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:	Henleys' Happy Harvest, LLC	**License Number:**		12572	
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	HENLEYS' HAPPY HARVEST, LLC				
Physical Address:	35633 Baranof Street				
City:	Kenai	**State:**	AK	**Zip Code:**	99611
Designated Licensee:	Julie Henley				
Email Address:	miss_jsisley@yahoo.com				

Section 2 – Attached Items

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

Attached Items:	MJ-01: Marijuan Establishment Operating Plan Pg 1-19 Visitor Sign-In Sheet Front badge Back badge Visitor badge Employee log Harold Henley handlers permit Julie Henley handlers permit

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:	Henleys' Happy Harvest, LLC	**License Number:**	12572		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Henleys' Happy Harvest, LLC				
Premises Address:	35633 Baranof Street				
City:	Kenai	**State:**	ALASKA	**ZIP:**	99611

Mailing Address:	P.O. Box 1618				
City:	Kenai	**State:**	ALASKA	**ZIP:**	99611

Primary Contact:	Julie Henley		
Main Phone:	907-741-1094	**Cell Phone:**	907-513-9644
Email:	miss_jsisley@yahoo.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:

All entrances to the restricted access areas are locked and can only be accessed by authorized employee with key code. All entrances are under 24 hour surveillance. Each entrance will display a sign(s) stating "Restricted access area, authorized personal only, no one under 21 permitted." Threshold of property will have signs stating "No trespassing, under 24hr surveillance"

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

Visitors will show identification to prove that they are 21 years or older. All visitors must be documented in the visitors log book and wear a visitors badge while inside the restricted access area. Visitors will be escorted by an authorized employee at all times. No more than 5 visitors are permitted at any one time.

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

Visitors will be documented in the visitors sign-in sheet by an authorized employee. Employee will log name, time in, time out, date, and contact info.

See attached example of Visitor Sign-in Sheet.

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

See attached Employee Identification badge front
See attached Employee Identification badge back
See attached Visitor badge

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VISITOR SIGN-IN SHEET

Name	Time IN	Time OUT	Date	Contact info

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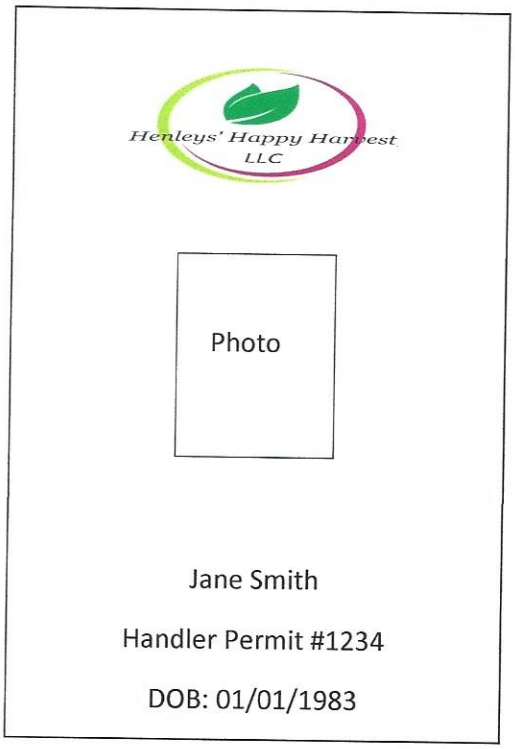
Front of employee badge



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Back of employee badge

This card is the property of Henleys' Happy Harvest, LLC

If found please return to:

Henleys' Happy Harvest, LLC

Marijuana Cultivation

License # 12572

35633 Baranof St.

Kenai, AK 99611

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Henleys' Happy Harvest LLC

VISITOR

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Form MJ-01: Marijuana Establishment Operating Plan

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:

There is exterior lighting on all access points of the property and facility. Exterior lighting clearly illuminates 25ft around all entrances to facility, making a clear view for surveillance system.

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

Fortress S02 Alarm System will be installed on all doors and windows of premises. When System is alarmed it alerts when any door or window is opened. Alarm system will automatically call programed numbers when triggered. Panic button will be strategically placed for quick access if needed. If there is a facility breach panic button will be triggered and law enforcement will be automatically called from alarm system.

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 Fortress S02 Alarm System is capable of supporting up to 99 detectors/sensors. Alarm sensor can be activated by LCD display or key fob. Every door and window on premises will be equipped with sensor. Alarm system will be activated while personal are not on the premises.

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

All marijuana will be cultivated, processed, and packaged in the licensed facility. Licensed facility will be monitored with video surveillance 24hrs a day. All marijuana will be tracked from seed to sale utilizing the METRC system. All product and supply's will be inventoried and tracked daily utilizing inventory sheets provided by Henleys' Happy Harvest, LLC. No personal items will be allowed in licensed facility. All work areas are closely monitored with video surveillance. If any diversion of marijuana is suspected, video surveillance footage will be used in investigation.

Describe your policies and procedures for preventing loitering:

"No loitering" and "No trespassing" signs will be posted on property. Licensed facility is on private property. The Private property is not open to public. Violators will be given a verbal warning and law enforcement will be called.

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:

The Fortress S02 Security System is equipped with a panic button on the LCD display panel as well as the key fob.

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Form MJ-01: Marijuana Establishment Operating Plan

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:

Authorized employee will contact local law enforcement when an alarm notification is received. Employee will then follow instructions of local law enforcement for further inspection of facility. Authorized employee can provide playback of video surveillance if needed.

