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:	Matanuska Apothecary, LLC	**MJ License #:**	27222		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	Matanuska Apothecary, LLC				
Premises Address:	11709 E Palmer-Wasilla Hwy, Suite 710				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Mailing Address:	11709 E. Palmer-Wasilla Hwy, Suite 710				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Designated Licensee:	Caleb Saunders		
Main Phone:	(907) 887-3684	**Cell Phone:**	
Email:	csaunders@greenjarak.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:

All restricted access areas on Matanuska Apothecary's licensed premise will have access control proximity card readers that only an authorized Matanuska Apothecary employee can gain access through using their Matanuska Apothecary identification badge. As well as all exterior doors will have additional commercial grade keyed locks. All badges will be controlled through a central Matanuska Apothecary server that allows licensee and managers to immediately terminate employee access in the case of emergencies and/or MHP expiration as well as prevents the issue of lost or stolen key cards.
The entire manufacturing facility will be designated restricted access area. Signs will be posted at both entrances stating, "Restricted Access Area" "Visitors Must be Escorted" and "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 for continuous monitoring to deter unauthorized individuals and underage individuals from attempting to enter the license premises. The main entrance and kitchen entrance will always remain in a locked position with a PDK card system for authorized employee access. Any individual who cannot provide or refuses to provide valid identification will not be allowed in the facility and will be asked to leave the premises. All visitors must enter through the main entrance, where they will be greeted by a member of staff and have their identification verified for validity and age requirements and then be let into the facility by a member of staff.

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:

All members of the public must enter into the facility through the main entrance on the west side of the building. The kitchen entrance on the east side of the building will remain in a locked position at all times and no visitors are permitted to enter the license premise through that entry. Only employees have building access, all visitors must be let in by a member of staff. They must provide valid identification and be 21 years of age or older before they are allowed onto the license premise. Once verified they will be admitted into the entry to be signed in as a visitor and an escort assigned.
Each entrance will have signs posted stating, "Restricted Access Area" "Visitors must be escorted" and "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 for continuous monitoring to deter unauthorized individuals and underage individuals from attempting to enter the license premises.

All restricted access areas on Matanuska Apothecary's licensed premise will have access control proximity card readers that only an authorized Matanuska Apothecary employee can gain access through using their Matanuska Apothecary identification badge. All badges will be controlled through a central Matanuska Apothecary server that allows licensee and managers to immediately terminate employee access in the case of emergencies and/or MHP expiration as well as prevents the issue of lost or stolen key cards.

All visitors being checked into Matanuska Apothecary licensed premise visitor log will be required to show valid identification to prove that the visitor is not under the age of 21; obtain a visitor identification badge before entering any restricted access area of Matanuska Apothecary, and; be escorted at all times by the licensee and/or employee of Matanuska Apothecary that is actively engaged with visitors. In the case of an authorized visitor found unescorted they will be asked to leave the licensed premise immediately. Management must be notified immediately after the authorized visitor is asked to leave the licensed premise. Matanuska Apothecary management will look into the situation and will record a statement from the employee who authorized the visitor, and the employee who authorized the unescorted visitor will be held accountable.

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

When a visitor arrives to Matanuska Apothecarys license facility they will be asked to show valid identification prior to being admitted into the license facility to verify they are 21 years of age or older and that they have a valid form of identification. Once verified they will be admitted into the entry to be signed in as a visitor, given a badge and an escort assigned. No more then 5 visitors per active escorting Matanuska Apothecary personnel will be allowed.

Matanuska Apothecary maintains a visitor log book that will retain all authorized visitor information. All visitors are required to provide a valid Identification and sign into the license facility. The visitor log book will maintain the following visitor information:
Name of visitor
Name of escorting employee
Date
Time
Visitor badge identification number
Reason for access into restricted access areas
Signature from the authorized visitor stating they understand the rules and regulations of the restricted access areas.
Signature of the employee authorizing the temporary visitors pass stating they verified visitors valid identification and understand all rules such as, visitors must be actively escorted at all times and visitors are not authorized to touch any cannabis or cannabis product etc.

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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:

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:

Matanuska Apothecary has exterior lighting installed and maintained to the exterior of the license premise that facilitates in surveillance by providing ample luminosity to be able to identify an individual within 20' from the licensed premise exterior entry points. Exterior commercial grade LED lighting will be affixed to all 4 sides of the building, providing ample luminosity for cameras to visually identify individuals within 20' of the license premise. Additional lighting will be affixed near each entry on the license premise to ensure ample lighting to facilitate in identification of individuals entering and exiting the license premise on surveillance cameras.

