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:	Alaska Off Grid Cannabis Co.	**MJ License #:**	27711		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Alaska Off Grid Cannabis Co.				
Premises Address:	30992 Ram Rack Road				
City:	Anchor Point	**State:**	Alaska	**ZIP:**	99556

Mailing Address:	PO Box 346				
City:	Anchor Point	**State:**	Alaska	**ZIP:**	99556

Designated Licensee:	Shawn McDonough		
Main Phone:	907-299-1829	**Cell Phone:**	907-299-1829
Email:	alaskaoffgridcannabis@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:

Alaska Off Grid Cannabis Co. (AOGCC) will have policies and employee training designed to stop people under the age of 21 from accessing the Licensed Premises. The licensed premises will be deemed a restricted access area that will be closed to the public. Signs stating "Restricted Access Area: Visitors Must Be Escorted," "No One Under 21 Years of Age Allowed," and "Video Surveillance in Progress" shall be posted on the building and around the premises. Video surveillance cameras will be visibly installed inside the small and hi tunnels and outside to cover the entire licensed premises. Surveillance cameras will continuously monitor and record the entire property to prevent unauthorized or underage individuals from entering the premises (property). Motion sensors will be strategically placed throughout the property, which when activated, will trigger an alarm if an attempted intrusion occurs. If an alarm is triggered, Licensees will receive an electronic notification. With the exception of law enforcement, AMCO Enforcement, or other duly authorized individuals, any visitors to requesting a tour or conducting business with AOGCC are required to schedule an appointment with Licensees or management staff. Licensees will not allow anyone who cannot produce a valid photo identification indicating they are at least 21 years of age to enter the building. All forms of identification must be unexpired and unaltered. Examples of identification include; (1) a valid unaltered passport; (2) a valid driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province in Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. Any individual without a proper form of identification will be escorted from the premises immediately. If necessary, law enforcement will be contacted to enforce this policy.

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:

AOGCC will have signs posted around the property that state "Restricted Access Area. Visitors Must Be Escorted" to deter any unescorted individuals from accessing restricted access areas. The signs will be no less than twelve (12") inches long and twelve (12") inches wide, with letters at least one-half (1/2") inch in height. The letters will be colored to clearly differentiate from the background of the sign. Surveillance cameras will continuously monitor all restricted interiors and exteriors of the small and hi tunnels, perimeter and all . All doors will be locked at all times with commercial-grade locks. All employees are required to wear ID badges at all times. Any visitors on the licensed premises are required to wear visitor badges on their person at all times. Employee badges will contain a photo of the employee, the name of the employee, License doing business as name, and the license number.

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

Any person visiting AOGCC will be denied access to any part of the building unless they have scheduled a pre-approved appointment (with the exception of regulatory agents, agents of the MCB or law enforcement). Once a properly approved and scheduled visitor has arrived at the licensed premises, they will be directed to wait at the main entrance to the property, where they will be met by a Licensee or designated employee. The visitor will be asked to confirm their identity by producing a valid form of government-issued photo identification proving they are at least 21 years of age. Once confirmed, the visitor will sign into the guest log, recording their full name, date, time in and out of the licensed premises, and purpose for the visit. The visitor will be given a visitor badge, which will be clearly displayed on their person during the entire visit and returned upon exiting the licensed premises. Licensees or an employee will escort and actively supervise visitors at all times. At the conclusion of the visit, all visitors must leave the licensed premises immediately. At no time will there be more than five (5) visitors per supervising Licensee or employee. All guest logs will be kept as an official business record and be made readily available to AMCO and enforcement upon request.

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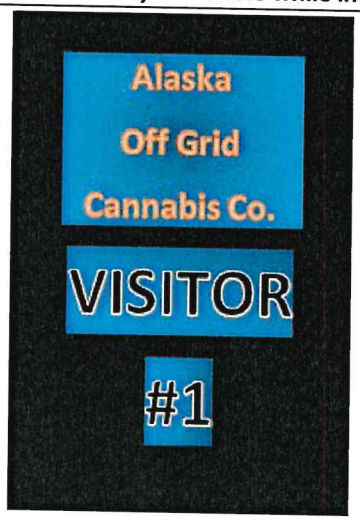
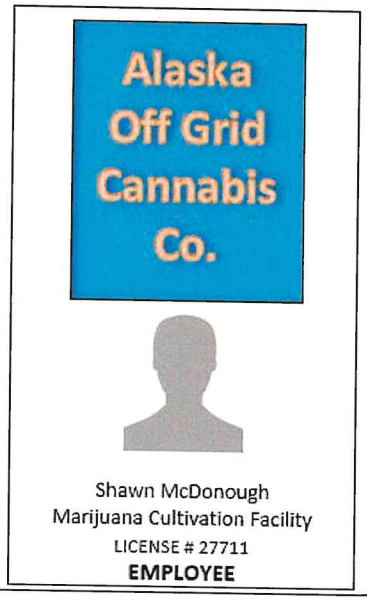
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





