Alcohol and Marijuana Control Office
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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:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

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 & Contact Information

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

Licensee:	David C Towne	**MJ License #:**		16208	
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Susitna Gardens				
Premises Address:	29686 S David Street				
City:	Talkeetna	**State:**	Alaska	**ZIP:**	99676

Mailing Address:	PO Box 944				
City:	Talkeetna	**State:**	Alaska	**ZIP:**	99676

Designated Licensee:	David C Towne		
Main Phone:		**Cell Phone:**	907.355.3033
Email:	articus@mtaonline.net		

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Section 2 – Control Plan for Persons Under the Age of 21

2.1. 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 Proposed Licensed Premises does not reside in a high traffic nor a city area. The premises/property has extremely low traffic/visitors. In addition, the proposed premises has an entryway that is not noticeable from the outside, or inside of the building.

Keeping those under the age of 21 from entering the proposed premises and its restricted access areas is a high priority for the proposed licensed premises' licensee. Beyond the low traffic the licensee, employees, agents, and/or authorized visitors shall keep the facility's exterior door shut and secured at all times. Entry to proposed licensed premises shall be with a commercial grade lock in compliance with 3 AAC 306.715 (d) which shall be set for automatic lock from the outside each time the door is closed. This shall prevent all unauthorized and/or accidental entry.

Employees shall also be advised no unauthorized visitors will be permitted into the facility without prior authorization directly from licensee and/or licensee's authorized employee.

The exterior entrances shall have a sign that is approximately 18 x 12 inches with the following statements: "No Unauthorized Entry, No Persons Under the Age of 21, Visitors Must be Escorted", and "Facility is Under Video Surveillance", in attempt to further deter any members of the public from trying to gain access to the main facility without authorization.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

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

Neither proposed licensed premises nor residence on the main property shall have any visitors and/or members of the public without prior appointment and/or authorization. Owner lives on premises further preventing any unwanted access.

Any members of the public shall call the main office for an appointment to visit proposed licensed premises prior to arrival. There shall be a small sign of approximately 18 x 24 inches hanging on the exterior doors of the restricted access areas, with the information needed to contact the main office of the proposed licensed premises for any unauthorized members of the public requesting access to the proposed licensed premises or the property that the proposed licensed premises resides on.

The restricted access areas shall remain shut and locked when not in use. The doors shall be secured with commercial grade locks in compliance with 3 AAC 306.715 (d). The exterior doors & windows shall also contain a security alarm system in compliance with 3 AAC 306.715 (b) (2) further preventing any members of the public from entering any part of the premises.

In compliance with 3 AAC 306.710 (b) each entrance to restricted access areas shall be marked by signs that state "Restricted Access Area", "Visitors Must Be Escorted".

The exterior entrances shall have a sign that is approximately 18 x 12 inches with the following statements: "No Unauthorized Entry", "No Persons Under the Age of 21", "Visitors Must be Escorted", and "Facility is Under Video Surveillance", in attempt to further deter any members of the public from trying to gain access to the main facility without authorization.

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

Any and all visitors that have requested and been granted access shall before entry into the restricted access areas, as required by 3 AAC 306.710 (c) (1) and in compliance with 3 AAC 306.350 (b)the visitor shall immediately show to licensee or authorized employee a valid, current, ID or Passport verifying visitor is 21 years of age or older.

Verified visitors that have been permitted entry to the proposed licensed premises' restricted access areas shall first sign a visitor's log. This log contains the name, date, and time in/out of proposed visit. The form shall be kept by licensee as part of the business records in compliance with 3 AAC 306.755 (a) (6).

Once verified, visitor shall obtain a visitor pass from licensee or authorized employee in compliance with 3 AAC 306.710 (c) (2). This ID Visitor pass includes the area or areas where visitor is permitted to enter.

At this time, the visitor may enter the restricted areas permitted by their visitor's pass supervised by an employee, licensee, and/or agent in compliance with 3 AAC 306.710 (c) (3) until departing the facility.

Verified visitors that have been permitted entry to the proposed licensed premises' restricted access areas shall first sign a log containing the name, date, and time of proposed visit. The form shall be kept by licensee as part of the business records in compliance with 3 AAC 306.755 (a) (6).

As per 3 AAC 306.710 (b) there shall be not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.

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3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

Susitna Gardens

Employee or Owner Name

Employee Job Title

Handler Permit Number
Area of Access

Susitna Gardens

VISITOR

NAME:_____

AK-MHP #_____

DATE of ACCESS:_____

Must Be Escorted

Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

In compliance with 3 AAC 306.715 (b) (1) exterior yard lighting shall be in place above the main building's exterior entrance.

The exterior yard lights shall be sufficient enough to facilitate lighting a minimum of 20 feet from exterior door of Proposed Licensed Premises' building.

