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:	RACHEL E BURRIS; JOSEPH D BURRIS JR	**License Number:**	13211		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	THE GIVING TREE				
Physical Address:	2351 N. Prospect Dr.				
City:	Wasilla	**State:**	AK	**Zip Code:**	99623
Designated Licensee:	RACHEL BURRIS				
Email Address:	givingtree907@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

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:	RACHEL E BURRIS; JOSEPH D BURRIS JR	**License Number:**	13211		
License Type:	Limited Cultivation Facility				
Doing Business As:	The Giving Tree				
Premises Address:	2351 N. Prospect Dr.				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99623

Mailing Address:	P.O. Box 871588				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99687

Primary Contact:	Rachel Burris		
Main Phone:	(907) 232-0698	**Cell Phone:**	Same
Email:	givingtree907@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:

The Giving Tree will restrict access to any part of the licenses premises where marijuana or marijuana product is grown, processed, tested, stored, or stocked. Each entrance to the restricted access is marked with "Restricted access area. All visitors must be escorted" signs.

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

The Giving Tree (TGT) shall allow visitors, via point of contact number provided at the main entrance. All visitors shall be required to present a valid state issued identification card proving they are over 21 years of age. A daily visitor sign in sheet shall be signed recording the following information: Name, address, State ID #, time of arrival/departure, purpose for visit and visitor ID badge #. A visitor badge shall be issued to each visitor. Each visitor to the purposed licensed premise shall be escorted by a member of TGT's personnel into all restricted access areas. At no time shall any one member of TGT's personnel be responsible for escorting more than 5 visitors.

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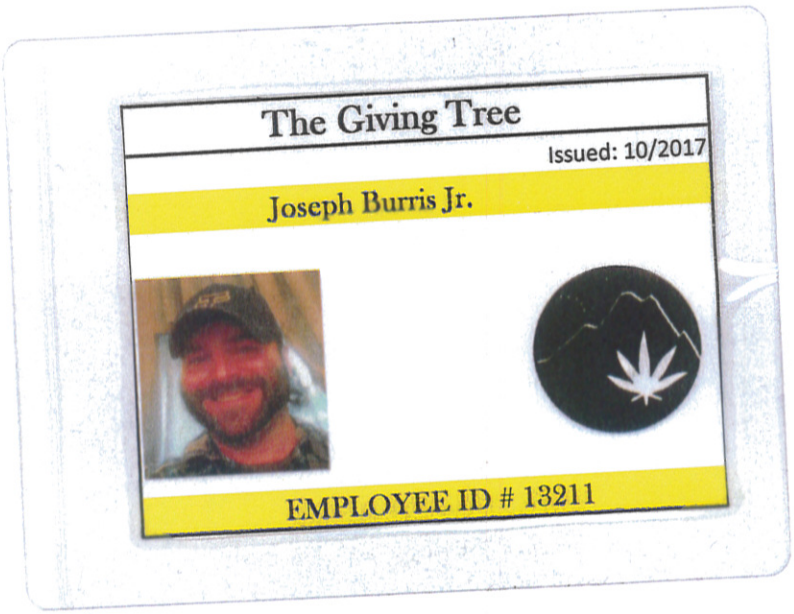
Describe your recordkeeping of visitors who are escorted into restricted access areas:

All surveillance recording systems and records are kept in a locked secured area accessed only by The Giving Tree (TGT) licensee or employee or law enforcement personnel or agent of the board.

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 Giving Tree has dusk until dawn lighting to accommodate the video surveillance. Lighting will illuminate the exterior entry and front of building. In addition, there is also a motion lights on the exterior of the main building.

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

The Giving Tree has a wireless security alarm system with auto dial function will call up to 6 designated phone numbers in case of a security breach. Both licensee's will be contacted as well as the Alaska State Troopers. Also, a 110 dB alarm will alert when the system is triggered to defer potential intruders. Also, the security alarm system has motion detectors and panic alarm and, there is a door contact sensor on the exterior door of the main building.