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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Form MJ-01: Marijuana Establishment Operating Plan

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:

Cameras will be placed to produce clear view of any persons who enter Facility. Cameras will cover all areas of facility as well as 20ft from all entrances.

Surveillance equipment to be used: Annke 8 channel 1080P HD-TVI hybrid megapixel security DUR system with 8 HD weather proof security cameras. Western digital 4TB surveillance hard disk drive

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 will be stored in a locked box within the facility. This area will be under 24hr surveillance. Only authorized employees will have an access key to equipment. If law enforcement or peace officer requires video surveillance record, they will given full access.

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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Form MJ-01: Marijuana Establishment Operating Plan

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:

All required records (i.e. daily inventory, surveillance, financial) will be recorded electronically on password protected computer and backed up daily to password protected external hard drive. All required hard copy records will be stored in locked filling cabinet. All records will be stored on the licensed premises.

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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:

Will use the METRC system to track all marijuana cultivation. All authorized employees will be trained on the METRC system. All employees will be required to stay up to date with all training videos.

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Form MJ-01: Marijuana Establishment Operating Plan

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:

All employees must present a valid non-expired marijuana handlers permit before handling any marijuana product. All employees will be tracked on employee log with their Handler permit number and expiration date.

See attached example of Employee Log.
See attached copy of Harold Henley Handlers permit
See attached copy of Julie Henley Handlers permit

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Henleys' Happy Harvest, LLC Employee Log

Last Updated: November 7, 2017

Last Name	First Name	Handler Permit	Expires	Address	Cell Number	E-mail
Henley	Harold	10796	4/7/2020	Po box 1618 Kenai, AK 99611	907-513-9644	henleyharold@yahoo.com
Henley	Julie	10655	3/6/2020	Po box 1618 Kenai, AK 99611	907-741-1094	miss_jsisley@yahoo.com

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Certificate of Completion

haroldhenley-10796

has successfully completed the course

Alaska Marijuana Handler Certification 101

March 29, 2017

Completion Date

Current Time: 12:33 am

George M. Coleman, Instructor

Received by AMCO 11.20.17

Certificate of Completion

juliehenley-10655

has successfully completed the course

Alaska Marijuana Handler Certification 101

February 24, 2017

Completion Date

Current Time: 12:33 am

George M. Coleman, Instructor

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Form MJ-01: Marijuana Establishment Operating Plan

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:

All solid waste will be stored in a container labled "waste" until ready to be properly disposed of. AMCO will be notified 3 days prior by email before any marijuana waste is rendered unusable and disposed of. Waste will be tracked in METRC. Solid waste will be ground up and mixed with a minimum of 50% organic waste. Mixture will then be composted.

All liquid waste will be collected for evaporation.

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

Solid waste will be mixed with yard waste including, grass clipping, garden pruning and other compostable material from yard. The mixture will be a minimum of 50% organic waste other than waste generated from cultivation.

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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:

The solid plant waste (stems, root balls, leaves) will be ground up and mixed with 50% organic waste (yard clippings, leaves mulch) and composted.

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Form MJ-01: Marijuana Establishment Operating Plan

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:

Marijuana will be harvested and processed on licensed premises by authorized employee. Marijuana will be weighed on certified scale and tracked in METRC. Marijuana will be stored on premises in locked storage area until pulled for sale. Marijuana will be packaged in a tamper-evident package not to exceed 5lbs. Marijuana packaging will be labeled for whole sale. Packaging is not intended for direct to consumer sale. Packaging will be labeled in compliance with AAC.306.475. Whole sale packages will be transferred in a locked transporting box to licensed marijuana establishment. The Manifest that generates using METRC will be with marijuana at all times during transporting. The transfer will be tracked in METRC.

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

Marijuana will be transported in a locked transporting box that is adequate to hold all marijuana being transferred. Locked Transporting Box will be located in a 2016 Ford F150 License plate #KBB 245. Locked Transporting box is located under rear bench seat. The Locked transporting box being used is a custom fit Tuffy Security lock box. The lock Box has over 4500 Cubic inches of lockable storage space.
Exclusive 10 tumbler double bitted lock with built in weather seals.
Pry-Guard locking system featuring 1/8" thick welded steel components.
Stealthy design is hidden under the seat from prying eyes.
Welded 16 Gauge steel construction and durable texture powder coat finish.
Weather resistant lid design incorporates an exclusive Pin-Lock hinging system with built-in lid stop for added security.
The innovative mounting system permits removal from vehicle in seconds from inside the box when unlocked without the need for tools.
Dimensions are 56"w x 13"d x 8"h (front) - 6"h (back)

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Form MJ-01: Marijuana Establishment Operating Plan

Section 7 – Signage and Advertising

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

There will be no sign with business name on establishment.

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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Form MJ-01: Marijuana Establishment Operating Plan

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:

All persons entering secured area of licensed premises will required to show a valid ID showing person is 21 years of age or older. Signs stating " restricted access area, authorized personnel only, Stop", "visitors must be escorted", "attention: no persons under 21 allowed" will be posted at restricted access entrances. If persons can not provide a valid ID or ID looks suspicious, persons will not be allowed to enter Licensed facility.

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

_____
Printed name

Subscribed and sworn to before me this _____ day of _____, 20_____.

_____
Notary Public in and for the State of Alaska.

My commission expires: _____

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Form MJ-01: Marijuana Establishment Operating Plan

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:

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

Julie Henley
Printed name

Subscribed and sworn to before me this 13 day of November, 20 17.

Notary Public in and for the State of Alaska.

My commission expires: 05/05/2018

Received by AMCO 11.20.17

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

(Additional Space as Needed):

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