Alcohol & 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

Cover Sheet for Marijuana Establishment Applications

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Alaskan Leaf, LLC	**License Number:**	10577		
License Type:	Retail Marijuana Store				
Doing Business As:	ALASKAN LEAF, LLC				
Physical Address:	1211 West 36th Avenue, Suite A				
City:	Anchorage	**State:**	AK	**Zip Code:**	99503
Designated Licensee:	Loren Dreyer				
Email Address:	lorendreyer@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	Form MJ-01- Marijuana Establishment Operating Plan

OFFICE USE ONLY					
Received Date:		Payment Submitted Y/N:		Transaction #:	

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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:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

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 Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Alaskan Leaf, LLC	**License Number:**	10577		
License Type:	Retail Marijuana Store				
Doing Business As:	Alaskan Leaf, LLC				
Premises Address:	1211 W. 36th Ave. Suite A				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99503

Mailing Address:	7911 Mayfair Dr Unit 1				
City:	Anchorage	**State:**	ALAS	**ZIP:**	99502

Primary Contact:	Loren Dreyer		
Main Phone:	541-556-0768	**Cell Phone:**	541-556-0768
Email:	lorendreyer@gmail.com		

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Form MJ-01: Marijuana Establishment Operating Plan

Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

Describe how you will prevent unescorted members of the public from entering restricted access areas:

In accordance with 3 AAC 306.710 all entrances to the restricted area will be restricted to licensed personnel and employees only. Authorized visitors will be escorted by Alaskan Leaf personel and monitored at all times. Visitors will never be allowed to wander freely throughout the restricted access area. All licensees or employees will wear identification badges with photo identification for easy recognition. Countertops and doors will prevent members of the public from easily walking into restricted areas. Signs will be displayed to communicate restricted areas.

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

Authorized visitors will have to:
1) Show identification to prove the visitor is 21 year of age or older; and
2) Wear a visitor badge to identify them as visitors; and
3) Be escorted by licensee or employees at all times.

Only visitors required by state and local laws will be allowed to visit the licensed facility. Members of the public will not be allowed to tour the restricted access areas due to security reasons.

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Describe your recordkeeping of visitors who are escorted into restricted access areas:

Authorized visitors, in accordance with 3 AAC 306.710, will fill out a log book to record the length, purpose, and outcome of their visit. Records will be kept by the manager.

Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:

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Security Alarm Systems and Lock Standards (3 AAC 306.715):

Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

The building has two exterior lights, one in the front of the building and one in the back above the rear door. Both exterior lights provide light beyond 20 feet from each door to facilitate video surveillance in accordance with 3 AAC 306.715.

An alarm system is required for all license types. Describe the security alarm system for the proposed premises:

In accordance with 3 AAC 306.715 we will have security alarms on all exterior doors and windows. We will also have continuous video monitoring recording of each restricted access area and each entrance to a restricted access area within the licensed premise. Each point-of-sale area and the exterior will also be monitored and recorded. Each camera will be able to clearly identify any individual inside the licensed premise or anyone within 20 feet of each entrance to the licensed premise. The interior and exterior of each entrance will be monitored and recorded. All marijuana cultivation and retail areas will be monitored and recorded in a manner that will provide an unobstructed view of regular activity within the licensed premise. Surveillance equipment will be in a locked and secure area. Security footage will be preserved for a minimum of 40 days and easily accessible by inspectors.

The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

Our security alarms will notify the manager and local police of any breach of our exterior doors or windows during non-business hours. The security alarm will be set by the manager before closing each night. We will have a panic button near our point-of-sale system for employees to use during any potential robbery during business hours.

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Describe your policies and procedures for preventing diversion of marijuana or marijuana product:

The protection and integrity of our inventory is critical to maintaining an efficient and profitable business. All inventory will be closely managed to prevent diversion by customers, employees, or criminals. Our inventory tracking system will track every plant from clone/seedling to sale. All marijuana products on-site will be inventoried regularly to ensure consistency. Retail manager will inventory as needed to protect our products from shrinkage. Regular inventory reconciliations will be conducted. Video surveillance is a deterrent from internal shrinkage. Our video surveillance policies will be well communicated to ensure all employees and customers understand that they are being recorded.

