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:	Pagan Enterprises LLC	**MJ License #:**	30321		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Pagan Enterprises LLC				
Premises Address:	2835 Old Fairbanks-Nenana Hwy, Building 2				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99709

Mailing Address:	PO Box 170				
City:	Ester	**State:**	Alaska	**ZIP:**	99725-0170

Designated Licensee:	Steven Pagh		
Main Phone:	907-322-4444	**Cell Phone:**	
Email:	alaskanmetalart@yahoo.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 cultivation facility will be designated as a restricted access area and not open to the public. With the exception of AMCO and law enforcement, any visitors must be scheduled in advance, approved by a licensee, and produce a valid, government-issued photo ID before being admitted to the facility. Valid forms of ID are unexpired, unaltered passports; unexpired, unaltered driver's licenses, instructional permits, and ID cards of any U.S. state or territory, the District of Columbia, or Canadian province; ID cards issued by a federal or state body authorized to issue a driver's license or ID card and a tribal identification card, issued by a federally recognized tribe, that has a photograph, signature, date of birth and security feature as identified by AS 28.15.111(a)(4). 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". All signs will be at least twelve inches by twelve inches (12"x12") with letters at least one-half inch (1/2") high and in a high contrasting color from the sign's background. Pagan Enterprises LLC (hereinafter, in the entirety of this application, referred to as "Pagan") 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. If any individual under the age of 21 is found on the premises, they will be immediately escorted from the premises; law enforcement may be contacted to assist with 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:

Pagan will have clear and legible signage indicating that the facility is a restricted access area. Surveillance cameras will be installed to monitor all areas of the facility inside and outside. The facility will be equipped with a 24-hour monitoring alarm system. 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 are required to wear ID Badges and any visitors in the facility are required to wear visitor badges at all times while on the premises. All visitors must have their IDs checked and log into the visitor's log before being allowed access to the facility. Visitor badges shall be returned at the end of the visit and visitors must log out. A licensee, manager, or designated employee of Pagan must escort and actively monitor visitors during the entire duration of the visit.

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

Visitors to the facility, aside from AMCO, AMCO enforcement, local law enforcement, local government officials and emergency personnel, must be pre-approved and pre-scheduled by a licensee or an authorized employee before access to the facility will be granted. Once a visitor has been properly approved and scheduled, they will be directed to enter through the designated entrance to the facility where they will be met by either a licensee or authorized employee. The visitor will be asked to produce their government-issued, photo identification proving that they are at least 21 years of age and confirming their identity. The visitor will then sign into the visitor log recording their full name, date, time in and out of the facility and the purpose of their visit (optional). The visitor will be given a visitor badge to be clearly displayed on their person for the duration of the visit and returned upon exiting the facility. A Pagan licensee or employee will escort and actively supervise visitors at all times. Visitors shall never exceed a ratio of five (5) visitors per one (1) licensee/employee. When the visit is complete, all visitors must exit the premises. All visitor logs will be kept and stored as an official business record and will be readily available to AMCO and AMCO enforcement upon request.

