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:	Houston Refinery, LLC	**MJ License #:**	22396		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Houston Refinery				
Premises Address:	490 Kenlar Rd, Suite B				
City:	Houston	**State:**	Alaska	**ZIP:**	99694

Mailing Address:	7362 W Parks Hwy #155				
City:	Wasilla	**State:**	Alaska	**ZIP:**	996 23

Designated Licensee:	Tony Kuse		
Main Phone:	907-351-6397	**Cell Phone:**	
Email:	tonykuse.tk@gmail.com		

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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 facility will not be open to the public and the entire cultivation premises will be designated a restricted access area. Signs will be posted at every entryway stating, "Restricted Access Area" "Visitors Must be Escorted" as well as signs stating, "No one under 21 years of age allowed." Additionally, signs stating "Video and Audio Surveillance in progress." will be placed around the facility. These cameras will be visible throughout the facility. Continuous monitoring to deter unauthorized individuals and underage individuals from attempting to enter premises will be ongoing. Any visitors wishing to enter the facility must present a valid, government issued photo identification proving they are at least 21 years of age before being granted access. Any visitors to the facility, with the exception of law enforcement, AMCO Enforcement or other duly authorized individuals, must be pre-arranged with either a licensee, or member of the management team. Continued..

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:

Houston Refinery will not be open to the public and will remain locked at all times. Signage will be prominently displayed and state that the premises is secured monitored and that visitors must be escorted. The licensed promises will be designated as a restricted access area and will be equipped with an alarm system with real time reporting to the licensees and managers cellphones. The exterior of the facility will be equipped with outdoor lighting to ensure the 2 hour video surveillance system can capture individuals approaching the facility and keep signage visible to the public. Non employees will not be allowed on the premises. Certain individuals such as licensed retailers (given facility tours for the purpose of securing sale), contractors, security personnel and consultants will be allowed escorted access to the property by appointment or pre-arragement only. All visitors to the facility must be pre-approved and pre-scheduled by the licensees or staff managers.

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

Visitors to the facility, aside from emergency personnel, City of Houston officials, agents of the MCB or local law enforcement, must be pre-approved and pre-scheduled by either a licensee or designated manager before access to the facility will be granted. Once a visitor has been properly approved and scheduled, they will be directed to enter through the only entrance to the facility where they will be met by either a licensee or manager. The visitor will be asked to produce a valid form of government issued, photo identification proving they are at least 21 years of age and confirming their identity. The visitor will then sign into the visitor log recording their full name, date, time in and out of the facility and the purpose for the visit. The visitor will be given a visitor badge to be clearly displayed on their person for the duration of the visit and returned upon exiting the facility. A Houston Refinery licensee or employee will always escort and actively supervise visitors at a ratio of 5:1. When the visit is complete, all visitors must exit the premises.

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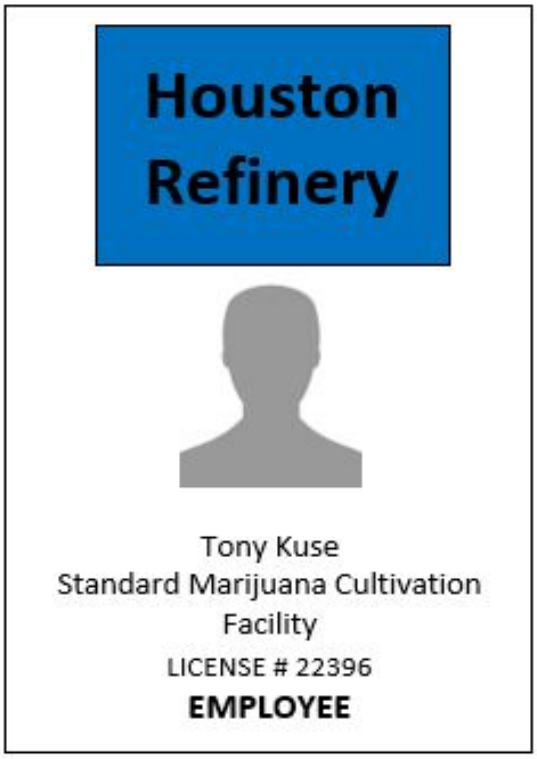
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



* or similar format & content

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:

Exterior lighting will be positioned against the building and perimeter, and evenly distributed throughout the premises. The facility plans to install outdoor lights which will be affixed to the building, evenly distributed on the property, and posted along the outer perimeter of the premises. The light fixtures will keep the premises and signs well-lit and allow the exterior surveillance cameras to record individuals up to twenty (20) feet from all entry points to the building. The lighting fixtures will be positioned at an inaccessible (to a person of normal height) height with sturdy housings to deter vandalism and common obstructions (such as trees, posts, people, etc). The bulbs will be extremely bright to maximize visibility and deter crime. The exterior lighting will be checked bi-monthly by the manager on duty to ensure that each light in the system is operational, and that each mount is positioned for optimum recording clarity and to deter unauthorized presence on the premises.

