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:** | AK Legacy Genetics, LLC | **MJ License #:** | 28628 | | |
| **License Type:** | Standard Marijuana Cultivation Facility | | | | |
| **Doing Business As:** | AK Legacy Genetics | | | | |
| **Premises Address:** | 7150 W. Cielo Court | | | | |
| **City:** | Wasilla | **State:** | Alaska | **ZIP:** | 99623 |

| | | | | | |
|---|---|---|---|---|---|
| **Mailing Address:** | 2174 E. Red Fox Drive | | | | |
| **City:** | Wasilla | **State:** | Alaska | **ZIP:** | 99654 |

| | | | |
|---|---|---|---|
| **Designated Licensee:** | Ryan McKay | | |
| **Main Phone:** | 360-292-3280 | **Cell Phone:** | 360-292-3280 |
| **Email:** | algunlimited1@gmail.com | | |



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

**2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:**

The entire facility will be a restricted access area and all entrances will be designated as a restricted access area and not open to the public. Signs will be posted stating, "Restricted Access Area" "Visitors Must be Escorted" as well as signs stating, "No one under 21 years of age allowed". AK Legacy Genetics will also have signs on the exterior of the facility stating "Video Surveillance in Progress". Video Surveillance cameras will be visible throughout the facility as well as around the exterior perimeter of the building to continuously monitor the premises and to deter any unauthorized individuals from attempting to access the premises.

## 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:**

AK Legacy Genetics will have ample signage indicating that the cultivation facility is a restricted access area. Surveillance cameras will be installed to monitor all areas of the facility inside and outside. All outer doors will remain locked at all times from outside the facility but, easily opened from inside the facility in case of an emergency. All employees will be required to visibly wear an AK Legacy Genetics ID badge and all visitors in the facility will be required to visibly wear visitor badges for the entirety of their time on the licensed premises.

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

Visitors to the facility, with exception to AMCO, AMCO enforcement and local law enforcement, must be pre-approved and pre-scheduled by one of the licensees or an designated employee or access to the facility will not be granted. once a visitor has been properly approved and scheduled, they will be directed to enter through the designated entrance to the facility where they will be met by either a licensee or designated employee. The visitor will be asked to produce a valid form of government issued photo identification proving that they are at least twenty-one (21) years of age and confirming their identity. The visitor will then sign into the visitor log recording their full name, date, time in and out of the facility and the purpose of their visit (if necessary). The visitor will be given a visitor badge to be clearly displayed on their persons for the entire tour or visit in the facility. All visitors will be supervised at all times by a licensee or designated employee never exceeding 5 visitors per supervising licensee/designated employee. When the visit is complete, all visitors must return their visitor badge(s), sign out of the visitor log book and exit the premises. All visitor logs will be maintained on the premises and stored as an official business record. All visitor logs will be made readily available to AMCO and AMCO enforcement upon request.



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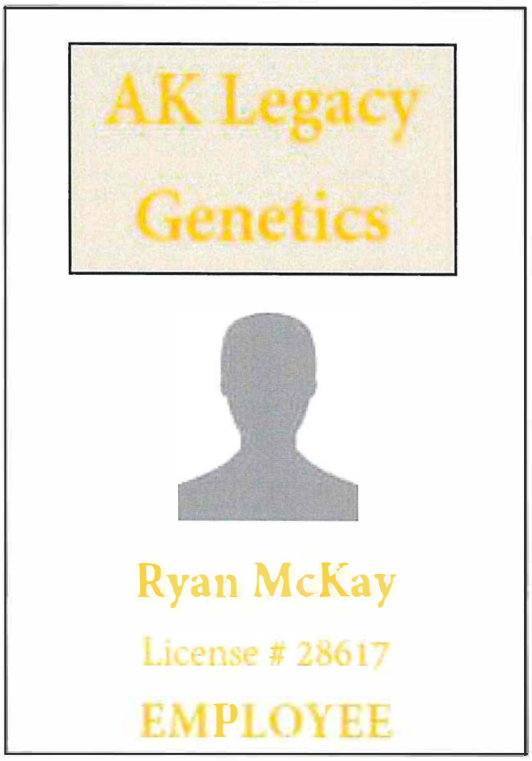
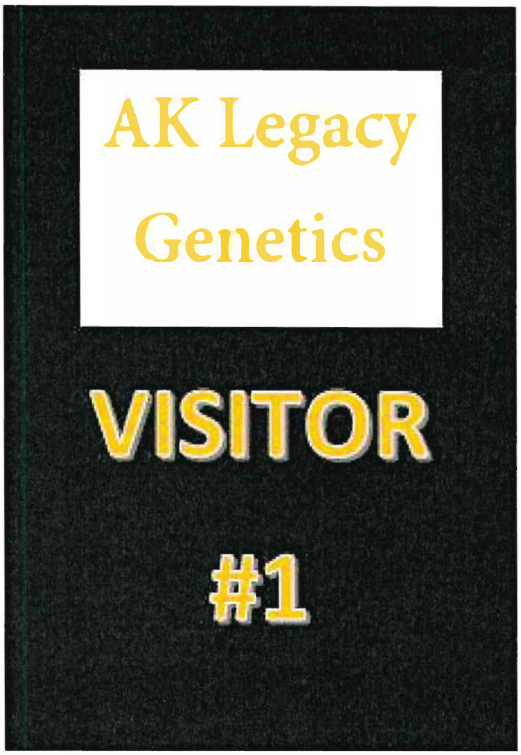
**3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:**




