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:	The Green Store Inc.	**License Number:**	12766		
License Type:	Retail Marijuana Store				
Doing Business As:	The Green Store Connection				
Premises Address:	3655 Unit A S Old Glenn Hwy				
City:	Palmer	**State:**	ALASKA	**ZIP:**	99645

Mailing Address:	3655 Unit A S Old Glenn Hwy				
City:	Palmer	**State:**	ALASKA	**ZIP:**	99645

Primary Contact:	Elizabeth Truett		
Main Phone:	907-715-9580	**Cell Phone:**	907-715-9580
Email:	thegreenstore1@yahoo.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:

The Green Store Connection will restrict access to any part of the licensed premise where marijuana or marijuana product is stored, displayed or sold. Signs that read "Restricted Access Area" and "Visitors Must Be Escorted" will clearly be posted at each restricted entrance. An employee will supervise the visitor at all times.
The visitor will be required to:
sign in and out of a guest book
provide proper identification showing they are 21 years of age or older
wear a visitor badge

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

Visitors will be required to "check in" at the front retail counter. At that time they will need to present ID, sign the guest book, idenify the purpose of visit, and obtain a visitor badge. The employee will determine if the visitor can be escorted behind the retail space or escorted from the back door. This will be determined based on the size and/or type of the delivery. The visitor will be supervised at ALL times while in restricted areas. Once the delivery is complete the visitor will be escorted back to the retail counter, sign out and return badge.

If the visitor refuses to comply with the above guidelines; they will be asked to leave right away. At no given time will the visitor be allowed to take pictures or videos of the licensed premise. They are not allowed to touch any marijuana or marijuana product.

Employees will be trained on policy and procedures upon hire and as needed.

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

The Green Store Connection will maintain a visitor log book in which information will be stored for 4 years. It will include:
copy of photo ID
Date, Name, Time in/out
Name of Vendor/Business
purpose of visit
escorting employee name
visitor badge ID number
signature of both visitor and employee stating each understands the rules and regulations of entering a restricted access area

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

The Green Store Connection
permit # 12766

(VISITOR)
or
(Employee Picture)

issue date 01-01-2018

badge # 01

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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:

There is sufficient exterior lighting around all sides of the building (2100 lumens each light). A light placed above the front and back door will facilitate video surveillance. The cameras will be placed in a way to produce a clear view to identify an individual. The cameras will have night vision.

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

The security system will be provided by Alder Alarm Protection. It will include the following: wireless and cellular connection, intrusion protection, 24/7 monitoring, security panel, outside siren with strobe light, window glass break sensors, door sensors, inside motion sensors, and an employee panic button that will alert the alarm company and dispatch the troopers in an emergency situation.
Surveillance cameras will cover the entire inside and outside of the building to include: the POS, scale, restricted access (employee only), doors and the parking lot. A DVR server, capable of storing 40 days of footage with a monitor for playback on-site will be installed.

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 security system is monitored 24/7 When the store is closed for the night the employee will set/activate the alarm upon existing the building. If at any given time the alarm is not set the alarm company will notify the owner, manager,and employee of the error. The alarm can be set remotely. The Green Store at the other end of the property will be able to set the alarm too, as business hours are later.
In the event that the alarm is triggered the alarm company will first notify AK troopers, than the individuals on the call list.