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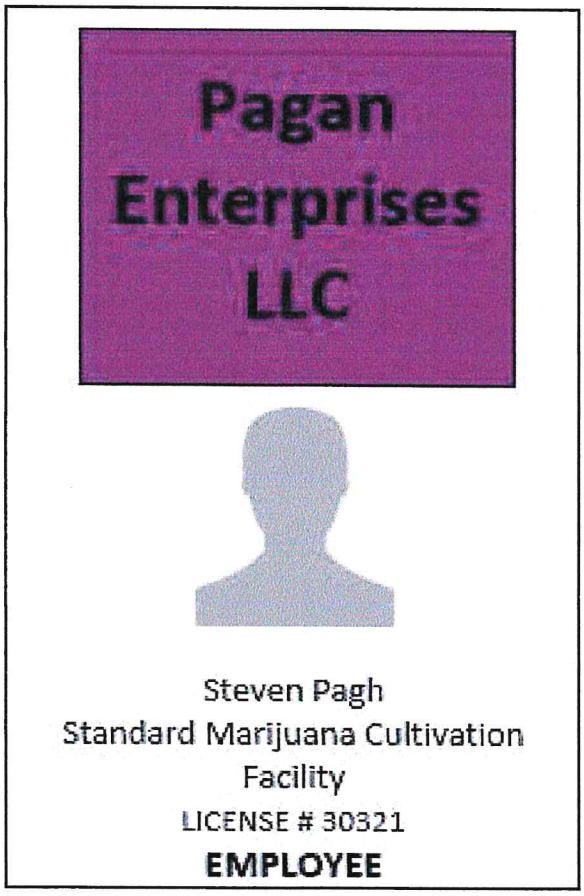
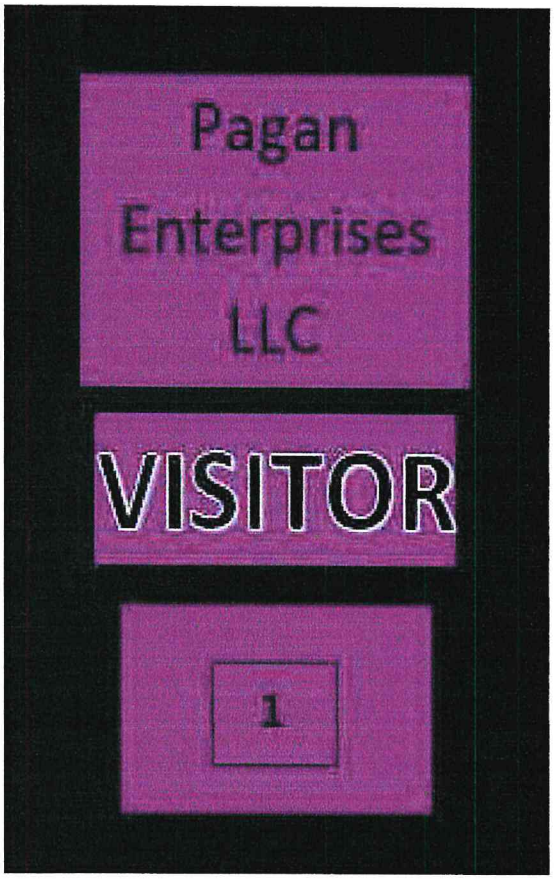
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





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:

Commercial grade exterior lighting will be installed against the building and around the property. The exterior lighting will be positioned in such a way to keep the premises, signs and doors well lit and to ensure surveillance cameras are capable of recording a clear image of any individual within twenty feet (20ft.) of any entrance to the licensed premises. All exterior lighting fixtures will be installed at an inaccessible height to deter vandalism and common obstructions. Flood light type bulbs will be used to ensure visibility and to deter crime. Pagan will ensure that an employee or licensee inspects the exterior lighting daily to check if each light is functioning properly and positioned for optimum surveillance.

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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:

Pagan will install a regulation compliant alarm system. Tamper monitored contacts will be mounted on all exterior doors and windows. In addition, interior motion detectors and glass break detectors will be mounted within the premises to ensure further security. Motion detection alerts are programmed into the camera system to send visual notification of unauthorized activity to the licensees' cellular phones. After completion of the closing procedures the alarm system will be activated. The alarm system will be disabled during operating hours by the first employee/licensee to arrive at the start of the business day. Employees may be provided with a remote panic button that activates the alarm system if under duress while in the facility during operating hours. All video cameras will be equipped with infrared capabilities to allow for clear viewing during low or no-light conditions. If any of the sensors are breached, the audible siren is set off and the facility internal control panel will alert the licensees, via their cellular phones, who will contact the local law enforcement agency and comply with all directives including, but not limited to, ensuring all employees/licensees and any visitors that may be on-site exit the facility to a safe and planned location, take a head count, and then, the licensee(s) will go into the facility (when it is deemed safe enough to do so), take inventory of all marijuana/plants/money/etc. In the event of an unauthorized breach the licensees will immediately notify AMCO enforcement as soon as possible, and in any event not more than 24 hours after the event/or notice of evidence occurs.

