Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

# Form MJ-01: Marijuana Establishment Operating Plan

**What is this form?**

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

**What must be covered in an operating plan?**

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

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

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06**) to meet the additional operating plan requirements for each license type.

## Section 1 – Establishment Information

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

| | | | | | |
|---|---|---|---|---|---|
| **Licensee:** | winter greens llc | **License Number:** | 15061 | | |
| **License Type:** | retail marijuana store | | | | |
| **Doing Business As:** | winter greens llc | | | | |
| **Premises Address:** | 75 beach road | | | | |
| **City:** | haines | **State:** | ALASKA | **ZIP:** | 99827 |

| | | | | | |
|---|---|---|---|---|---|
| **Mailing Address:** | 1299 lutak road suite 1355 | | | | |
| **City:** | haines | **State:** | ALASKA | **ZIP:** | 99827 |

| | | | |
|---|---|---|---|
| **Primary Contact:** | william adams | | |
| **Main Phone:** | 907-500-5291 | **Cell Phone:** | 907-500-5291 |
| **Email:** | tangcorkylady@gmail.com | | |



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## Section 2 – Security

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

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

**Restricted Access Areas (3 AAC 306.710):**

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

Patrons and visitors will see a visible sign stating "Restricted Access Area visitors must be escorted. on a metal locked barrier. This prevents patrons from going behind the metal and glass display cabinets which is a restricted access area. The employees will reinforce the signs verbally. If a patron or visitor does not adhere to the regulations, law enforcement will be called.

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

Employees will escort any Visitors at a ratio of 1:1. The Employee will first Log visitors I.D., Name, Company, reason for visit and immediate contact information. Arrival and departure times will be noted also.
The visitors will be asked to sign and date a log of entry/exit. These log books will be kept electronically and written, stored in a secured location within the restricted access area.

Employees will maintain visual on visitors while in restricted access areas. Security cameras will provide second layer of security during visit. If visitor is doing contract work and employee can not maintain visual contact with visitor, the employee may ask patrons to leave, lock and close down retail operations until another employee may assist or that the visitor has left premises. Our policy for the Employees is to call the general manager or License holder immediately if there is a visitor that needs to be escorted through the restricted access areas.



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

Our visitor log will include:
1) Name of visitor and State ID information
2) Purpose for the visit
3) Date of visit
4) Entry and Exit times
5) Name of Employee escorting the visitor

*The records will be held in on-site computer hard drive, and hand written log book.
The visitors log will be kept on premises, and a digital copy will be maintained with regular updates.

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

BRAD ADAMS

BUDTENDER

WINTER GREENS, LLC

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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:**

Exterior lighting is activated when a person enters its motion sensor detection range. (approximately 30ft.) The lights will activate at once if any motion is detected. This facilitates surveillance with the cameras. Our cameras also have IR night vision with motion sensor detection.
This will be recorded by the POE 16 Channel 3 Tera-byte Hard drive system.

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

System has:
1) Back up Battery 2) motion sensors 3) Entry sensors 4) glass break 5) multiple panic buttons 6) 24-7 Monitoring National Center and Cell connection to employees and Licensee personal mobile phones for security alerts and live camera feeds.
*The local authorities will be contacted by the system provider, and/or Employee, General Manager, Licensee.
24-7 monitoring is done through 'simplisafe'.

**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:**

Employees will set alarm on keypad before locking up the retail store. Front and Rear doors have door sensors and motion detection. The windows have 'glass break' sensors and all windows have internal steal frame security bars on the inside of glass. This will ensure no entry of any persons even after glass broken.

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# Form MJ-01: Marijuana Establishment Operating Plan

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

Our policies include:
Full video surveillance of entire store, from multiple angles. We are keeping digital and hard copy records of all transaction. Employees and Licensee will maintain these accurate records, and will note any and all discrepancies. We will contact the state if we find any deficiencies in our weights and amounts. Owner or store manager will be monitoring employees at all times to prevent any diversion of marijuana or marijuana products.

**Describe your policies and procedures for preventing loitering:**

Our operating policies include posting of 'NO Loitering' signs. Employees are trained to ask anyone loitering on or around premises to leave immediately, if they do not comply then the employee will call local authorities.

Our policy for people trying to use marijuana on the premises is the same. No products will be used on premises. This is a zero tolerance policy.

**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:**

Our employees have 3 panic buttons, and are instructed to use them for emergency use only, as in during a day time robbery.
Authorities are called immediately after panic alarm is activated. Then the service calls the general manager and licensee.



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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:**

Business Hours Procedure:
The employee has been trained to turn off alarm, and call the store manager, general manager, and Licensee holder if needed. Monitoring system will contact store for authorization code for false alarms. If code is not given or phone not answered then the monitoring system alerts local authorities.

After Hours Procedure:
The General Manager/Licensee will be notified by the 24-7 monitoring system of any security breaches. The GM/Lic will immediately call local authorities to meet at the retail store.
The local authorities will already have been alerted from the monitoring system.
If the GM/Lic is unavailable then the store manager will be called next, then employees will be contacted.

**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:**

1. Video Camera faces front and rear door.
2. Sales area is under video surveillance.
3. The video surveillance equipment room is also under video surveillance.
4. All cameras are ceiling mounted, and angled to get full view of the room.
5. Exterior cameras have infrared night vision and are mounted to get a 180* angle of view.
6. All cameras have clear line of sight towards target area and no dead zones.

