will be also scanned at into a company computer at least once a month. Before transporting the waste the buckets will be sealed and then transported to a AMCO approved disposal site or a local dump since all waste is biodegradable. Rosebuds Shatter House foresees minimal if any waste that will need to be disposed of. The disposal room is under video surveillance in an adequate fashion to provide a clear, unobstructed view of employees rendering marijuana or marijuana products unusable.

2. Recall Action Plan
In the event of a recall Rosebuds Shatter House will follow FDA Guidelines on a recall strategy. A Public Warning will be immediately posted in the retail store to inform consumers of the recent recall. The effected marijuana and or marijuana products will be place into the Quarantine / Waste disposal area and will remain there until further information has been received by the AMCO in regards to the recall procedures to be taken. If no instructions have been given within 3 days(72 hours) a authorized employee will dispose of the marijuana or marijuana product using Rosebuds waste disposal procedures.

Describe what material or materials you will mix with the ground marijuana waste to make it unusable:

The waste will be ground or shredded and mixed with saw dust and shredded paper in a 50/50 mix with the marijuana or marijuana product.

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Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. Describe the process or processes that you will use to make the marijuana plant waste unusable:

1. Waste Disposal Procedure
Rosebuds Shatter House will give AMCO 3 days (72 hours) notice in the METRC inventory tracking system before making any marijuana or marijuana product unusable and disposing of it, we will also keep a record of the final disposal destination of the waste in company inventory tracking systems. Waste will be stored in the waste disposal area in 5 gallon buckets after 72 hours of the notification and approval by the AMCO the waste will be ground or shredded and mixed with saw dust and shredded paper in a 50/50 mix with the marijuana or marijuana product. A written log will be maintained in the disposal area of waste that has been made unusable stating notification date and time, type of product and employee name and the log will be also scanned at into a company computer at least once a month. Before transporting the waste the buckets will be sealed and then transported to a AMCO approved disposal site or a local dump since all waste is biodegradable. Rosebuds Shatter House foresees minimal if any waste that will need to be disposed of. The disposal room is under video surveillance in an adequate fashion to provide a clear, unobstructed view of employees rendering marijuana or marijuana products unusable.

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Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to all items below.

Marijuana Transportation:	Yes	No
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	☑	☐
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	☑	☐
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	☑	☐
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	☑	☐
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	☑	☐
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	☑	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	☑	☐

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Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

All product will be weighed by a certified scale, vacuum sealed or placed in tampered resistant packaging and labeled and tracked in accordance with the METRC system. Labels will be made on computer and printed out and attached to packages with information as follows. Proof of testing, dates, strain or type of product, THC content , warning labels etc. and or whats is or will be required-requested by the AMCO. A transportation manifest will also be generated in compliance with the METRC system. Packages will contain no more than 5 lbs of product, and stored in restricted areas until paper work and tracking measures are deemed in compliance and complete as per the METRC system, company tracking and the AMCO.

Retail:Once a costumer has requested a purchase, a notification and code for amount and strain or product will be made to a employee in the scale room of the facility and then a employee will will use the code information to weigh, package and label the package in compliance with the METRC system, a log sheet will be maintained and required information will be entered into the company tracking systems,with a mobile device such as a i-pad,then information will entered into the METRC by a authorized employee or the licensee.

Describe the type of locked, safe, and secure storage compartments that will be used in any vehicles transporting marijuana or marijuana product:

A locked chest or brief case will be used depending on volume of the product being delivered and stored in the trunk or or a inconspicuous location of a vehicle that is not equipped with a trunk. A vehicle with a trunk will be the preferred method of transport.

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Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

The proposed and soon to be existing sign will be affixed to the exterior front of the building with the company name Rosebuds Shatter House & Cultivation with a floral design in the back ground with various placements of roses and cannabis flowers and leaves that blend into the background design. Rosebuds Shatter House & Cultivation will be used because a Retail Store and limited cultivation license have been applied for. The sign will not exceed State requirements of being no larger than 4800 square inches. For more details see the attached designs.

If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.

Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

Applicants should be able to answer "Agree" to all items below.

No advertisement for marijuana or marijuana product will contain any statement or illustration that:	Agree	Disagree
Is false or misleading	✓	
Promotes excessive consumption	✓	
Represents that the use of marijuana has curative or therapeutic effects	✓	
Depicts a person under the age of 21 consuming marijuana	✓	
Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana	✓	

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No advertisement for marijuana or marijuana product will be placed:	Agree	Disagree
Within one thousand feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21	☑	☐
On or in a public transit vehicle or public transit shelter	☑	☐
On or in a publicly owned or operated property	☑	☐
Within 1000 feet of a substance abuse or treatment facility	☑	☐
On a campus for post-secondary education	☑	☐

Signage and Promotional Materials:	Agree	Disagree
I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)	☑	☐
The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products	☑	☐
All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)	☑	☐

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Section 8 – Control Plan for Persons Under the Age of 21

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:

Identification will be checked immediately for all persons entering the facility by a employee that has has a marijuana handlers card and was trained during the course how to identify false identifications. they will also ask for Identification of people in vehicles that did not enter the facility. Signs will be posted outside on the one and only entry to Rosebuds Shatter House a sign stating "No one under 21 years of age allowed." the sign that will be posted 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 the sign. The sign will have red letters with a white back ground. There is only one entry door for the public which will be attended to at all times.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

Sean Tower
Printed name

Subscribed and sworn to before me this 10th day of April, 2017.

GREGORY SMITH NOTARY PUBLIC STATE OF ALASKA

Notary Public in and for the State of Alaska.
My Commission Expires
My commission expires: September 3, 2019

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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):