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:

Magnetic sensors are part of the alarm system and on the door of the cultivation area and the main building door. There are no windows on the building. The unit detects any forcible break on the door as well as any suspicious movement in the rooms by means of motion sensors. The system is to be activated on a key pad by the main door upon close of business nightly.

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

All marijuana cultivated by The Giving Tree (TGT) shall be traceable through the MITS system employed by the MCB. Contentious video monitoring of all areas of the purposed licensed premises shall ensure that any diversion of marijuana is recorded. TGT personnel shall be in possession of marijuana handlers permits at all times. TGT assumes all responsibility securing the marijuana or marijuana product during shipment, for recording the transfer in the marijuana inventory tracking system and for preparing the transport manifest. When any marijuana or marijuana product shall be in a sealed tamper evident packing and in a locked tamper evident pelican case in the vehicle transporting the marijuana or marijuana products. The sealed packages shall not be opened during transport for any reason. Any vehicle, while transporting marijuana or marijuana products shall travel directly from TGT's licensed establishment to the receiving licensed marijuana establishment and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana products at any other licensed marijuana establishment. All products are to be weighed before transport and upon delivery to the licensed marijuana retail establishment in order to avoid diversion by employees.

Describe your policies and procedures for preventing loitering:

The Giving Tree (TGT) personnel shall contact the Alaska State Troopers (AST) at (907) 745-2131, if at any time, any person's contacted by TGT personnel on the licensed premises have no intended purpose (loitering); or refuse to vacate the licensed premises immediately (trespassing). TGT shall install No Trespassing or Loitering sign-age at various locations on the purposed licensed premises lot lines.

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 door alarm system has sensors as well as motion detectors in the restricted access area. All doors have a magnetic sensor that triggers when opened. The system is equipped with a panic button. The system will be armed nightly.

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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:

In the event of a security breach within the licensed premises after regular business hours, TGT's security and alarm system will make initial contact with the licensed owners then contact local law enforcement, Alaska State Troopers at (907) 745-2131. After AST has been contacted, a TGT employee shall assist law enforcement in determining the security of the unauthorized breach of security. All video surveillance data shall be reviewed and turned over to AST.

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:

Security cameras are installed in every room with an interior or exterior door, including storage areas. There are 16 cameras placed in strategic locations, even at an elevated level where applicable, in clear view of any obstruction in order to clearly identify any individual inside or outside the licensed premises.

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 Giving Tree (TGT) shall house all video recording equipment in a separate locked, hidden room, located inside the bathroom of the licensed premises. Only licensed TGT personnel will be allowed access to the video recording system or law enforcement or an agent of the board. At no times shall any visitors to the facility be granted access to the locked security holding/recording area.

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:

The Giving Tree (TGT) shall exercise due diligence when preserving and maintaining all required records. All business records and data stored by TGT shall be stored on the licensed premises. All files shall be stored within the locked security room. Any and all transactions to fully account for the current six months will kept on on the licensed premises. All records for three years preceding years may be archived off of the licensed property. A current list of each employee, license, or agent who works at the marijuana establishment, records of surveillance systems will be maintained. Also, entry log of each visitor permitted in a restricted access area. TGR shall provide any and all records to be kept on the licensed premises to an employee of the MCB upon request. Records kept off premises will be provided to the MCB employees no latter then three business days after request.

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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:

Per 3 AAC 306.435 all marijuana propagated, grown, or cultivated by TGT on the purposed licensed premises shall be identified and tracked from the time of propagation through transfer to another licensed marijuana establishment or destruction. TGT shall assign a tracking number to each plant over 8 inches tall. When harvested, bud and flower, clones or cuttings, or leaves and trim may be combined in harvest batches of distinct strains, not exceeding five pounds; each harvest batch shall receive an inventory tracking number. Clones or cuttings must be limited to 50 or fewer plants and identified by a batch tracking number. TGT shall record each sale and transport manifest to accompany each transport batch. TGT shall record in its marijuana tracking system all marijuana used to provide a sample authorized under 3 AAC 306.460 for the purpose of negotiation sales, including the amount of each sample; the retail store of marijuana manufacturing facility that received the samples; and the disposal of any expired or outdated promotional sample returned to TGT licensed premises. Per 3 AAC 306.730 a "seed to sale" marijuana tracking system, congruent with the MCB established marijuana inventory tracking ststem shall be employed by TGT. All marijuana and marijuana products processed and sold in the state of Alaska by TGT will be identifiablee time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana product. The Giving Tree will use the Metric Marijuana Inventory tracking System.

