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:	Hilltop Premium Green"LLC".	**License Number:**	12635		
License Type:	Retail Marijuana Store				
Doing Business As:	HILLTOP PREMIUM GREEN LLC				
Physical Address:	13856 N. GLENN HWY				
City:	SUTTON	**State:**	AK	**Zip Code:**	99674 - 8030
Designated Licensee:	Chad Kudlacek				
Email Address:	kudlacek2010@hotmail.com				

Section 2 – Attached Items

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

Attached Items:	MJ-01

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:	HILLTOP PREMIUM GREEN, LLC	**License Number:**	12635		
License Type:	RETAIL MARIJUANA STORE				
Doing Business As:	HILLTOP PREMIUM GREEN				
Premises Address:	13856 N. GLENN HWY				
City:	SUTTON	**State:**	ALASKA	**ZIP:**	99674

Mailing Address:	PO BOX 32				
City:	SUTTON	**State:**	ALASKA	**ZIP:**	99674

Primary Contact:	CHAD KUDLACEK		
Main Phone:	907-746-0340	**Cell Phone:**	907-707-9840
Email:	Kudlacek2010@hotmail.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:

Each external entry point to the retail establishment will be equipped with heavy duty commercial grade doors and locking mechanisms and posted with a sign that reads "No one under 21 years of age allowed". Each sign will be easy to read and not less than 12 inches long and 2 inches wide with letters at least ½ inch in height in high contrast to its background.

There will be a keypad locking swinging pony door that will block customer access to areas considered "RESTRICTED ACCESS" behind the counter.
Office, Storage and Bathroom spaces are also labeled "RESTRICTED ACCESS". Each restricted access area where marijuana or a marijuana product is dispensed and stored is clearly marked by a sign that reads "RESTRICTED ACCESS AREA. Visitors must be escorted."

Each employee, licensee or agent of Hilltop Premium Green will wear a current identification badge bearing the person's photograph.
No person will be allowed into a restricted access area without following the protocol detailed within 3AAC 306.710.
A continuous surveillance video camera will be mounted in such a way as to cover each RESTRICTED ACCESS AREA.
Admission to the RESTRICTED ACCESS AREA is described in the following sections.
See Valkyrie Security Packet for more details.

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

Visitors are allowed inside of Restricted Access areas only if escorted by an employee, license or agent of Hilltop Premium Green. Visitors will be required to show a valid form of identification to prove that person is not under the age of 21 and obtain a visitor identification badge before entering the Restricted Access area.

Visitors will be required to sign a Visitor Log before entering the Restricted Access area and must be escorted at all times. No more than 5 visitors per employee, agent or licensee will be allowed within the Restricted Access area at all times.

Upon leaving the Restricted Access area the visitors must sign out on the Visitor Log and the escort must also initial.

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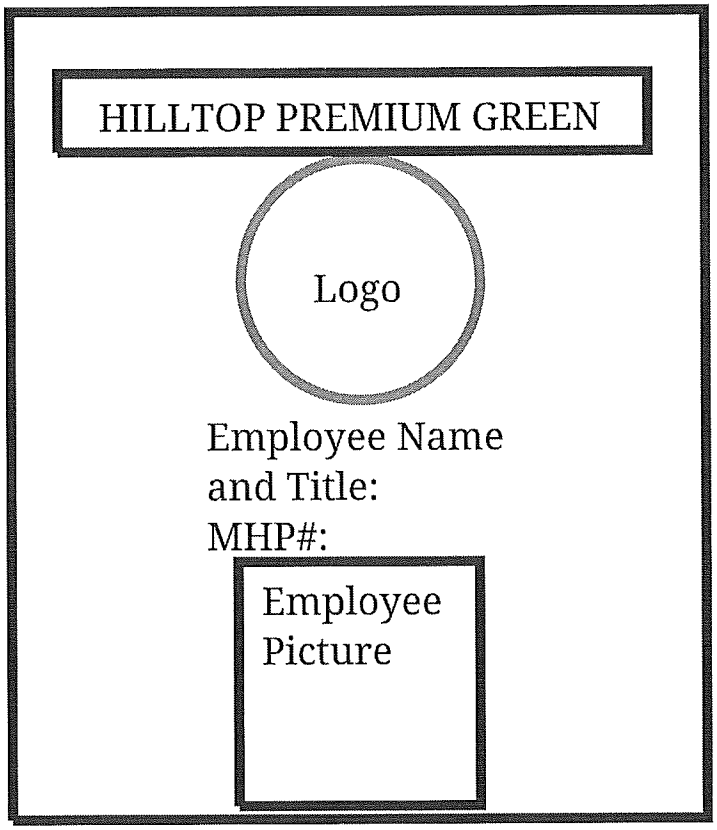
Describe your recordkeeping of visitors who are escorted into restricted access areas:

Visitors will be required to sign the Visitor Log before entering the Restricted Access areas. They will be required to provide their legal name as it appears on their valid form of identification. Additionally, they will be required to provide a valid phone number for contact purposes. Included in the log will also be the time and date they entered the Restricted Access area and the time and date they left the area. Also the badge number that was assigned the Visitor will be logged and the name of the escort.
The log will include:
• The legal name of the Visitor, a valid phone number of the Visitor, the time and date of enter and exit on the Restricted Access areas. The badge number that was assigned to the Visitor, the name and employee number of the escort of the Visitor.