**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:**

AK Legacy Genetics will utilize bright outdoor lighting to deter nuisance activity and enhance the quality of video surveillance. Commercial LED exterior lighting will be placed and angled to illuminate the entire perimeter of the building, while minimizing light pollution nuisances. The light fixtures will keep the premises and any signs well lit, and allow the exterior surveillance cameras to record individuals up to twenty feet (20ft.) from all entry points to the building. The lighting fixtures will be installed at an inaccessible height with sturdy housings to deter vandalism and prevent obstructions. A Licensee or designated employee will frequently walk the perimeter and check the surveillance camera feed to ensure that all lights are operational, and in the optimum positions to enhance the clarity of video recordings.



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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:**

AK Legacy Genetics will be contracting with a third-party alarm company to install a regulatory compliant system, maintain the equipment, periodically test the devices and continuously monitor the facility at the corresponding monitoring center. The alarm system will be designed to monitor for both intrusions and sensing unauthorized movement within the facility during nonoperational hours via motion sensors. Motion sensors will be installed on each entrance door and glass break sensors on every facility window (if applicable). If an alarm is triggered, an automatic electronic alert will be sent to the monitoring center and all three of the licensee's cell phones. An audible alarm will sound, if an event like this occurs to assist in deterring potential intruders. It will be standard operating procedure to arm the alarm when the last licensee or employee leaves the facility at the close of business day and disarm the alarm at the beginning of the following business day. In the event of an unauthorized breach of the facility, the licensees or a designated employee will ask all persons inside the facility to exit quickly and safely, take a headcount of ensuring all employees and any visitors that may have been on the premises are all safe and accounted for. The licensees or designated employee will await instruction from law enforcement and comply with all directives. Once law enforcement deems the situation safe, employees an the licensees will return to the facility, sign visitors out of the visitor log book, retrieve their visitor badges and begin an inspection of the facility to ensure there is no missing product, equipment, cash,etc. by performing an extensive inventory count of the entire facility. All requested documentation by law enforcement, AMCO or AMCO enforcement as a result of the breach will be promptly provided. In any event, an unauthorized breach regardless of theft or lack their of, will be reported to AMCO electronically within 24 hours.

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

AK Legacy Genetics Licensees and/or employees will perform frequent inventory counts which will be reconciled in Metrc to maintain accuracy of all marijuana, in all stages, in the facility at any given time. All marijuana from clones to trimmed and packaged product will be under 24/7 video surveillance in the restricted access facility. Surveillance cameras will have complete coverage of all areas where marijuana is present. Employees will be monitored via supervising staff member(s) and by the licensees frequently checking the video surveillance footage. AK Legacy Genetics has a zero tolerance policy for theft, inversion or diversion. If an employee is caught stealing, bringing marijuana from an outside source into the facility or removing marijuana from the facility without a Metrc generated manifest, they will be reprimanded immediately and local law enforcement will be notified. AMCO will be notified as well in the event of theft, inversion or diversion by an employee, electronically, within 24 hours.

**3.7. Describe your policies and procedures for preventing loitering:**

AK Legacy Genetics will utilize policies that discourage loitering. The exterior will be well lit and equipped with 24-hour video surveillance and "No Loitering" signs. Licensees & employees will actively monitor the premises by randomly walking outside the facility as well as monitoring the video surveillance system. If someone is found to be loitering they will be escorted from the property. If necessary, law enforcement will be contacted to enforce this policy. Vendors who make pick ups, deliveries, or repairs will be escorted and only allowed to be on site to complete their business. Employees will only be permitted to receive visitors with the authorization of a licensee.

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:**

AK Legacy Genetics will maintain a video security surveillance system that meets all requirements. Multiple cameras will be used to record the interiors and exteriors of the premises. Cameras will be installed at an inaccessible height and carefully angled to prevent any blockages from fixtures, posts, display cases, vegetation or other equipment. Security cameras, with the help of bright lighting, will capture the best possible facial image of anyone present inside the building or within 20 feet of a facility egress or ingress. The security system will be installed with a failure notification system that will provide an audible & visual notification of any system failures. In the case of a power outage, all recording equipment will run on emergency power, via a battery backup system, for at least one (1) hour to ensure continued operation. A Licensee or employee will regularly check the cameras and surveillance equipment to ensure that all cameras are in good working order, and that all areas of the facility are covered by video surveillance.