Surveillance cameras are also equipped with night vision.

The light will also be kept on inside small entryway of the premises to facilitate color/daylight vision on the cameras 24/7.

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3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

Licensee residing on the property deters any unwanted members of the public from entering the property and proposed licensed premises.

In compliance with 3 AAC 306.715 (b) (2) The exterior doors and windows shall each be equipped with a security alarm system sensors. The sensors are linked to the Proposed Premises' security alarm automated system. The security alarm system is also equipped with a siren to warn of any breach, smoke, and/or elevated levels of CO2.

The security alarm system provides professionally monitored security service 24 hours per day, 7 days per week. The system is accessible with password by smart phone, computer, and tablet while away from the proposed licensed premises.

Upon breach, or activation of alarm system, the monitoring service shall first call licensee's listed contact phone number. at which time a number of situations may occur:

1. The licensee and/or employee/agent answers the phone and gives the secret password which means everything is okay.
   a. The monitoring system then asks for an explanation and disregards the activated alarm system.
2. The licensee and/or employee/agent answers the phone and does not give the secret password, or alerts the security monitor to a situation.
   a. The monitor at the monitoring system's location then calls 911 for the location in need.
3. There is no answer on the provided contact number for the licensee or the listed employee/agent.
   a. The security monitor then calls and alerts the proper authorities.
4. The smoke alarm, or CO2 detector alarms, without being manually turned off.
   a. Steps 1-3 are the followed.

In the event the security alarm system company alerts a local law enforcement agent, licensee and/or employee(s) shall notify the enforcement agent of the status of the property, and the reason for call if known.
Should the call to the authorities by the security company be valid, licensee and/or employee(s) shall notify the proper authorities of the need for assistance. Employees shall not open any restricted access, and/or exterior doors to the proposed licensed premises until the unauthorized person(s) is(are) contained, or it is confirmed there is no longer a breach of security.

In accordance with 3 AAC 306.715 (e) Licensee shall contact AMC Office as soon as immediately possible, within 24 hours, after any unauthorized access to the premises, and/or the Licensee/Establishment's knowledge of evidence and/or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, and/or money from the licensed premises.

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

A monitor to the security surveillance cameras shall be in the office for licensee to view. Also accessible by smart phone anywhere by licensee and those licensee sees fit.

Marijuana (and marijuana product) shall not be permitted anywhere outside of the processing, cultivating, and/or curing areas unless being moved to product storage by licensee and/or an employee authorized by licensee.

There shall be no: coats, backpacks, bags, purses, and/or baggy clothing, excessive clothing, or anything of the sort shall be permitted past the hidden restricted access and into restricted access areas.

There shall be a zero tolerance policy for unacceptable employee handling of marijuana. There shall be no outside marijuana allowed inside the facility. Employees may not move or handle marijuana in a fashion not permitted by their job title, licensee and/or licensee's policies.

3.7. Describe your policies and procedures for preventing loitering:

Proposed premises is within the private residence of the Licensee. Licensee does not have unannounced visitors and/or loiterers. In addition, proposed premises resides on a quiet back country road.
The policy of the proposed establishment shall be to have absolutely no unnecessary visitors, and/or no visitors that Licensee has not personally approved to be within the proposed premises.

However, in the event of loitering on property, the loiter will be asked to leave. In the event that the suspected loiterer does not oblige, the licensee and/or employee on hand shall contact the proper authorities to have the loiterer removed from the premises and/or property.
Should the loiterer be already within the licensee's residence, but not the premises, the proposed premises shall remain closed, until the loiterer has vacated the premises and surrounding property, whether on their own, or by the proper authorities.
If the loiterer is within the proposed premises and refuses to leave, authorities shall be contacted immediately, the loiterer shall be kept calm, and not allowed within any room beyond where they are, unless the next room leads the way to the closest exit.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use. DT

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Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility. DT

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image. DT

3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application. DT

3.12. 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 where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board). DT

3.13. 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:

In compliance with 3 AAC 306.720 (a) (1) surveillance cameras shall be placed in conspicuous areas viewing the restricted access areas and their entrances.
In compliance with 3 AAC 306.720 (a) (1) (2) (3), (b), and (c):
The surveillance cameras shall be placed in each restricted access area, the interior and exterior of the entrance to premises, anywhere marijuana is grown, cured, manufactured, destroyed, and each point-of-sale area. The surveillance cameras shall clearly and adequately produce a clear and unobstructed view of the regular activity in the restricted access areas. The surveillance cameras shall have the ability to clearly and adequately identify any individual and the activity the individual is engaged with inside the proposed licensed premises, and/or within 20 feet of each entrance to the proposed licensed premises.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance 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 Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

In compliance with 3 AAC 306.720 (d) video surveillance recording equipment containing the surveillance camera's video records shall be housed in a cabinet inside locked restricted access office. This office is accessible only to licensee, an employee authorized by licensee, law enforcement personnel including a peace officer, and/or an agent of the board.