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:

The lighting fixtures of AOGCC will be designed and installed to discourage theft and/or trespassing, and enhance surveillance video. Commercial LED exterior lighting will be positioned throughout the property and perimeter. The lighting fixtures will keep the licensed premises well lit, and allow the exterior surveillance cameras to record up to 20 feet from all entry points to the Hi and Small Tunnels. The lighting fixtures will be installed with sturdy housings at an inaccessible height to deter vandalism and prevent obstructions. A Licensee or designated employee will conduct frequent checks to verify that each light is fully operational and has not become blocked or ineffective.

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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:

AOGCC will install an alarm system that will cover all perimeter entry points and portals to deter and prevent unauthorized entrance into the premises and designate a Licensee or an employee to monitor the system. The alarm system will be active whenever there are no Licensees or employees on the property. The last Licensee or employee to leave the cultivation property each night will activate the alarm system and the first Licensee or employee to arrive in the morning will deactivate the system. Due to the cultivation being in small and hi tunnels, the alarm will be triggered by motion sensors which will be strategically placed throughout the property to ensure that no one or nothing can set foot on the property without triggering the alarm. In the event that the alarm system sends an immediate electronic notification to the Licensees or local law enforcement to notify them of an unauthorized breach of security, the employees will be directed to move to a pre-determined safe location. A designated employee will take a head count of all employees and visitors on the premises to ensure everyone is accounted for. The Licensee or employee will await instruction from law enforcement and comply with all directives. Once it is safe to do so, employees will return to the small and Hi Tunnels and inspect for property damage, theft, take product inventory, and submit all necessary and requested documentation to law enforcement and AMCO Enforcement. If law enforcement is ever called to the property, a Licensee will notify AMCO Enforcement via email as soon as possible, and not more than 24 hours after the event occurs.

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

Video surveillance will monitor 24/7 all activity inside the licensed premises. Employees must take weekly inventory counts to ensure that the business records match Metrc generated reports. Weekly counts are documented as business records. If it is discovered or suspected that theft, inversion or diversion has occurred, employees will immediately inform the licensees and/or management. Employees must complete mandatory training in identifying theft, inversion and diversion of marijuana. If it has been determined that an employee has been stealing marijuana, law enforcement will be notified promptly, and AOGCC will follow 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 both the business records of the company and product records in Metrc. Continued on Page 11...

3.7. Describe your policies and procedures for preventing loitering:

AOGCC will utilize business practices that discourage loitering. The exterior will be well lit and equipped with 24 hour video surveillance and "No Loitering" signs. Licensees and employees of AOGCC will have a noticeable presence around the property to monitor and serve as a deterrence to loitering, and prevent unauthorized entrances onto the licensed premises. All loiterers will be promptly escorted off of the premises. Law enforcement will be notified if individuals do not vacate the premises. No visitors will be permitted to remain on the property after their escorted visit has concluded.

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:

Multiple cameras will be used to record all interiors and exteriors of the premises. Cameras will be angled to capture all activities and installed at an inaccessible height to prevent any blockages from fixtures, posts, display cases, or other equipment. Security cameras, with the help of bright lighting, will capture the best possible facial image of anyone present inside the licensed premises and within 20 feet of the perimeter egress or ingress. As the entire premises is a restricted access area, cameras will be installed to cover any area of the property where marijuana is grown, harvested, trimmed, processed, packaged, shipped, stored, quarantined and wasted. A failure notification system will be installed to provide an audible and visual notification of any electronic monitoring system failures. All video cameras and recording equipment will run on generator and solar power with a battery backup system to ensure continuous recording and in the event of a power shut down, continued operation for at least one hour via battery back up.