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

The entire interior of the store will be covered with surveillance cameras. This includes the restricted access area (employees only). All cameras will be recording at all times during business hours and will record any movement after hours. All recordings will be stored for a minimum of 40 days and are available for playback at any given time. Only authorized trained employees will have access to the playback recordings (it will be password protected). The stored recordings will be stored in a high security area.
There will be 2 employees on shift at any given time. Inventory will be conducted weekly and on delivery days. If diversion is suspected, inventory will be done daily. Employees will not be allowed to "ring up" any retail item for themselves during their shift. Items must be purchased off the clock and rang up by another employee. Personal items such as: backpacks, purses and jackets will NOT be allowed in the retail area. Employees will not be allowed to wear baggie clothes, hats or hoodies. Training will be provided to all employees to assist in identifying possible diversion situations. They will be educated in how to report a suspected diversion, to include a co-worker and/or licensee. A record of training completion will be kept in the employees file. In addition employees will be provided a system to anonymously report a suspected diversion. A lock box will be provided that will be checked daily by an authorized employee.
The POS system and scale will be under surveillance at all times. Employees rolling marijuana cigarettes before opening will be required to do so at the scale under the camera. The video will be reviewed often to assure no diversion is taking place.
In the event that diversion is suspected, The Green Store Connection reserves the right to conduct random drug testing of illicit drugs. If found positive; termination will be immediate.
Signs will be posted that say "Warning Security Cameras In Use"

Describe your policies and procedures for preventing loitering:

Individuals will not be permitted to loiter on the property; inside or outside of the building. A "No Loitering" and "No Smoking" sign will be posted on the building. If the individual appears to be just "hanging out", the individual will be asked to leave the property. If the individual does not comply, local authorities will be notified to assist. The Green Store Connection and The Green Store will be required to communicate with one another in regard to a loitering. The purpose of this is to make everyone aware that there may be an individual coming to the other store and stop it before it becomes a problem. All employees will be trained on loitering prevention

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:

During open hours video surveillance and a panic button with an alarm will be utilized. In the event that the panic button is activated the AK Troopers will be dispatched via the alarm company. Also there will be two employees on shift.

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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:

First and foremost the safety of our employees and customers is at the top of the list. All employees will be trained how to use the security system and how to be prepared in the event of a security breach.
At any given time there is a breach; the employee will establish contact with the AK troopers as soon as possible. They will use the panic button and the phone if able. Using the panic button will send the alert to the AK Troopers and the licensee. This will allow the licensee and local law enforcement to communicate with each other.

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:

The Green Store Connection will maintain cameras with night vision and extreme weather domes for outside surveillance. Exterior lighting will be maintained to aid in identifying individuals 20 feet from the entrances. Cameras will be placed at a height with no obstruction to see out to the parking lot, from the entrances.
Inside the store, cameras will be placed in adequate fixed positions, at a height in which will provide a clear unobstructed view. The entire inside and outside of the store will be under video surveillance during business hours.

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:

All video equipment and recordings will be stored in a lock box in the restricted access storage room. Copies of the surveillance recordings will be stored in a DVR system. The equipment and lock box will be password protected. Only the licensee and authorized employees have access to the lock box. Upon the request of law enforcement or an agent of the board will the lock box be opened by the licensee or authorized employee.

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 Green Store Connection will keep and maintain all business records within the licensed premises. Records will be kept for a period of 4 years on premises. Records will be kept in a locked cabinet.

End of day procedures will be preformed by closing manager to include reconciliation. All areas of the store are under video surveillance to prevent tampering with any paperwork.

Video surveillance will be backed up daily and stored on external hard drive

Sales and Inventory will be tracked with the POS and Quickbooks, which will be backed up weekly.

Any records that are deemed "important" will be scanned and saved to a external hard drive as well.

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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:

The Green Store Connection will use the state approved tracking system METRC,for all transactions involving marijuana and marijuana product. To include: sales, transfers, and waste. The store will utilize high-speed internet connections, to assure connectivity with the tracking software. If any technical difficulties arise, Franwell the software developers support team will be contacted. We will incorporate our business operations software with METRC, quickbooks for accounting purposes.

The system will ensure that all marijuana is cultivated and sold in the state. That each marijuana product is processed and sold in the state. All product is identified and tracked from the time its propagated from seed or clone with the cultivator through transfer to The Green Store Connection. And tracks any disposal of any marijuana or marijuana product.

In addition The Green Store Connection will not accept any deliveries that do not have a manifest attached.