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Section 4 – Business Records

Review the requirements under 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.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*; DT

b. **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;** DT

c. **the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;** DT

d. **records related to advertising and marketing;** DT

e. **a current diagram of the licensed premises, including each restricted access area;** DT

f. **a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;** DT

g. **all records normally retained for tax purposes;** DT

h. **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;** DT

i. **transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and** DT

j. **registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.** DT

4.2. 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:

Licensee shall keep all records for the business in the secured restricted access office. The office is only accessible by licensee and an authorized employee.

Paper copies of any business records shall be kept in the office filing cabinet. Licensee has purchased a brand new computer for the record keeping at the proposed licensed premises. This computer has a service warranty, to ensure it remains functional.

In the event of total failure to the computer that is unable to be serviced, the computer's hard disk drive (HDD) and RAM shall be extracted of all its business files. These files shall then be transferred to the replacement computer.

All other records shall reside in a filing cabinet in the secure office within the facility.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc 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 is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc. DT

5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745. DT

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745. DT

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. 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, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. 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. DT

6.2. 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 licensed premises) when on the licensed premises. DT

6.3. 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. DT

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

Qualifications for employment:
(a). individuals must be 21 years of age or older;
(b). have a current and valid Alaska Marijuana Handler Permit Card;
(1). present this card to licensee upon employment to copy for retaining a copy on file with the employee list.
(c). Potential employees shall be responsible for ensuring their Marijuana Handler Permit remains valid.
(d). Individuals must present themselves as having good general hygiene practices.
(e). All employees must be familiar with AS 17.37, 17.38, and 3 AAC 306.

Employees Training:
(a). Individuals not familiar with the cannabis industry and/or their assigned task shall have one week of supervised, on-site training for their specific task.
(1). training/supervision for the new employee(s) shall be conducted by licensee, and/or an authorized employee.
(b). Employees shall be advised to keep all gates, and exterior doors shut and secure, whether they have opened it or not.
(c). Licensee shall train the employees on the proper use and implementation of the tracking system.
(d). Employees shall be advised there will be a zero tolerance policy in force;
(1). No marijuana shall be diverted from its set course throughout the premises processes.
(2). No individuals under the age of 21 shall be allowed inside the premises at any time.
(e). Employees shall be training in the proper check in/out procedure for themselves as well as any authorized visitors.
(f). Individual that has been chosen for licensee's premises manager shall be required to be familiar with 3 AAC 306, and the metrc system.

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present. DT

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded. DT

7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace. DT

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d). DT

Answer "Yes" or "No" to each of the following questions:	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	✓	
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	✓	

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

(a). Marijuana shall be weighed, packaged, labeled, tracked for shipment, in compliance with 3 AAC 306.745, 3 AAC 306.470, 3 AAC 306.475, 3 AAC 306.730, and 3 AAC 306.750.

(b). In compliance with 3 AAC 306.750 (c) the marijuana shipment shall have a manifest drawn up on a form the board prescribes, printed from the metrc system. The manifest shall include the type/strain(s), weight, and destination of the marijuana to be transported. The manifest shall also include the name of the transporter, make, model, and license plate of the transporting vehicle, the time/date of departure, and the time/date of expected arrival.

(c). in compliance with 3 AAC 306.750 (d) the sealed packaged marijuana shall be placed into a storm proof, military grade, impact resistant storage compartment hereinafter referred to as "case". This case is opaque to protect the product from ultraviolet rays, and to protect the general public from viewing the marijuana inside. The case has a steel reinforced padlock hole on each side of the opening end of the case. Both of the padlocks shall be applied to the case during transport and shall not be removed until after the case has reached destination.

(d). The case shall then be placed into the back seat of the transport vehicle.
(1). weather permitting, the case could be placed into the rear of the transport pickup truck.

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You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. 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. DT

8.3. 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. DT

8.4. 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. DT

8.5. 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. DT

8.6. 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. DT

8.7. 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. DT

8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest. DT

Section 9 – Signage and Advertising

9.1. Describe any signs that you intend to post on your establishment with your business name, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

None, Cultivation Facility shall be discreet.

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9.2. Describe any advertising you intend to distribute of your establishment. Include medium types and business logos (photos or drawings may be attached):

None

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Notary Public
KRYSTAL L. DIETRICH
State of Alaska
My Commission Expires 10.31.2022

Notary Public in and for the State of Alaska

David C Towne

Printed name of licensee

My commission expires: 10.31.2022

Subscribed and sworn to before me this 7th day of November, 2018.

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Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

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