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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:

Houston Refinery will install an alarm system, maintain the equipment, periodically test the devices and frequently monitor the facility through the security monitors. The alarm system will be set up to monitor for intrusions with motion detectors in all areas of the building, active during closed hours, as well as door sensors on the entrance door. If triggered, an automatic, electronic alert will be sent to Tony and Debra's cell phones and/or the general manager. This will also trigger an audible alarm to help deter potential intruders. Tony and Debra will have access to remotely view the security footage live via their cellular phones. A second means of security is that Tony and Debra live on the property and will have "eyes on" the facility at all times. The alarm system will be active at all times that the facility is closed. The last employee or licensee to leave the cultivation facility each night will activate the alarm system and the first employee or licensee to arrive in the morning will deactivate the system. In the event that the alarm system sends an electronic alert, Tony, Debra or any employee will call local law enforcement to notify them of an unauthorized breach, the management team will evacuate the building (if it's safe to do and necessary) to a pre-determined safe location. Tony, Debra or a designated employee will take a head count of employees and any visitors that may have been on the premises to ensure everyone is accounted for. Tony, Debra and employee(s) will await instruction from law enforcement and comply with all directives. Once it is safe to do so, employees will return to the facility and inspect for property damage, theft, take inventory and submit all necessary and requested documentation to law enforcement officials and to AMCO enforcement. Additionally, any event that occurs on the licensed premises that involves local law enforcement will be promptly reported to AMCO Enforcement via email within 24 hours.

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

Video surveillance will continuously monitor all activity inside the facility. Employees are required to perform weekly inventory counts to ensure the business records match Metrc records. Weekly counts are documented as business records. If it is discovered or suspected that theft or diversion has occurred, employees will alert management immediately. Houston Refinery has a zero-tolerance policy towards theft or diversion/inversion. Employees will complete mandatory training in identifying theft or diversion. If it has been determined that an employee is caught stealing marijuana the company will notify local law enforcement immediately, comply with all law enforcement and AMCO directives, and provide the necessary information and records for a thorough investigation. Once a theft is reported, management will update the product records in Metrc, and in the business records to maintain accurate and complete accounting for all marijuana in the inventory. Continued

3.7. Describe your policies and procedures for preventing loitering:

"No Loitering" signs will be prominently displayed around the premises and will be well lit by exterior lighting. If an individual is found loitering outside the facility, they will be informed of the no loitering policy and asked to leave immediately. Local law enforcement will be contacted if the individual refuses to comply. AMCO will be notified within 24 hours, electronically any time Local Law Enforcement is utilized.

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. TK

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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. TK

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. TK

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

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). TK

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:

Surveillance cameras will be positioned along the building with ample lighting and checked regularly to prevent obstructions and to get the best facial image of anyone within twenty (20) feet of all access points. Video surveillance cameras will be placed strategically to record all areas of the facility inside and outside, at a variety of angles. All doors, safes and marijuana storage areas will have video coverage to clearly identify the faces of those present. Cameras at the external corners of the facility will record activity on each side of the building. A failure notification system will be installed to provide audible and visual notification of any failure in the surveillance system so that it can be immediately resolved. During a power outage all video cameras and recording equipment will be run on emergency power with a battery backup system to ensure that they can continue to operate for at least one (1) hour.

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:

The video surveillance recording equipment, video record, and business records will be stored in the facility office that is only accessible by the licensees, authorized person, AMCO agents or Alaska State Troopers. The business records for Houston Refinery will reside in a locked metal filing cabinet in the facility office. The video security system will have password protection to prevent data tampering, and recorded surveillance video will be stored for a minimum of 40 days as official business records. Recordings will be time and date stamped in each frame and archived in a format that prevents alteration of the recording image. Recordings will be made available in a format suitable for review by AMCO upon request.
The surveillance room/ office will be monitored at all time as part of the security monitoring system to ensure only authorized access allowed by means of lock and key that is clearly marked "Do Not Duplicate". In the event of the unauthorized access to the surveillance room the notification system will be initiated and the security breached procedures will be followed by the licensee or site manager.

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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)*; TK

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;** TK

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

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

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

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

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

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;** TK

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

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

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:

6 months of business records including; electronic records including security logs, accounting logs, and all other business records will be saved on the facility computer and backed up monthly on an external hard drive and stored in a lockable cabinet for no less than 5 years. Hard copies and files will be stored in a lockable secured area and will be kept for no less than 5 years. Video surveillance records will be stored in a hard drive in a lockable cabinet and will be kept for no less than 40 days unless there is an active/pending investigation then, video surveillance records will be kept until investigations are closed. Only the licensees, authorized and designated employees will have access to the secured office where business records and surveillance equipment are stored. The facility's business records will be managed by the licensees in accordance with standard retention policies in accordance with 3 AAC 306 755 to ensure that business records are stored in a consistent, searchable and retrievable manner.

