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:

- 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:	Alaskan Originals, LLC	**MJ License #:**	25442		
License Type:	Retail Marijuana Store				
Doing Business As:	Alaskan Originals				
Premises Address:	3591 S. Vine Road				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99623

Mailing Address:	PO Box 231008				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99523

Designated Licensee:	Joshua Hunter		
Main Phone:	907-301-0869	**Cell Phone:**	
Email:	frontierfarmers_ak@outlook.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:

Alaskan Originals will refuse entrance to any person who does not produce a form of valid government issued photo identification showing that they are 21 years of age or older. Alaskan Originals will check the identification of all persons when they first enter the retail store. A sign will be posted at the front entrance stating "No one under 21 years of age allowed". A valid form of identification will include an unexpired, unaltered; passport, drivers license, ID card of any state or territory of the U.S, the District of Columbia, or a province of Canada. Alaskan Originals will refuse entrance to all persons who can not produce valid photo ID, regardless of age. If at any time an employee suspects that a patron is under 21, the patron will be denied access and be escorted off the premises. Employees will be trained on how to spot a forged ID, and all Identification will be thoroughly checked prior to patrons entering the retail store.

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:

The retail store will be equipped with a 24 hour monitoring alarm system, exterior lighting, and video surveillance. To maintain the security of the facility and all marijuana products, restricted access areas of the store will be monitored and restricted at all times. Access will only be granted to employees and the licensee's, with the exception of scheduled pre-approved visitors (not to include AMCO enforcement, law enforcement and other duly authorized agents). Each entry point to a restricted access area will have signs prominently posted stating that the area is restricted, for employees only. Distinct and apparent cameras will be placed on the exterior of the store, throughout and around the store to discourage the public from attempting access. At least one employee will be behind the point of sale counter at all times to help deter unauthorized access. All members of the public who are allowed access to the restricted access areas of the facility must check in at the front entrance door and obtain a visitor badge, provide valid government issued photo ID to an Alaskan Originals employee, sign into the visitor log, and remain in direct eye sight of the Alaskan Originals employee. Visitors are required to wear the visitor badge, and it's Alaskan Originals duty to ensure that its employees know how important it is for visitors to clearly display their visitor badge on their persons at all times while in a restricted access area.

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

Alaskan Originals will enforce a pre-scheduled visitor policy which must be approved by either the licensee or a manager (with the exception of AMCO, Enforcement and duly authorized law enforcement agents). Each visitor will sign into the visitor log indicating their name, the date, time in and time out of the restricted access area and the purpose of the visit. All visitors will be required to sign in and provide valid government issued photo ID. Each visitor will be issued a visitor badge and will be instructed to clearly display it on their persons at all times while on the premises and return the badge upon exit. An Alaskan Originals licensee or employee will explain visitor policy to the visitor prior to the start of the facility tour. The licensee or designated employee will escort and actively supervise the visitor(s) during the entire visit. At no time will there be more than 5 visitors per supervising employee or licensee. Once the visit (tour) has concluded, all visitors will be required to return their visitor badges and promptly vacate the premises. The visitor logs will be kept and stored on-site as an official business record. If there happens to be reportable activity or behavior during the visit, the licensee or employee will document the visit and the report will be kept along with the visitor logs. Visitor logs will be made available to AMCO upon request. Alaskan Originals does not intend to destroy electronic business records but, may destroy hard copies after 7 years.

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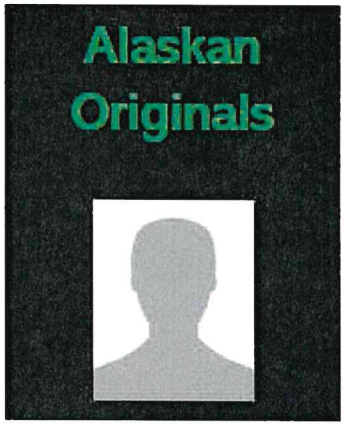
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

** or similar format & content



Josh Hunter
Retail Marijuana Store
LICENSE # 25442
EMPLOYEE

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:

The Exterior lighting fixtures of Alaskan Originals will be designed and installed to deter unsolicited activity and enhance surveillance while minimizing neighborhood nuisance. Lighting will be sufficiently bright enough to increase picture quality and brightness for security related documentation. The camera system and lighting will be frequently calibrated to maximize the quality of any recorded images and to also discourage theft, trespassing and loitering. The lighting fixtures will be installed to ensure that there are no dark spots around the perimeter or any entrance to the facility. All outdoor lighting will be weather resistant and vandal proof.