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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:

Matanuska Apothecary will be utilizing a high quality commercial security alarm system. Matanuska Apothecary security system will be equipped with glass break sensors, motion detectors, panic alarms, dome cameras and with proximity card readers installed. During operational hours panic/duress alarms and video surveillance will be active. During non-operational hours glass break sensors, motion detectors, exterior lighting and video surveillance will be operational. All alarm systems and video surveillance will be operational 24/7. Matanuska Apothecary has exterior lighting installed and maintained to the exterior of Matanuska Apothecary's license premise that facilitates surveillance by providing enough luminosity to be able to identify a person 20ft from the licensed premise exterior entry points.

When the security alarm system is activated from an unauthorized breach, a licensee or head of security will establish contact with local law enforcement as soon as possible. Employees will have panic/duress alarms to activate on person or if telecommunications is available contact with local law enforcement will be established. When a panic/duress alarm is activated a call to head of security and to the licensee is established by the alarm monitoring system. From there either the licensee, head of security or the alarm monitoring company will establish contact with local law enforcement. Once staff members are safe and accounted for at the designated rally point. A member of management will prepare security for law enforcement review. Once it has been determined what caused the security breach the employees will follow the instructions of local law enforcement and utilize the training they have received. In the event visitors are on the license premise, assuming there is are no additional security threats outside, and they were not witness to the unauthorized breach and local law enforcement has no questions, they will be asked to immediately leave the license premise. Staff will stick together and continue to communicate with local law enforcement until the emergency is over. AMCO will be notified no less that 24 hours after and incident is report. The safety of our staff and visitors is our biggest priority. Matanuska Apothecary requires our team to be trained in emergency response. Matanuska Apothecary is prepared with pre-determined protocols that prepare staff for the best course of action before, during and after an emergency.

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

Matanuska Apothecary has strict rules in regards to moving inventory to and from and throughout the licensed premise to effectively prevent diversion by employee or visitor. Matanuska Apothecary will be using video surveillance systems monitoring entrance, access doors and floor activity in all restricted access areas of the licensed premise as well as the exterior of the licensed premise. Security systems, video surveillance, motion sensors, safes and glass breaks sensors will facilities in preventing diversion of marijuana or marijuana products during non operational hours. The licensee and authorized employees will record all transitions of marijuana and marijuana products using METRC and will preform daily reviews of records to ensure all records are accurate and accounted for. Any variances will be investigated to prevent diversion.
Employees and visitors may not keep personal bags, backpacks, purses, or any containers of any kind in restricted access areas where marijuana and marijuana products will be kept. A part of Matanuska Apothecary's employee diversion plan is well placed surveillance to help deter any form of diversion. Only authorized employees will be moving marijuana and marijuana products through the license premise. Any visitor or employee found attempting to divert marijuana and marijuana product will immediately be reported to local law enforcement. In the scenario of an authorized employee diverting marijuana and/or marijuana product Matanuska Apothecary has a no tolerance policy. Matanuska Apothecary will terminate the employee immediately, notify AMCO and local law enforcement.
All marijuana and marijuana product is tracked from the time it is received at the license premise to the point it leaves in its final form. When marijuana is received it is immediately placed into a locked safe or freezer. Routine inventories are done to verify marijuana weights against Metrc system and in house tracking system to verify all inventory and to identify any issues, from clerical errors to diversion. All marijuana is stored, weighed and processed in view of surveillance, if questions of diversion comes into question we will be able to review surveillance and identify the issue or error.

3.7. Describe your policies and procedures for preventing loitering:

Visitors can only gain access to the license premise with a member of staff. Visitors must be signed in and escorted through the license premise by a member of staff. No one should be found loitering in the license premise. If an individual is found to be loitering for reasons beyond our control they will be immediately escorted off the license premise. If they resist, law enforcement will be called immediately and we will pursue trespassing charges.

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.

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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.

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.

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

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).

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:

Matanuska Apothecary has 24/7 video surveillance utilizing Remote Focus Dome Network cameras that will be maintained on restricted access areas as well as each entrance/exit to restricted access areas within the licensed premise. Cameras will also be placed in each room that is restricted access to facilitate in surveillance through day to day operations. The video surveillance system utilized will be maintained and placed in a way that provides a clear view adequate to identifying an individual inside or outside the licensed premise, and within 20 feet of each entrance to the licensed premise.
Matanuska Apothecary has exterior lighting installed and maintained to the exterior of the license premise that facilitates in surveillance by providing ample luminosity to be able to identify an individual within 20' from the licensed premise exterior entry points. Exterior commercial grade LED lighting will be affixed to all 4 sides of the building, providing ample luminosity for cameras to visually identify individuals within 20' of the license premise. Additional lighting will be affixed near each entry on the license premise to ensure ample lighting to facilitate in identification of individuals entering and exiting the license premise on surveillance cameras.