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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:

All Giving Tree employees will be required to acquire and maintain a current Alaska marijuana handlers permit as required in 3 ACC 306.320 and all training involved in obtaining permit.

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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:

The Giving Tree shall store all marijuana waste in secured waste management storage containers. All marijuana waste shall be ground and mixed at a 1:1 ratio with MCB approved waste materials. All solid marijuana waste shall be disposed at the Matanuska Susitna Burough Central Landfill. All liquid marijuana waste will go into The Giving Tree's private septic system located at the licensed premises. This septic system is only used for the licensed premises.

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

The Giving Tree shall utilize any combination MCB approved materials as follows: food waste, yard waste, vegetable based grease or oil, paper waste, cardboard waste, plastic waste, oil, or other wastes approved by the MCB. When the marijuana is mixed and deemed unusable, it will be delivered to a permitted solid waste facility such as, the Mat-Su Burough Central Landfill located at 1201 N. 49th State St. in Palmer Ak. or Big Lake Central Land Fill at 13507 Hollywood in Big Lake AK. The Giving Tree personnel will be responsible for transporting waste to Central Landfill location.

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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 Giving Tree shall store, manage and dispose of any and all solid waste by first drying the marijuana stems, leaves, roots or any unusable products in full view of all surveillance cameras. The waste product will be run through a commercial grade grinder and mixed with equal parts such as food waste, yard waste, vegetable based grease or oil, paper waste, cardboard waste, plastic waste, oil, or other wastes to deem the product unusable via 3 AAC 306.740.

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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 Giving Tree (TGT) shall choose to either package marijuana in one ounce or less packages for resale, to include pre-rolled marijuana cigarettes, without the need for additional handling by the retail marijuana store or in wholesale packages not to exceed five pounds for re-packaging by the licensed retail marijuana store. Marijuana sold to licensed marijuana product manufacturing facilities shall be wholesale packages not exceeding five pounds. Five pound wholesale packages will contain either a single or a mixture of strains as identified on the label. The Giving Tree packaging shall be discreetly labeled and will not contain any images of any characters that specifically target individuals under the age of 21. TGT will ensure each package of marijuana is prepared and can be identified by a specific tracking label generated for tracking purposes by TGT's inventory tracking system. Marijuana prepared for transport or transfer by TGT personnel to another licensed marijuana establishment shall be packaged in sealed, tamper evident shipped containers with fixed labels in accordance with 3 AAC 306.475. Transport manifests listing each prepared packaged of marijuana shall by generated from TGT's marijuana inventory tracking system and shall remain with manifested packages for the duration of transport or transfer.

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

The Giving Tree shall use a hard shell transport case for the sale of marijuana or marijuana products. Each transportation case shall have a reinforced location for insertion of locks. All locks will be in place during transportation.

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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 Giving Tree will not have any advertisement of any form on the licensed premises.

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:

The Giving Tree will install and maintain sign at it's main entrance stating "No Persons Under 21 Allowed". All visitors to the purposed licensed premises shall be required to provide valid state identification cards proving the appropriate age of the visitor. At no times shall any persons under the age of 21 be knowingly admitted to the licensed premises by The Giving Tree personnel.

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

Rachel Burris

Printed name

SONYA JONES NOTARY PUBLIC STATE OF ALASKA My Comm. Exp. 10/14/2019

Subscribed and sworn to before me this 8 day of Dec, 2017.

Notary Public in and for the State of Alaska.

My commission expires: 10/14/19

Received by AMCO 12.08.17

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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