Alcohol & 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

Cover Sheet for Marijuana Establishment Applications

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

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

Licensee:	Tok Heavenly Cannabis, LLC	**License Number:**		10048	
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	TOK HEAVENLY CANNABIS, LLC				
Physical Address:	MP 1308 Alaska Highway				
City:	Tok	**State:**	AK	**Zip Code:**	99780
Designated Licensee:	Joseph Young				
Email Address:	tokheavenlycannabis@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	Form MJ-01: Marijuana Establishment Operating Plan: Revised.

OFFICE USE ONLY					
Received Date:		Payment Submitted Y/N:		Transaction #:	

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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:	Tok Heavenly Cannabis, LLC	**License Number:**	10048		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Tok Heavenly Cannabis, LLC				
Premises Address:	MP 1308.5 Alaska Highway				
City:	Tok	**State:**	ALASKA	**ZIP:**	99780

Mailing Address:	PO Box 70				
City:	Tok	**State:**	ALASKA	**ZIP:**	99780

Primary Contact:	Joseph Young		
Main Phone:	907-883-5061	**Cell Phone:**	907-940-1951
Email:	tokheavenlycannabis@gmail.com		

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Form MJ-01: Marijuana Establishment Operating Plan

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:

The premises will be locked and secure at all times. All restricted areas will be clearly marked by signs. These areas will be accessible by a locked door that only authorized personnel will have the ability to unlock/open. Further security will be provided by video surveillance cameras.

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

All visitors will be immediately greeted upon entrance to the facility and a valid ID will be checked. No person under the age of 21 will be allowed anywhere on the premises. Any person who cannot show a valid form of ID pursuant with 3 AAC 306.350 will not be allowed into the restricted access areas.

Each visitor will be required to leave all personal items (i.e. purses, coats, backpacks) in a locker before entering the restricted area. At all times, there will be at least 1 licensee, employee, and/or agent escorting not more than 5 persons at any given time.

Each visitor will be given a visitor badge to wear during their entire visit while they are onsite. They will be required to sign the log, a non-disclosure form, as well as a visitor policy agreement. Visitors entering the restricted areas will be required to wear some form of protective covering to help prevent the spread of contaminates to crops.

Personnel will be trained on the importance of supervision. Personnel will be the first to enter a room and the last to leave ensuring no visitor has been left with unsupervised access to individual rooms in the restricted areas.

Upon leaving the facility all visitor badges will be collected and accounted for.

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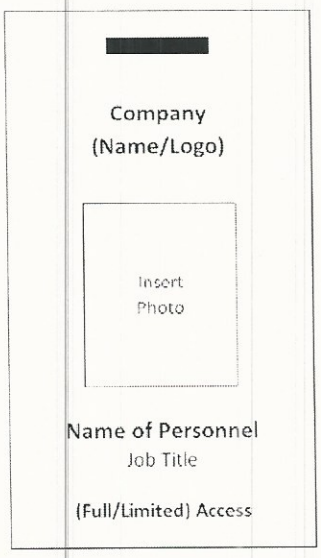
Describe your recordkeeping of visitors who are escorted into restricted access areas:

All visitor's will sign in upon arrival to the facility. They will be rquired to show a valid form of ID, as stated in 3 AAC 306.350(b), to ensure they are over the age of 21.

A log of the following information will be kept:
Date; Name; Type of Identification; Badge #; Arrival Time; Departure Time; Signature of Visitor

Visitors will be required to sign the log, a non-disclosure form, as well as a visitor policy agreement. These items will be considered permanent and kept in a visitor file stored in a secure area onsite for a minimum of 6 months.

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:

LED lighting will be placed around the perimeter of the building at a minimum height of 9'. Three lights installed along each of the long walls. Two lights installed along each of the short walls. In addition, there will be a light above the entrance of each exterior door.

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

The security alarm will consist of the following features:
Burglary and theft monitoring 24/7
Remote arm/disarm & Remote user code management
Mobile system text alerts and email notifications
Mobile lighting & thermostat control
    Secure, real-time video from almost anywhere
    Event-triggered video clip & time-indexed storage
Remote access from any web-enabled device
Automation and scheduling capabilities
Integrated DVR-24/7 audit capabilities
System will store video for a minimum of 40 days

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:

The last person to leave the facility will use a keypad to alarm the system. Upon setting the alarm they will have 60 seconds to leave the premise. Authorized personnel will receive a notice on their mobile device that the alarm has been set. When system is armed for the night, all doors and windows will set off alarm if there is any breach. The alarm will signal the monitoring center, police enforcement, and authorized personnel.

There will be 24/7 monitoring and recording on all exterior doors.

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

Track and trace technology (Metrc System) will be in effect and inventory checks will be performed.
Security cameras will be in place to record all restricted access areas and entry areas.
An environment of accountability among employers & employees will be established - letting everyone in the organization know that a diversion prevention program is underway, controlled substances are being monitored and that diversion is being taken seriously by management.
There will be restricted access to certain areas for certain employees - i.e. an employee who is trimming will not be allowed in the growing area and their badge will reflect this.
Staff will be trained to recognize diversion and report it. Visitors will be supervised at all times during their visit.
All staff and visitor personal items will be stored in a segregated area and will not be allowed into restricted areas including but not limited to: lunch boxes; coats; purses; backpacks; etc.

Describe your policies and procedures for preventing loitering:

There will be a "no loitering" policy in effect. Security cameras will be displayed live on a monitor in the office area. No one will be permitted inside the facility without a previous scheduled appointment.
Posting "No Loitering - Police Enforced" signs
Informing those who appear to be loitering, we have a no loitering policy and asking them to leave. Failure to comply with a request to leave and/or individuals returning to the premises after being asked to leave will result in the staff calling police enforcement.