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:

All Matanuska Apothecary surveillance equipment and recording equipment will be housed in a locked and secure server closet built into the main office on the licensed premise. Video surveillance will only be accessible by Matanuska Apothecary Licensee, authorized employees, and to law enforcement personnel including an agent of AMCO. Surveillance will be maintained in the main office. Matanuska Apothecary maintains its own private server with firewall to maintain data integrity and prevent tampering. Only licensees and managers and head of security of Matanuska Apothecary have access to the private server.

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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)*;

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;**

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

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

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

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

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

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;**

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

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

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 Matanuska Apothecary surveillance equipment and recording equipment and information servers will be housed in a locked and secure closet built into the locked and secured main office on the licensed premise. Video surveillance will only be accessible by Matanuska Apothecary Licensee, authorized employees, and to law enforcement personnel including an agent of AMCO. Surveillance will be maintained in the video surveillance locked metal cabinet at all times. Matanuska Apothecary maintains its own private server with firewall to maintain data integrity and prevent tampering. The full contents of the server will be backed up to an off site server daily. Only licensees and managers of Matanuska Apothecary have access to the main office.
Matanuska Apothecary surveillance system data will be protected through a private server with a firewall to prevent tampering and provide extra security in maintaining all of Matanuska Apothecary records and all information stored to be compliant with HIPPA Regulations as well as protecting all information being unknowingly transferred or tampered.

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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.

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

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.

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.

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.

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.

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

Matanuska Apothecary has policies and procedures that are designed to protect the employees and customers while maintaining security for restricted access areas.
Trained emergency response scenarios employees will be trained in;
- Robberies
- Theft
- Natural Disasters
- Hostage
- Medical
- Fire

Matanuska Apothecary staff members are also continually educated in new and changing regulatory landscape during monthly required store meetings.

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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.

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.

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.

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).

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:

When a Matanuska Apothecary licensee or employee prepares transfers of marijuana or marijuana product to another licensed marijuana business, they will first document the transfer in Matanuska Apothecary's inventory tracking system and generate the transport manifest thur METRC. The authorized employee will record the type of product, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of the departure and expected delivery, and the make, model and license plate number of the transporting vehicle. Matanuska Apothecary will use the METRC to report the type, amount, and weight of marijuana and marijuana product being transported and will generate the transport manifest. Once marijuana or marijuana product is ready to be transferred to another marijuana license facility a Matanuska Apothecary employee will weight and package product in an amount no larger than 10 pound package with a humidity packet to maintain proper storage conditions during transport, placed in an airtight, food safe, plastic containers and stored in a tamper evident security bin to protect the product from contamination and include its transport manifest.
The licensee, employee or agent transporting marijuana or marijuana product will verify the marijuana and/or marijuana product to be accurate with the transport manifest prior to departure. Shipments will be transported by an authorized licensee, employee or agent of Matanuska Apothecary. Marijuana and marijuana product will be transported in a locked safe in a secure storage compartment inside of the vehicle transporting. The shipping container will not be opened at any time during active transportation. Marijuana or marijuana products will be stored in a plastic storage container with tamper-proof zip ties and a lock securing the container for transport. The container will be placed inside the vehicle transporting, inside the rear of the vehicle and out of direct sight.

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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.

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.

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.

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.

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.

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.

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

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):

We intend to post one sign on the exterior of the building near the main entrance on the west side of the building, no bigger than 4,800 square inches.

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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):

Matanuska Apothecary intends to utilize multiple mediums to advertise, all advertising will include warning statements verbatim as set forth in regulations. The following will be utilized for advertising;
Literature - describing our products that is intended to be used at the retail level to help facilitate in budtenders educating customers on our product lines.
Print Media - Newspapers & Magazines
Online Media - Websites, social media and search engines
Television & Radio when in partnership with non profit cooperation support

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

Signature of licensee

Caleb L Saunders

Printed name of licensee

EMMA KEEFE
Notary Public
State of Alaska
My Commission Expires Dec 13, 2022

Notary Public in and for the State of Alaska

My commission expires: 12-13-22

Subscribed and sworn to before me this 11 day of May, 2022.

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