Describe your policies and procedures for preventing loitering:

Alaskan Leaf personnel will monitor the main entrance to the premise. Their duties include:
1) Checking identification to ensure customers are 21 years of age or older; and
2) Assessing each customer to identify suspicious activity or threats; and
3) Make our customers feel safe and secure while visiting our store; and
4) Prevent loitering and lingering; and
5) Prevent consumption of products on the premise or in the nearby parking area

Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:

Panic buttons may be used at point-of-sale to rapidly notify police of any potential robbery and deter potential criminal activity.

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Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

Employees will notify the manager immediately upon unauthorized breach of security. The manager will assess the damage and take the necessary steps to initiate any legal action, insurance claim, and repairs that may be needed. The safety of our employees is paramount and supercedes the protection of any products on site. The manager is responsible for communicating with law enforcement in the case of a break-in or any criminal activity on the premise.

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	●	○
Both the interior and exterior of each entrance to the facility	●	○
Each point of sale area	●	○

Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	●	○
Clearly and accurately displays the time and date	●	○
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	●	○

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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:

In accordance with 3 AAC 306.720 video cameras will be placed in a way that produces a clear view adequate to identify any individual inside the licensed premise, or within 20 fee of each entrance to the licensed premise. Surveillance equipment will be placed at the ceilings and in corners to ensure a wide coverage of the licensed premise. Cameras will be place in a location and in a way that makes them difficult or impossible to tamper with or de-activate.

Describe the locked and secure area where video surveillance recording equipment and 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 board:

Surveillance recording equipment will be stored and locked in a location only accessible by the manager. The manager will be the only one with physical access to the recording euqipment. In the event of an emergency the manager will be responsible for coordinating any activities with law enforcement to include video surveillance review and inspections of the premise.

Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	●	○
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	●	○
Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board	●	○
Video surveillance records are stored off-site	●	○

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Business Records (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. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:	Yes	No
All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises	☒	☐
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	☒	☐
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	☒	☐
Records related to advertising and marketing	☒	☐
A current diagram of the licensed premises including each restricted access area	☒	☐
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	☒	☐
All records normally retained for tax purposes	☒	☐
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	☒	☐
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	☒	☐

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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:

In accordance with 3 AAC 306.755 all business records will be stored on-site and/or in cloud data services to maintain accessibility from all company computers. A company computer will be used on-site and can be used to keep records on its hard drive as well. All company records will accessible on the premise through file storage or the computer. Regular data backup through cloud services will be used to make sure all electronic data is retrievable and protected from loss.

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Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements 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 propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer "Yes" to all items below.

Marijuana Tracking and Weighing:	Yes	No
A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used	●	○
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	●	○

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

In accordance with 3 AAC 306.730 we will use an inventory tracking system that is compatible with METRC and our point-of-sale system. At this time I am looking into various options, including MJ Freeway and BioTrack. Seamless integration of inventory and point-of-sale systems is critical for maintaining an efficient business. Transactions in our POS system will communicate with our inventory system and aid in regulatory compliance. Each plant and batch will be tracked from seed/clone through harvest, packaging and sale. Closely monitored inventory control is vital to minimize shrinkage.

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Form MJ-01: Marijuana Establishment Operating Plan

Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, 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, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer "Yes" to all items below.

Marijuana Hander Permit:	Yes	No
Each licensee, 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	☒	☐
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 premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	☒	☐
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	☒	☐

Describe how your establishment will meet the requirements for employee qualifications and training:

In accordance with 3 AAC 306.700 all employees are required to obtain their Marijuana handler permit before beginning their employment. All records of employee training and certifications will be kept on-site for review by inspectors in accordance with 3 AAC 306.700. Additionally, employees must be 21 years of age or older and must pass a background check. Once a potential employee has met these standards they will receive on-site training for at least one week before working on their own. Cultivation and retail personnel will receive training according to their respective jobs.

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Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to the statement below.