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 required 6 month business records and surveillance records will be stored on-site in the secured office, and will be intermittently backed up to the cloud or an off-site hard drive. Business records will be stored in the AOGCC office, separate from all marijuana products and currency storage. Only Licensees and authorized employees will have access to the business records. To prevent any data tampering, the security system will be password-protected and kept in the secured office area. Surveillance video will be stored as an official business record for a minimum of 40 days. All recordings will be date and time stamped, and archived in a format that prevents alteration of the recording. AOGCC records will be managed by the Licensees in accordance with standard retention policies to ensure that business records are stored in a consistent and searchable manner. All surveillance footage will be accessible for upload to a separate hard drive to assist with criminal, civil, or administrative investigations.

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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:

The required 6 month business records such as operational and regulatory documents, recordings, surveillance, financial books, inventory and employment records, logs, manifests, and communications will be stored on-site in the secured AOGCC office. Company records will be managed the Licensees in accordance with standard retention policies to ensure that business records are stored in a consistent and searchable manner. All hard copy business records will be kept for a minimum of five (5) years, AOGCC does not intend to remove or delete digital business records from the cloud-based storage system.

All required records will be electronically stored and secured on the company's hard drive or in a cloud-based storage system. All video surveillance recordings will be stored for at least 40 days, will be time and date stamped, stored in a seachable manner and will be made readily available to AMCO upon request. All surveillance footage will be accessible for upload to a separate hard drive to assist with criminal, civil, or administrative investigations.

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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):

All Licensees and employees of AOGCC are required to have a current marijuana handler permit on or before the start date of employment and must keep it current for the duration of their employment. AOGCC will verify employees' handler card status from time to time to ensure they are kept up-to-date. AOGCC will create an in-house training plan that will include; internal policies and procedures, state statutes and regulations, Federal and State laws, diversion, theft, and inversion prevention, cultivation techniques, sanitation and hygiene, Metrc and safety protocols. Training will be arranged by a Licensee or a designated employee at the beginning of employment. Training will be periodically refreshed, as needed.

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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:

Accompanying all marijuana in transit will be a Metrc-generated transport manifest, which will be maintained as a business record. The manifest will document the strain name, 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 not make any unnecessary stops on its route. Marijuana will be sealed, in containers holding ten (10lbs) pounds or less, inside a locked storage compartment within the vehicle or truck bed for wholesale transactions, and up to one (1oz) ounce containers for sale by retailers without additional handling besides adding the retail sticker/logo to the 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 AOGCC within the last three months; (3) a statement listing the results of microbial testing, including molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals. Any packaging done on the premises will be performed in an area specifically set aside for packaging and monitored with 24 hour surveillance. Packaging will be uniform with secure and prominently displayed labels. Continued on page 11...

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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):

AOGCC does not intend to post any signs with a logo or business name on the property.

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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):

AOGCC may utilize the following medium types when distributing advertisements:

°Newspaper Ads
°Radio Ads
°Social Media (for featuring specific strains)
°Magazine Ads
°Sponsorships & Fundraisers
°AOGCC website
°Platforms such as LeafLinks, etc.

All advertisements will include all AMCO warning statements, as regulated.

AOGCC's logo is still in development, and will be submitted to AMCO once complete.

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

STATE OF ALASKA
NOTARY PUBLIC
Mercedes Curran
My Commission Expires Dec 20, 2023

Signature of licensee

Shawn McDonough
Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: 12/20/2023

Subscribed and sworn to before me this 26th day of January, 2021.

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(Additional Space as Needed):

3.6 Continued: Documentation related to any theft will be maintained as business records and be available to AMCO or law enforcement upon request. 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 at least 40 days. Cameras will be installed throughout the property in order to provide a clear view of all areas. Security recording equipment will be stored in the secured AOGCC office.

8.1 Continued: AOGCC will use certified scales, in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports as an official business record. After employees package marijuana, it 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. All packaging will be inspected, accepted or rejected and recorded in the log. A licensee or designated employee will check all final packages to ensure that they will secure marijuana from contamination and not impart toxic or deleterious substances. Labels will include; (1) the name and license number of the cultivator; (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 measure compatible with the inventory tracking system; (6) a complete list of all pesticides, fungicides and herbicides used in the cultivation of the marijuana. AOGCC may contract with a third-party transport company and will ensure that they have active, valid marijuana handler permits.

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