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:

Exterior lighting will be sufficiently installed to facilitate proper security monitoring and regulations compliance. See the building plans for specifics.

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

(1) Pursuant to 3 AAC 306.715(c)(2) a security alarm system will be installed on all exterior doors and windows; and the facility will have:
a. Honeywell Intrusion security package installed consisting of the following equipment:1-6160 Keypads (located in main entrance to each building), 3-Aurora PIR motion detectors, Wave2 2-Tone Sounder, 467 Battery, 620 Jack and 621 Cord and additional Commercial Overhead door Contacts.
b. 3 Honeywell sensors with: Advanced ASIC-based processing, Split-zone optics technology, totally silent relay operation,
Immune to pets up to 40 lbs, Tamper proof design, PIR motion sensor with an Ultra-low current.
c. Security system will be monitored by a third-party monitoring agency 24/7. In the event of an alarm activation local law enforcement and the business owner will be notified.

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:

The alarm system will be monitored by a third party agency.
Alarm WATCH certifications include IQ Certified Central Station (One of first in nation), UL Certified Facility, UL Certified Operators, SIA Certified Operators., SIA Central Station Trained Instructors, APCO Certified Operators and - FARA and Federal UL 2050. Supporting Alarm Communications and Interactive Service from Every Major Manufacturer The list includes Connect 24, C24 Interactive, Alarm NET, AES, Uplink, DMP Internet, Tellular, Alarm.com. Based in Maryland with monitoring centers nationwide that are staffed 24 hours a day, 7 days a week.
During non-business hours monitoring of all devices (Motion Detectors, door contacts and GE Glass break detectors) within the system will be active and monitored. In the event of a security breach of the licensed premises an exterior as well as interior sounder will be activated immediately, an alarm signal will be received by the monitoring center who will notify security, local law enforcement and the licensee.

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

Hilltop Premium Green is dedicated to protecting all inventory from diversion to youth or the unregulated market. Our extensive inventory and quality control plans are geared towards maintaining a solid chain of custody on the product from delivery into the storefront to exit through a consumer purchase and all possible outcomes in between.

In summary, all marijuana and marijuana products that enter the licensed premises will be verified as compliant with regulations and either approved, quarantined for further testing/labeling/etc, or rejected. If approved or quarantined they will be recorded into the marijuana tracking system and placed in the appropriate storage areas. Once the status of those products changes from inventory to sold or from quarantined to inventory it will be recorded in the marijuana tracking system.

The Hilltop Premium Green's Inventory Control Specialist will conduct daily, weekly, and monthly inventory and match these counts to the marijuana tracking system in an effort to monitor all product coming in and exiting the storefront to prevent diversion.

Additionally, security cameras will be placed in accordance with 306.715 and 306.720 in an effort to further prevent diversion by consumers or employees.

Finally, consumers will have very minimal access to products. All marijuana and marijuana products will be concealed in glass display cases or in restricted access areas and only removed by employees for consumers to inspect under strict supervision by that employee. Consumers will receive their final products at checkout.

Describe your policies and procedures for preventing loitering:

Hilltop Premium Green is only 504 square feet of space therefore loitering prevention is extremely important to our business.

Our employees, licensees, and agents will be educated that the consumer buying experience should not exceed more than 15 minutes from start to finish. Additionally, consumers will be encouraged, in a friendly and courteous manner, to complete their purchase and move on with their day. Employees and those who interact with consumers will be trained in how to quickly complete the sales transaction, answer questions, and move on to the next consumer. By setting this clear expectation of a fipackagefl store environment consumers will act accordingly.

Employees will also be trained in how to professionally interact with customers and de-escalate situations as well.

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:

(1)Motion detectors are utilized for afterhours monitoring of the licensed premises.
(2) Duress and panic switches are easily accessible to facilitate a response by public safety and security in an efficient manner and will be utilized by licensee, employees and agents during business hours. These devices are silent alarms and will be activated in the event of a security breach in progress such as robbery, or in the event of an assault on the premises.
(3) All key pads will be programmed with a silent medical and fire duress option to alert medical personnel or fire fighters in the event of a medical emergency or fire.
(4) Any use of the duress or panic buttons will notify the monitoring center by silent alarm, giving the appropriate agency information that a security breach is in progress and to use extreme caution when approaching.

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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:

The licensee, all employees and agents shall assist in any way to help law enforcement by providing detailed descriptions of person/persons and events leading up to the breach in security. The licensee, employees and agents shall protect and preserve any evidence or area where the breach occurred, restricting access to the area and not disturbing anything until law enforcement arrives.