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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. TK

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

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. TK

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every 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. All licensees, and each 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. TK

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. TK

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. TK

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

All new employees will be trained on all company policies, procedures, and Metrc protocols. Refresher training will be provided at regular intervals. Cultivation technician training will be conducted at the time of hire and updated when needed. Metrc training by Tony or Debra will be conducted before employee access is granted. Employees will be trained and expected to understand all aspects of AAC 306. All employees will receive a basic security training session on how to react in emergency situation. The licensees will ensure that current and updated copies of all regulations specific to marijuana production and sales will be available to all employees.

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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.	TK
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.	TK
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.	TK
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).	TK

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 Metrc generated transport manifest will accompany all marijuana in transit. Houston Refinery will send a copy of the manifest with the products and file an additional copy on the premises as a business record. The manifest will document the strain name, type of product, batch number, weight, name of the transporter and handler's ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops, and marijuana will be sealed in not more than ten (10) pound containers inside a locked storage compartment within the vehicle or bed of a truck for wholesale transactions and up to one pound containers for re-sale by retailers without re-packaging. At no time during transit will marijuana be visible outside the vehicle. The shipping container will have a label stating that a licensed testing facility has tested each batch in the shipment, and list: (1) the date of final testing; (2) the cannabinoid potency profile, expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from the same marijuana cultivation facility within the last three months; Continued

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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. TR

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. TR

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. TR

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. TR

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. TR

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. TR

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

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

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

Houston Refinery will not be posting any signs on the exterior of the facility that contains their company name or logo. The only signs will be the "Restricted Access Area", "Visitors Must be Escorted" and "No One Under the Age of 21 Allowed"

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Form MJ-01: Marijuana Establishment Operating Plan

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

Houston Refinery plans to utilize the following media types:

- Radio ads
- Magazines
- Social Media platforms
- Newspaper ads

All advertising will contain the AMCO warning statements verbatim as per 3 AAC 306.360

* LOGO to be submitted once complete

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

Signature of licensee

Tony Kuse

Printed name of licensee

AIMEE ROCUSH
My Commission
NOTARY PUBLIC
Expires 08-29-2023
STATE OF ALASKA

Aimee Rocush

Notary Public in and for the State of Alaska

My commission expires: 8/29/2023

Subscribed and sworn to before me this 21st day of February, 20 20.

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(Additional Space as Needed):

2.1 Continued: Visitors will be required to produce a valid, government issued, photo ID proving they are at least 21 years of age before being allowed to enter the premises. Any individual that does not produce said ID will be informed to exit the property immediately and that law enforcement will be contacted for back up if they do not comply promptly.
3.6 Continued: Documentation related to any theft will be maintained as part of the business records for five (5) years and be available to AMCO or law enforcement agency's upon request. Licensee's will take steps to ensure that illegal conduct by any employee or visitor does not compromise the facilities license, or legitimate business operations. Only designated personnel will have access to marijuana storage areas. Continuous video surveillance will record and monitor the marijuana storage areas and individuals entering and exiting these areas. Video records will be stored for up to forty (40) days with the ability to record up to ninety (90) days should AMCO policy change in the future. Cameras will be displayed throughout the facility in order to provide a clear view of all areas of the facility. Security recording equipment will be stored in the secured office.
8.1 Continued: (3) a statement listing the results of microbial testing and (4) a statement listing the contaminants for which the marijuana was tested, including molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals. Any packaging done at the facility will be performed in an area specifically set aside for packaging and monitored with 24-hour surveillance. Packaging will be uniform with labels secure and prominently displayed. The facility will use certified scales in compliance with the Alaska Weights and Measures Act and will maintain registration and inspection reports at the facility. After agent's package marijuana they will be placed in sanitized, air-tight containers, labeled with all compliant labeling information, and given a barcode for the inventory control system. Plastic packaging will be heat-sealed without an easy-open tab, dimple, corner, or flap. Packaged marijuana will be stored in a secured area until ready for transport. Labels will include: (1) the name and license number of the cultivation facility; (2) the date the marijuana was harvested; (3) the harvest batch number assigned to the marijuana; (4) the date the marijuana was packaged; (5) the net weight and the quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system; (6) a complete list of all pesticides, fungicides, and herbicides used in the cultivation of the marijuana. Vehicles that will be used for transportation of marijuana will contain a secure and sanitary area affixed to the inside of the transportation vehicle that will lock and will ensure the marijuana cannot be seen by anyone from outside of the transportation vehicle. Prior to departure, a manager will ensure all marijuana is in sealed packages, and locked in the safe and secure storage compartment in the transport vehicle. All employees will be trained and will understand that under no circumstances (absent instruction from a duly authorized law enforcement officer) shall a sealed package containing marijuana be opened during transportation. The vehicle storage box will be a large rectangular industrial container mounted and secured within the vehicle, accessible by a combination or key lock. The structure will be formed of steel, hard plastic or like materials. Houston Refinery may contract with a third-party transport company and will ensure they have their marijuana handler permits.

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