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

Pagan will be under continuous 24/7 video surveillance. Personal oversized handbags or backpacks will not be permitted in the cultivation facility and must be stored in the employee locker prior to entering the restricted access area. All marijuana and related products will strictly comply with traceability requirements and will be diligently tracked in Metrc. Inventory counts will be performed weekly and stored as official business records. Pagan has a zero tolerance policy for inversion and diversion of marijuana. Employees will be trained to recognize potential or actual theft and diversion, and to immediately report such discoveries to the licensees. If any employee is caught attempting to remove marijuana from the facility or bring unauthorized marijuana on to the licensed premises, Pagan will contact AMCO and local law enforcement, the employee's employment will be terminated immediately, and Metrc will be updated to accurately reflect inventory activity. Any documentation related to a suspected or actual theft/diversion will be managed by Pagan for at least five (5) years and made available to AMCO and enforcement upon request.

3.7. Describe your policies and procedures for preventing loitering:

Signage stating, "No Loitering" and that the licensed premises is under video surveillance will be prominently posted around the facility. Either a licensee or authorized employee(s) will be trained to perform routine unscheduled premises area checks for individuals with no official business on the property. Any individual found to be loitering on the premises will be met with a verbal request to exit the premises per Pagan's no loitering policy and if said individual does not comply, local law enforcement will be contacted. In any event that local law enforcement is contacted, a licensee will notify AMCO electronically within 24 hours.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use. SP

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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. SP

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. SP

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

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). SP

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Surveillance cameras will be positioned along the building with ample lighting and checked regularly to prevent obstructions and to get the best facial image of anyone within twenty (20) feet of all access points. Video surveillance cameras will be placed strategically to record all areas of the facility inside and outside at a variety of angles. All doors, growing, packaging, marijuana storage areas, shipping and receiving will have video coverage to clearly identify the faces of those present. Cameras at the external corners of the facility will record activity on each side of the building. The parking lot will have video coverage to identify vehicles. A failure notification system will be installed to provide audible and visual notification of any failure in the surveillance system so that in the event of a failure, it can be remedied immediately. During a power outage, all video cameras and recording equipment will be able to run on emergency power with a battery backup system to ensure continued operation for at least one (1) hour. Video surveillance footage will be viewable by the licensees via their smart phones/tablets etc.

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:

Video surveillance, recording equipment and recording data will be housed and stored within the facility office accessible to only the licensees and authorized employees (such as a facility manager). The recording data will be stored in a locked cabinet within the office. All recordings will be stored on the security system's DVR for at least forty (40) days, and will include a date and time stamp. The security system will be password protected and only accessible to licensees and authorized employees, to avoid data tampering. All recording data will be stored in a searchable manner and will be made readily available to AMCO and enforcement upon request. In the event of a pending criminal, civil, or administrative investigation, all recording data will be uploaded to a separate hard drive for longer storage.

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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)*; SP

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;** SP

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

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

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

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

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

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;** SP

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

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

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 video surveillance recordings are automatically backed up in case of primary hard drive failure to ensure at least forty (40) days of recording is always preserved. Additionally, all required business records are electronically secured on the firewall protected server and backed up automatically. All business records such as operational and regulatory documents, leases, NOVs and responses, approved operating plan changes and approved diagram changes, employee records, employee hander card copies, company policies and procedures, recordings, surveillance, financial books, inventory and employment records, logs, manifests, and communications will also be stored on-site in the facility office, in a locked cabinet in addition to being stored electronically as described above. All business records will be managed by the licensees and/or manager in accordance with standard data retention policies in a consistent and searchable manner.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc. SP