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:

Motion detectors inside the establishment will be utilized while security system is armed. They will be place specifically to cover all interior doors and hallways.

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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:

Upon a "after-hours" breach of security authorized personnel will meet police enforcement onsite to assess the situation. Upon a "open-hours" breach of security authorized personnel will preserve any area where the breach occured. If safety permits, authorized personnel may physically assist police enforcement in the investigation. If safety is undetermined or the situation is deemed unsafe, authorized personnel will provide police enforcement with necessary components and information to properly investigate the site.
At all times, personnel will work together with police enforcement to assist in the resolution of a breach of any nature.

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:

Exterior video cameras will be placed at a height of at least 3 to 6 inches above all exterior doors and at an angle that adequately shows an approaching person from 20 feet away as well as them standing at the outside entrance. Interior video cameras will be place at least 8 feet away from the doors and aimed at the door and/or at an angle that clearly shows the face of the person entering the establishment or room.

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:

Video surveillance recording equipment and records will be kept in a secure locked room. This room will have a keyed lock and the key for that room will be held in a vault on the premises. Authorized personnel will have access to the vault. Upon request room will be accessible to law enforcement personnel and agents of the board. An access record book of pertinent information and signatures will be kept onsite.

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:

Paper records and electronic backups will be stored in a fire safe file cabinet and/or a fire safe vault. Records will be kept up-to-date and electronic backups will happen daily. The file cabinet will be in the secure area with the video surveillance equipment. This room will only be accessible by authorized personnel. These documents will be readily available and immediately accessible upon request.

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Form MJ-01: Marijuana Establishment Operating Plan

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:

Franwell's Metrc system will be used to track plants that have reached a height of at least 8". These plants will be tagged and tracked through their remaining stages of growth, as well as the drying and curing process, and then through their transfer/sale to another licensed marijuana establishment.

Onsite testing of the software will be done to ensure communication and sharing of information is adequate.

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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:

Each employee will participate in an online class and become certified in the handling of marijuana by obtaining a Marijuana Handlers Permit issued by a company authorized by the State of Alaska. Each employee will have hands on training in their prospective area for two weeks upon initial hire. They will be briefed on our health and safety requirements as stated in our policy and procedure handbook. They will be trained to recognize diversion, understand our no tolerance policy and the proper way to handle any given situation. Certain employees will be trained on proper utilization of the Metrc tracking 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:

During the 3 day waiting period the marijuana plant waste will be stored in garbage barrels in a secure area. All marijuana plant waste will be ground and mixed with an equal amount of compostable or non-compostable material. All solid waste will be disposed of at the Tok Class 3 landfill.

Liquid waste is going to be collected in a lined reservoir outside the facility. The reservoir will act as a leachate pond and natural evaporation will occur. Residue left from this process will be disposed of at the Tok Class 3 landfill. It will have a 6' chain link fence topped with razor wire, around it to ensure no unauthorized person or animal has access to the liquid waste. There will be no trespassing signs posted on all sides of the fence.

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

We intend to mix the ground marijuana plant waste with at least an equal amount of yard waste, shredded office paper, and/or office food waste.

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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:

We intend to grind the marijuana solid plant waste and mix the ground waste with at least an equal amount of yard waste, shredded office paper, and/or office food waste.

Pursuant with 3 AAC 306.740, using the marijuana tracking system, we shall provide the board not later than three days notice before making the waste unusable and disposing of it, with the exception of an emergency basis.

Unusable solid waste will be disposed of at the Tok Class 3 landfill.

A record of the final destination of marijuana waste made unusable will be kept onsite.

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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:

The marijuana will be measured/weighed to be packaged using a scale registered in compliance with AS 45.75.080 (Weights and Measures Act).

It shall be packaged in either a 1 oz appropriate container to a retail store for individual sale or in a bulk package not to exceed 5 lbs for them to package in their own appropriate packaging for sale. If the product is going to a manufacturing establishment it shall be in a bulk package not exceeding 5 lbs.

Each package will be identified by a tracking label and other appropriate labels for its specific application as stated in 3 AAC 306.475

All packages that will be transported to another licensed marijuana establishment will be placed within a sealed, tamper-evident shipping container/package. This container will have the appropriate label affixed to it. There will be a transport manifest that will remain with the shipment at all times and a copy will be given to the establishment that receives the shipment.

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

The product being transported to another licensed marijuana establishment will be placed within a sealed, tamper-evident shipping container/package. It will have the appropriate label and transport manifest with it at all times. These containers/packages will be put into a lock box, such as a dual fingerprint biometric safe. Upon arriving to it's destination both the driver's and an authorized destination employee's fingerprints would be required to unlock the shipment.

The product would be transported by authorized employees. We may at some point use a third party secured delivery service for this as well.

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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:

We will have a quantity of 1 - 24"x24" sign

At the entrance to the facility - Tok Heavenly Cannabis; Restricted Access; Visitation By Appointment Only

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:

Visitation to our facility will be allowed by appointment only. During the making of the appointment the "visitor" will be informed that no one under the age of 21 is allowed anywhere on or near the premises. Upon arriving, all visitors will be immediately greeted in the entrance to the facility and a valid ID will be checked. Any person who cannot show a valid form of ID pursuant with 3 AAC 306.350 will not be allowed into the restricted access areas and will be asked to leave the premises. In addition, there will be a sign posted at the entrance that says "No persons under the age of 21 allowed on the premises".

Further security will be provided by video surveillance cameras.

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

Joseph Young
Printed name

Subscribed and sworn to before me this 22nd day of March, 2017.

Notary Public in and for the State of Alaska.

My commission expires: w/ pro

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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):