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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 individual must be able to meet these requirements to be considered for employment
Valid marijuana handlers permit and Alaska driver license
21 years old or older
no prior felony convictions in the past 5 years
Upon hire the employee will train/job shadow for a minimum of 3 days, more if needed. Will obtain an employee badge and will be required to sign documents stating they understand various policy and procedures.

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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 Green Store Connection will store liquid and solid marijuana for 3 days before rendered unusable in a locked and sealed 5 gallon bucket. It will be kept in a restricted access area under surveillance and accessible only by authorized individuals. The MCB will be notified in writing via email to the proper individuals at the state enforcement section 3 days before product is rendered unusable. A record/log book will be kept of the date, amount, and final destination.
Employees will be trained to identify all plant and product waste. Such as: roots, stalks, leaves, stems, damaged, expired, and leftover residue from product

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

The ground marijuana waste will be blended with a organic soil and mixed with equal parts. Additional soil or general waste such as leaves, shredded paper, or coffee grounds will be added to ensure that the minimum ratio requirements are met. MSB Central Landfill will be the final destination for waste disposal.

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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:

Marijuana flower will be ground into a fine substance and mixed with organic soil with a ratio of 1 part flower 3 part soil

Marijuana extractions or concentrates will be mixed with organic soil with a ratio of 1 part extract/concentrate 3 part soil

Marijuana edibles will be melted down with hot water than mixed with with equal parts soil.

All marijuana waste will be disposed of in a 5 gallon bucket and taken to the MSB landfill.

Adequate measures will be taken to document the process from The Green Store Connection employee rendering marijuana unusable to transport to disposing.

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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:

If at any given time The Green Store Connection needs to transport marijuana or marijuana product to another licensed marijuana retail business it will. Document the transfer in our inventory tracking system (POS), create a manifest and log it into METRC. The product will be placed in a sealed, air tight, Thtamper evident packaging and than placed in a lock box. The box will be placed in secure location of the vehicle. Once the authorized employee leaves the store, at no time are they allowed to stop along the way or open the lock box until they arrive at their destination.

The authorized employee will record the type, amount, and weight of product being transported. The name of the transporter,the time of departure and expected delivery, and the make,model and license plate of the transporting vehicle.

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

The marijuana or marijuana product will be placed/stored in a airtight tamper evident package/bin. It than will be placed in a locked safe and placed in a storage tote for transport. The locked safe will have key to unlock it. The manifest will be placed inside the tote. The tote will be placed in a secure location of the vehicle either in the back seat, trunk, or floor board of passenger side. The placement of the tote depends of the type of vehicle being used.

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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:

One sign hanging on the north west side of the building, not to be larger than 4 feet x 6 feet will be lit by an exterior light. A second sign will be in the front of the building just left of the door not to be larger than a 4 feet x 4 feet also lit by exterior light.

Our signs are simple, will just read The Green Store Connection in green lettering with a outline picture of the butte. There will be no marijuana leaves displayed.

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:

At no time will a person under 21 be allowed on the premises. All individuals/customers will enter through the front door which has a posted sign stating no one under that age of 21 permitted. Each individual will be required to check in at the front counter for age verification. It will be required that the individual have a valid form of ID with a photo. All employees will be trained in how to verify the ID. If the employee suspects the ID is invalid or the individual is not 21 they will be asked to leave right away. At no given time will a minor be allowed in the store.

The ID will be checked a second time at the time of a sale.

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.

Elizabeth Truett
Signature of licensee

Elizabeth Truett
Printed name

Subscribed and sworn to before me this 3rd day of July, 2018.

Austin Schock
Notary Public in and for the State of ~~Alaska~~ Montana

AUSTIN SCHOCK
NOTARY PUBLIC for the
State of Montana
Residing at Glendive, Montana
My Commission Expires
January 23, 2022
SEAL

My commission expires: 1-23-2022

Received by AMCO 7.3.18

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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