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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:

Alaskan Originals will contract with a third party security company to install the alarm system, maintain the equipment, periodically test the devices and continuously monitor the facility at an off-site security monitoring center. 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 a door sensor on the exterior door and glass break sensors on any exterior windows. If triggered,an automatic, electronic alert will be sent to the security monitoring center as well as to the licensee or manager's cell phone. This will also trigger an audible alarm to assist in deterring potential intruders. Live security footage will also be accessible to the licensee or manager's cell phones so they have the ability to monitor the facility even when they are away. The alarm system will be activated at all times during closure of the retail store. When either the licensee, manager or employee arrives at the facility prior to the start of the business day, they will dis-arm the alarm system and arm the alarm system at the end of each business day. In the event of an unauthorized breach, the licensee, manager or a designated employee will evacuate the building, take a head count of all employees and visitors (if applicable) to ensure that everyone has been accounted for and await instruction from law enforcement and comply with all directives. Once it is safe to do so, the licensee, manager or designated employee will enter the store, inspect for damage/theft, take inventory and submit all necessary and requested documentation to law enforcement officials and to AMCO enforcement, electronically, within 24 hours.

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

All areas of the licensed retail premises where marijuana or marijuana products are stocked for sale or dispensed for sale and storage/inventory will be designated as restricted access areas. Access is granted to only specific personnel to these restricted areas. These secured areas will have 24-hour video surveillance and video back up for all video footage and will be stored for a minimum forty (40) days. When the business is open, all products will be on display in specific areas, unreachable to customers. Cameras will be visible and provide a full view of the room, including the entryway, point of sale counter and marijuana storage areas. Security monitors and video recording equipment will be located in the office. Continued on Page 11...

3.7. Describe your policies and procedures for preventing loitering:

Signage stating "No Loitering" and that the premises is under video surveillance will be prominently posted around the facility. Designated employees will be trained to perform routine but unscheduled patrols of the premises to check for individuals with no official business on the property. Individuals found to be loitering on the premises will be met with a verbal request to exit the premises per the no loitering policy and if they do not comply law enforcement will be contacted for back up. At any time local law enforcement is contacted, Alaskan Originals will notify AMCO and Enforcement as soon as possible and in any event within 24 hours.

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. SH

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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. SH

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. SH

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

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). SH

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:

Multiple cameras will be used in order to record all areas of the retail store, inside and out at multiple angles and at a height that will provide a clear, unobstructed view. Cameras will be carefully placed to prevent any blockage from fixtures, posts, display cases, or other equipment. All security cameras will be positioned in such a manner as to get the best facial image of anyone present within the building and within twenty (20) feet from the exterior entrance. The front entrance door of the facility as well as the exterior emergency exit door will have cameras documenting the face of anyone going in or out of the building. All restricted access doors will have coverage to clearly identify the face of anyone going in or out of the building. All restricted access doors will have coverage to clearly identify the face of the individual entering the room. All exterior corners of the space will have cameras installed to facilitate monitoring of all activity on each side of the building. The parking lot and entrance will also have video coverage. Footage from security cameras will be accessible remotely, allowing the licensee and manager to view operations from anywhere. A failure notification system will be installed to provide audible and visual notification of any failure in the electronic monitoring system. During a power outage, all video cameras and recording equipment will be run on emergency power with a battery backup system to ensure continued operation 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:

Alaskan Originals will have a secured and locked area for surveillance equipment and video records in the facility's office. The locked area will only be accessible by the licensee or manager to ensure that there is no unauthorized access or tampering. Keys for the secured storage will "Do Not Duplicate". The security system will be password protected for added security. All recorded data will be stored for a minimum of forty (40) days as an official business record. All surveillance footage will be accessible for upload to a separate hard drive in the event that it must be stored longer for criminal, civil, or administrative investigations. All recordings will be time and date stamped, and archived in a format that prevents alteration of the recorded image. Recordings and surveillance data will be available to AMCO, AMCO enforcement and local law enforcement upon request.