Marijuana Waste Disposal:	Yes	No
The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it	●	○

Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:

In accordance with 3 AAC 306.740 all marijuana waste will be rendered unusuable and processed in compliance with all applicable federal, state, and local statutes. All marijuana waste generated from the retail side will be transferred back to the cultivation side for processing in accordance with 3 AAC 306.740. Any reusable material will be recycled and reused within our own operations to reduce waste. Organic marijuana waste will be ground up and mixed with other organic waste to be put in compost piles to be used as fertilizer or disposed of appropriately. Water or nutrient solution waste will be collected and used to irrigate any landscaping or be disposed of according to applicable waste management regulations. Any transportation of waste will be documented and processed through our inventory tracking system. Solid waste will be stored in trash bins inside the facility during the 3-day waiting period.

Describe what material or materials you will mix with the ground marijuana waste to make it unusable:

All unusable waste will be ground up and mixed with other organic material including leaves, grass clippings, wood, foliage, branches, etc. to be made unusable.

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Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. Describe the process or processes that you will use to make the marijuana plant waste unusable:

In accordance with 3 AAC 306.740 all marijuana waste will be rendered unusable before it leaves the licensed establishment. All marijuana waste from the retail side will be transferred back to the cultivation business for processing through the inventory control system. Any growing medium will be reused if possible to reduce waste. Marijuana waste will be ground up and mixed with other organic material to be deposited into a compost pile and used as fertilizer.

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Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to all items below.

Marijuana Transportation:	Yes	No
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	☒	☐
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	☒	☐
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	☒	☐
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	☒	☐
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	☒	☐
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	☒	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	☒	☐

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Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

As a retail store we will only be purchasing pre-packaged wholesale marijuana products from cultivators and manufacturers. The retail store will not be preparing or packaging any marijuana products for shipment.

Describe the type of locked, safe, and secure storage compartments that will be used in any vehicles transporting marijuana or marijuana product:

We will use an external lock-box on a truck to secure shipments to the destination. If the truck is not available, a locked trunk will store marijuana samples for shipment. No vehicles will be identified as Alaskan Leaf couriers. For security purposes we will alternate transport vehicles and alternate times and days of transport. We are also looking into contracting with a security company to handle all our transportation needs.

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Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

I will place one (1) sign on the front of my building that will read 'ALASKAN LEAF.' The sign is approximately 18" x 60"

If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.

Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

Applicants should be able to answer "Agree" to all items below.

No advertisement for marijuana or marijuana product will contain any statement or illustration that:	Agree	Disagree
Is false or misleading	●	○
Promotes excessive consumption	●	○
Represents that the use of marijuana has curative or therapeutic effects	●	○
Depicts a person under the age of 21 consuming marijuana	●	○
Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana	●	○

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No advertisement for marijuana or marijuana product will be placed:	Agree	Disagree
Within one thousand feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21	◉	○
On or in a public transit vehicle or public transit shelter	◉	○
On or in a publicly owned or operated property	◉	○
Within 1000 feet of a substance abuse or treatment facility	◉	○
On a campus for post-secondary education	◉	○

Signage and Promotional Materials:	Agree	Disagree
I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)	◉	○
The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products	◉	○
All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)	◉	○

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Section 8 – Control Plan for Persons Under the Age of 21

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:

Proper training and attention to detail will ensure that all employees and agents of Alaskan Leaf, LLC follow proper identification procedures. We will only accept State-approved identification and passports. Company personnel will screen each customer. Identification will be handled for authenticity. Review the photo ID to make sure it matches the customers face and traits. If the identification or individual seems suspicious we can ask further questions or ask for another form of identification. We will use signs that clearly communicate our policy of checking every ID to deter the attempted use of fake IDs. Each employee will be trained on identifying common fake IDs and what to do if they suspect that someone is under 21.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

Loren Dreyer

Printed name

Subscribed and sworn to before me this 17 day of August, 2016.

ERIK WILLIAM THOMPSON NOTARY PUBLIC STATE OF ALASKA

Notary Public in and for the State of Alaska.

My commission expires: 4/21/19

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(Additional Space as Needed):