**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 video surveillance equipment area is equipped with commercial deadbolt and lock set. Full video surveillance hard drive is in a separate wall mounted, vented safe. Keys to the hard drive safe are kept in the main safe. There is a posted sign on the entry door stating "Restricted Access Area, Visitors Must Be Escorted". The door will remain locked even during business hours. Keys to this door do not leave the register, and only the GM and Licensee will have extra sets.

| 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:**

Policies for prevention of loss of data and records:

1) The video surveillance room holds the hard drive unit which is in a locked vented wall safe.

2) Hard drives will be backed up each week, on external hard drives and taken to off site (residence) safe.

3) During power loss, store operations will be recorded in Log Books, and copies will be made and kept off site until power is restored. All data will be entered into the records once power is restored.

4) All paper or hard copy data will be maintained in the file cabinet in the restricted access area.

5) Time Sheets, Employee records, and Tax records will also be kept in restricted access room, in the safe or file cabinet. Along with back up records held with our bookkeeper.

6) Regular scheduled "fire drills" to restore information from back up. Computer kept in a dry, safe, and dust free area. Data will be backed up on a regular basis. We use a anti-virus software and keep it updated. We protect against power surges with an UPS. Use of Regularly scheduled disc defragmentation, at least once every month. Network Access will not be shared to any unknown users, no emails will be checked without first knowing the sender, and employees will not be allowed to use computer for any personal use.



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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:**

Winter Greens llc will use METRC tracking system to track all marijuana and Marijuana products.

We will use Shopkeep as our POS register for the ipad.
We will use Shopkeep to provide analytics, automating tasks such as inventory, staff management, and accounting records.



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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:**

Employee qualifications and Training:

1) Previous to filling out the application for employment, all prospect employees must be 21 or older, and have a current marijuana handlers permit. (All employee records, training, and data will be on hard copy in file cabinet, and hard drive for digital copies.)

2) A scheduled alert for up coming renewals will be followed and the General Manager will be responsible for checking the handlers permit and ensuring it is valid. (Spot checks on all employees will be done through out each week.)

3) All licensees, employees, and/or agent of a marijuana establishment shall keep the marijuana handlers permit on their person, and an extra photo copy.

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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:**

Marijuana waste, liquid or solid will be reported into the tracking/inventory system. After giving the three day notice in writing by email to the marijuana enforcement board, the material will be entered into our waste disposal log, where we will capture all waste data information. This will include an applicable license # time and date, weight,associated tags (metrc). The marijuana waste will be ground and the ground waste will be put in a bin with a ratio of 50/50 pott ing soil mixture rendering it inert and unusable.

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

Winter Greens employees will use a large rubber bin, mixing in equal parts of waste to soil. The soil be moistened potting soil or gardening soil,the 50/50 mixture will be stirred and this mixture will be used as a compost.



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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:**

Mixing 50/50 ratio of marijuana with moistened potting soil will make it unusable.
Using a large plastic bin, equal amounts of waste to soil are added and mixed together thoroughly so as to make the waste marijuana unusable.

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## Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

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

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

| **Marijuana Transportation:** | Yes | No |
|---|---|---|
| The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700 | ☑ | ☐ |
| The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle | ☑ | ☐ |
| The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport | ☑ | ☐ |
| During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport | ☑ | ☐ |
| Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment | ☑ | ☐ |
| When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received | ☑ | ☐ |
| The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest | ☑ | ☐ |

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# Form MJ-01: Marijuana Establishment Operating Plan

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

Winter Greens LLC will use metrc to record the type, amount and weight of marijuana or marijuana products being transported, name of transporter, time of departure and expected delivery and the make, model, and license plate of the transporting vehicle.
Winter Greens LLC will provide a complete printed manifest form prescribed by the board that will be kept with the marijuana or marijuana product at all times.
During transport, Marijuana or Marijuana product will be in a sealed package or container and in a locked secure storage container in the vehicle transporting the Marijuana or Marijuana product.Winter Greens shall keep records of all Marijuana or Marijuana products shipped from or received as required by 3AAC306.755

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

During transport,marijuana and marijuana products will be sealed in containers or bags,from the manufacturing facility.
We will put these into black hardened plastic tough boxes, these are lockable and we are able to secure them within the vehicle .
Also light weight steel boxes may be used for smaller items,all secured within the vehicle.



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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:**

one sign...winter greens llc...120inches wide 8inches tall....total signage 960 square inches

WINTER GREENS LLC

**<u>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.</u>**

**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:**

Our retail marijuana store will follow 3AAC306,710 posting at each entry a sign over 12 inches long and over 12 inches wide with letters higher in contrast than the backround and at least 1" height stating:No one under 21 years of age allowed.
All picture identification will be checked per 3AAC306.350 our employees will have there Alaska marijuana handlers training and card on there possession and a current copy on file.
Our employees will only accept valid forms of I.D. ,which include unexpired unaltered passport or drivers license or a state I.D. such as a permit. also excepting I.D, from all 50 states the District of Columbia provinces of Canada and origin of Acacian card issued by the federal government or a state agency authorized to issue a identification or a drivers license.
Our employees will check each customer ID and there is no customer access to restricted areas.
All doors and access areas are clearly marked.
All restricted access areas have locks to keep customers from entering the restricted access areas by accident.

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.

William Adams
Signature of licensee

William Adams
Printed name

Subscribed and sworn to before me this 24th day of October, 2017.

TINA OLSEN NOTARY PUBLIC STATE OF ALASKA

Tina Olsen
Notary Public in and for the State of Alaska.

My commission expires: 6/15/2019