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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)*; JH

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;** JH

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

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

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

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

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

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;** JH

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

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

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:

All business records, including operational and regulatory documents, recordings, surveillance, financial books, inventory and employment records, logs, manifests, communications and marketing documents will be stored in the facility office and backed up on an external hard drive to protect from loss and destruction. All business records will be stored in the facility office for a minimum of 6 months. Alaskan Originals does not intend to delete electronic business records but may destroy hard copies after 7 years. Facility records will be managed by the licensee or manager with standard retention policies to ensure that business records are stored in a consistent and searchable 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. JH

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

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. JH

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. JH

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. JH

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. JH

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

All employees will be required to attend employee training sessions either prior to the first day of employment or during the first day of employment. All employees will be required to take the training and to obtain their marijuana handler's card. Employees will receive evaluations from management on a regular basis that will help determine and correct any deficiencies regarding understanding of material previously trained on. Training topics will include the latest industry topics and updates in statutes and regulations. As well as safety, customer care, theft, and legal issues will also be reviewed. Employees will have to demonstrate their knowledge of Alaska's laws and regulations, codes, company standards and protocols. Marijuana handling, and how to recognize and handle impairment and underage customers. Employees will be trained on cash handling procedures and POS operations. Additionally, due to the recent COVID19 outbreaks, employees will also be trained in COVID19 mitigation procedures, which include, but are not limited to the following: marking 6 feet spaces for where customers should stand while waiting in que, sanitizing every hour or after more than three customers door handles, counters where customers may have touched, the atm, and other high touch areas, training on proper formula for sanitation cleaning solution for sanitation of the POS, and all areas employees may touch in RAA, face covering protocols, employee log & policies for ensuring employees understand how to detect their own symptoms and to report and not come to work if they are displaying any COVID symptoms, etc.

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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.	JH
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.	JH
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.	JH
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).	JH

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:

In the event that Alaskan Originals transports any marijuana or marijuana product from the retail store, a trip manifest will be printed from Metrc to accompany the shipment. A copy of the trip manifest will also be maintained on the licensed premises as a business record. Any marijuana or marijuana product to be transported will be placed within a sealed package or container up to 10 pounds and then into a secure storage compartment within the transport vehicle or in the bed or a truck. Any individuals involved in the transport will have a valid, marijuana handler permit and be trained to travel directly to the destination without any unnecessary stops and without opening packages of marijuana or marijuana product. Labels will be affixed to the packaging including all information originally provided by the cultivation or manufacturing facility such as; (1) testing facility and license number (2) testing date and results (3) name and license number of cultivation facility (4) name and license number of manufacturing facility if applicable (for concentrates and products) (5) harvest batch number or production lot number (6) date of packaging (7) net marijuana weight (8) expiration date if applicable.

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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. JH

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. JH

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. JH

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. JH

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. JH

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. JH

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

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):

Alaskan Originals intends to have one stand alone and two signs on the retail store building. Each exterior sign will measure no more than 4,800 square inches total area and will comply with all AMCO and Matanuska-Susitna Borough regulations.

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

Alaskan Originals plans to utilize the following advertising mediums:

- Magazine ads
- Social Media
- Newspaper ads
- Radio ads
- Text messages (for deals and promotions
- sponsoring sporting events

Advertisements will include the following logo, or a variation of the logo below, the retail store hours and location, company website and will include each warning statement verbatim as they are listed in the regulations.

ALASKAN ORIGINAL

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

Signature of licensee

Joshua Hunter

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 8th day of July, 2020.

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(Additional Space as Needed):

3.6 Continued: Mandatory inventory counts will be taken weekly (or as needed) and stored as official business records. Additionally, management will perform internal audits by reconciling the inventory on hand with the recorded date in Metrc to ensure they match. Alaskan Originals understands that diversion can happen tow ways - inversion and diversion and is equally profitable diverting product out of the legal system as it is diverting product from the illegal system into the legal market. In the event that theft or diversion is suspected, employees will be trained to alert management immediately. In the event that an employee is caught stealing marijuana, OR infusing the facility with non-regulated black-market product, Alaskan Originals will notify local law enforcement and AMCO enforcement immediately, comply with all directives, and provide all necessary information and records for the investigation. The licensee and/or manager will take the necessary steps to ensure that illegal conduct by an employee does not compromise the facility's license and legitimate business operations. All employees will be trained to recognize potential theft, and are required to notify either the licensee or manager if they suspect such activity is occurring. All reports and documentation concerning a suspected or actual theft will be maintained by the company for up to seven(7) years and made available to AMCO upon request. If any suspected or actual teft occurs, the licensee or manager will contact local law enforcement and AMCO enforcement immediately. Once a theft is reported to law enforcement, the licensee or manager will update the product records in the marijuana inventory tracking system to maintain an accurate and comprehensive accounting for all marijuana inventory activity. Alaskan Originals will comply with any and all directives, inquiries and investigations lodged by AMCO.

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