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

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. SP

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. SP

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. SP

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. SP

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

All employees must have a valid marijuana handler's permit before the start of their employment and must maintain its validity through the duration of their employment. Licensees will carefully interview, vet, and train employees. Training will include marijuana industry topics, safety precautions and procedures, legal issues, and state, federal and local regulations. Training will take place throughout the year, as well as when topics arise that need further explanation. Licensees will personally (until the facility obtains a manager) present or arrange training and education to employees. Within the first few weeks of employment, all new employees will be required to meet with the licensees to learn the company's business approach and to adopt the standard of service. Educational packets will be provided to each cultivation employee to be read and reviewed. The educational packets will discuss relevant cannabinoids in the marijuana plant, strain ratios, cultivation techniques, marijuana benefits and risks, and general Alaska marijuana laws and regulations (including regulation updates). Continued on Page 11...

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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. SP

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. SP

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. SP

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). SP

Answer "Yes" or "No" to each of the following questions:	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	✓	
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	✓	

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

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

A Metrc generated transport manifest will accompany all marijuana in transit. Pagan 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 handlers 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 (10) pound containers inside a locked storage compartment within the vehicle or bed of a truck for wholesale transactions and up to one (1) ounce containers for re-sale by retailers without re-packaging. The storage compartment will be made of steel, hard plastic, or another solid material. At no time during transit will marijuana be visible outside the vehicle. 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. SP

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. SP

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. SP

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. SP

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. SP

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. SP

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

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):

Pagan does not intend to have any signs on the exterior of the facility that contain their company name or logo.

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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):

Pagan intends to use the following advertising mediums:

- Newspaper Ads
- Radio Ads
- Social Media to feature specific strains
- Magazine Ads
- Marijuana platforms such as; leaflinks or weedmaps etc.
- Not for profit sponsorships

All advertisements will include each warning statement verbatim as they are listed in the regulations.

Pagan's logo is a work in progress. Once complete, a copy will be submitted to AMCO enforcement.

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

Signature of licensee

Steven Pagh

Printed name of licensee

STACY HARVILL NOTARY PUBLIC STATE OF ALASKA My Commission Expires September 1, 2024

Notary Public in and for the State of Alaska

My commission expires: 9/1/2024

Subscribed and sworn to before me this 3 day of September, 2021.

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(Additional Space as Needed):

6.4 Continued: Packets will also include safety procedures that specifically address the facility's security measures and controls for the prevention of diversion, theft and loss of marijuana (such as emergency response procedures) and state and federal statutes regarding confidentiality. As proper safety and security procedures are of the utmost importance to Pagan, the most up-to-date reading materials will be available to employees at all times. Licensees will conduct quarterly staff meetings with the purpose of updating all employees on new state and local regulations, assuring that each employee is performing within company procedure, assessing any procedural changes that are needed, and addressing any comments or concerns from the staff.

8.1 Continued: The shipping container will have a label stating that a licensed testing facility has tested each batch in the shipment and list: (1) the date of final testing; (2) the cannabinoid potency profile, expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from the same marijuana cultivation facility within the last three months; (3) a statement listing the results of microbial testing; and (4) a statement listing hte contaminants for which the marijuana was tested, including molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals. Any packaging done at the facility will be performed in an area specifically set aside for packaging and monitored with 24 hour surveillance. Packaging will be uniform with labels secure and prominently displayed. The facility will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility. After agents package marijuana, it will be placed in sanitized, air-tight containers, labeled with all compliant labeling information, and given a bar-code for the inventory control system. Plastic packaging will be heat-sealed without an easy-open flap, tab, corner, or dimple. 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, and 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 assigned to the marijuana; (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; and (6) a complete list of all pesticides, fungicides, and herbicides used in the cultivation of the marijuana. Pagan may contract with a third-party transport company and will ensure they have their valid marijuana handler permits.

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