**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:**

Surveillance and business records will be stored on-site in a locked cabinet in the secured office area for at least six months. Records may be stored off-site if they are older than six months. The facility will keep hard copies of all business records for a minimum of five years. AK Legacy Genetics may scan all hard copies of business records into a facility cloud base server as a back up. The security system shall be password protected to prevent any data tampering. Recorded data will be stored as an official business record for a minimum of forty (40) days. All surveillance footage will be accessible for upload to a separate hard drive, in case it is needed in any criminal, civil, or administrative investigations. All recordings will be date and time stamped, and archived in a format that prevents alteration of the recording. In accordance with standard data retention policies, a Licensee will manage facility records in a consistent & searchable manner. Only the Licensees or a designated employee will have access to the business records. All records will be stored separately from any currency or marijuana products.



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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 business records such as; operational and regulatory documents, recordings, surveillance, financial books, inventory, employment records, logs, manifests, and communications will be stored on-site in the office area. Facility records will be managed by AK Legacy Genetics to ensure that all business records are stored in a consistent and search-able manner to maintain compliance with standard retention policies. Business records will be stored in the restricted facility, separate from any and all marijuana products and currency. Only the licensees will have access to the secured storage and business records until such time that AK Legacy Genetics decides to appoint a facility manager. All business records and surveillance video will be stored on site for a minimum of 6 months and will be made readily available to AMCO enforcement and local law enforcement upon request.



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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):**

In addition to the state required marijuana handler training, the facility will implement and execute a training program for every employee, regardless of the employee's prior level of cannabis knowledge. The program will commence on the employee's start date, and must be completed before the employee can work in the facility. Key topics of the training program will include types of cannabis, cannabinoids and their properties, licensed facility buyer procedures, facility cleanliness and hygiene, federal and state laws, and AMCO rules and regulations. Refresher training will be conducted as required when the regulations change or a/the licensee(s) feel that it is 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.** | | X |
| **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):**

AK legacy Genetics will contract with a portable toilet company to drop off and regularly maintain the unit(s)

## Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

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

A Metrc generated transport manifest will accompany all marijuana in transit. The facility will send a copy of the manifest with the products, and file an additional copy on the premises as a business record. The manifest will document the strain name, type of product, batch number, weight, name of the transporter and handler's ID, time of departure and expected delivery, and the make, model and license plate of the transporting vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops. Marijuana will be sealed in not more than ten pound containers inside a locked storage compartment within the vehicle or truck bed for wholesale transactions & up to one ounce containers for re-sale by retailers without re-packaging. At no time during transit will marijuana be visible outside the vehicle. The shipping container will have a label stating that a licensed testing facility has tested each batch in the shipment, and list: (1) the date of final testing; (2) the cannabinoid potency profile, expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from AK Legacy Genetics within the last three months; (3) a statement listing the results of microbial testing; and, (4) a statement... (Cont. on pg. 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.** [M]

**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.** [M]

**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.** [M]

**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.** [M]

**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.** [M]

**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.** [M]

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

## 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):**

AK Legacy Genetics does not intend to have any signs with the business name on the exterior of the licensed premises.



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# Form MJ-01: Marijuana Establishment Operating Plan

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

AK Legacy Genetics may utilize any of the following advertising mediums:

- Radio Ads
- Magazines
- Social Media Platforms
- Newspaper Ads
- Industry Platforms such as; LeafLinks
- Sponsorship of Sporting Events
- AK Legacy Genetics' Company Website

AK Legacy Genetics has not yet completed a logo. Once completed, a copy will be sent to AMCO.

All Advertisements will contain the AMCO required warning labels verbatim.

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

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, 20

Signature of licensee

Ryan McKay

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 5th day of March, 20 21.



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**(Additional Space as Needed):**

8.1 Continued: ...listing the contaminants for which the marijuana was tested, including molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals. Any packaging done at the facility will be performed in an area specifically set aside for packaging and monitored with continuous surveillance. Packaging will be uniform with labels secure and prominently displayed. In compliance with the Alaska Weights and Measures Act, the facility will use certified scales and maintain registration and inspection reports at the facility. After agents package marijuana, it will be placed in sanitized, air-tight containers, labeled with all compliant labeling information, and given a Metrc barcode. 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. Either a Licensee or a manager 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) AK Legacy Genetics' name and license number; (2) the date the marijuana was harvested; (3) the harvest batch number assigned to the marijuana; (4) the date the marijuana was packaged; (5) the net weight and the quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system; (6) a complete list of all pesticides, fungicides, and herbicides used in the cultivation of the marijuana. AK Legacy Genetics may contract with a third-party transport company and will ensure all transporters and handlers follow all regulations and have valid AMCO marijuana handler permits at all points of their employment.



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