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:

Security cameras will consist of Vivotek USA Inc FD-8169 Dome Network Cameras and Vivotek USA Inc FE8181/81V Fisheye Network Camera. All security cameras will be positioned in such a manner as to get the most identifiable view of anyone within 20 feet of their line of sight at each entrance and along the exterior and interior of each Restricted Access Area. Cameras will be placed at a height of 12 feet to insure unobstructed viewing of all product, plants and persons insuring all are captured on a maximum clear sight picture. All cameras will have a recording resolution of at least 1920x1080(2mp)-2560x1920 (5mp), and will can see at night using infrared technology for night time recordings. Vivotek USA Inc FE8181/81V Fisheye Network Cameras will be installed in all areas where marijuana is stored or processed and designated waste processing area to insure 360-degree coverage of the secure areas.

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:

Pursuant to 3AAC 306.720(b) Surveillance recording equipment and video surveillance records must be housed in a locked and secure area or in a lock box, cabinet, closet or other secure area that is accessible only to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board. A marijuana establishment may use an offsite monitoring service and offsite storage of video surveillance records as long as security requirements at the offsite facility are at least as strict as onsite security requirements as described in this section a.
The security room, housing all supporting security and camera equipment, will be locked by Access control and Hess electric strikes to insure the integrity of all security supported hardware for the licensed facility.
The single entry point will have Access control supported with LED (green-yellow-red) and buzzer options, with temperatures ratings of -23.8°F (-31°C) to 145.4°F (63°C) Certification and Standards of FCC Certification, RSS-210, UL294 ar CE Mark Voltage range of 5 V DC to 16 V DC with Maximum Input current 50 mAh that part of a Honeywell NetAXS-123 Access Control System with Certification and standards of CE and FCC.

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:

Document loss and destruction is a very concerning factor for any business. In order to protect the integrity of the information Hilltop Premium Green has dominion over there is a two-fold approach to backing up data.

1. All electronic data will have a server and a cloud based back up module to protect against one being compromised.

2. Vital records such as monthly reporting, accounting records for tax purposes, and security codes will have a paper back up filed in a locked storage cabinet accessible by only permitted employees

All records will be kept in compliance with 306.755 and available upon request for inspection.

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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:

HPG will utilize METRC as well as FlowHub.
FlowHub is designed to communicate with METRC in order to ensure accurate inventory tracking in real time with METRC.

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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:

All employees, agents, and licensees will possess a current Alaska MHP and copies held on premises.
Prior to beginning work, all Retail Store employees will be taught and tested on understanding the difference between topical products, edible marijuana products, marijuana infused products, and flower or bud products. Retail Store employees will receive reading materials to learn and understand the differences between products.
All Retail Store employees will be taught and tested on the process for how marijuana is grown and how marijuana products are created.
This will create employees that understand the production process and can better answer questions for consumers.
Retail Store employees will receive reading materials to learn and understand the procedures used for cultivation and production as well as hands-on learning experience such as tours of facilities when appropriate.
All Retail Store employees will be taught and tested on the proper procedures for handling edible marijuana products and marijuana infused products in order to comply with state regulations. All annual regulations training and continuing education of employees will be conducted by Phoenix Rising Inc.

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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:

HPG is committed to preventing diversion through the consumption of waste product.

Waste determination is defined as if the product in its current form is something that could not be sold to the public it will be recorded as waste. If the product is not labeled AND packaged in accordance with the packaging guidelines in Chapter 306 it will be recorded as waste.
All perishable products will follow the expiration dates provided by the producers.
All flower products will be disposed of after 30 days as the degradation of the Cannabis may no longer match the testing results.
All marijuana or marijuana products that are removed from inventory as waste will be held in a locking bin in the Storage Area. The AMCO Director will be notified 3 days in advance of waste disposal into a locking composting bin and removal will be recorded in METRC.
All waste will be mixed with compostable materials to be rendered unusable.
The owners will remove the compost for their personal garden when needed.

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

Soil, food scraps and other compostable materials will be mixed with plant materials to render it 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:

All plant materials and marijuana products that are removed from inventory as waste will be mixed with soil compost and stored in a locking bin on the licensed premises in the Storage Area.

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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:

The marijuana establishment that originates the transport of any marijuana or marijuana products will use the marijuana metric inventory tracking system to record the type, Amount, weight of marijuana or marijuana product Being transported, the name of transporter, the time of departure and expected Delivery, And the make, model, and License plate number of the transporting vehicle. Hilltop Premium Green will prepare all marijuana and marijuana Products in a sealed package or sealed container that is a tamper evident container in a Locked safe and secure storage compartment. 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 marijuana control Board, will Be Kept with the marijuana or marijuana products at all times during transport.

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

HPG Retail will be utilizing Valkyrie Security Asset and Protection for all deliveries and transportation of marijuana and marijuana products. Valkyrie uses armored staff and vehicles. Their transport staff will secure product and locked containers with tamper-resistant locks prior to leaving the licensed facility. All locked containers will be with armed transport staff at all times and only removed from vehicle upon arrival to receiving licensed facility. The tamper-resistant locks will only be removed in the presence of an authorized person at the receiving license facility.
All products will be checked and entered into the METRC system upon delivery.

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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:

HPG will have 2 wooden 4x8 (4,608 square inches) signs on the building with a light Illuminating the sign at night.
The signs will have Hilltop Premium Green's logo on them.
One sign will be attached to the building on the northside facing the Glenn Highway.
The second sign will be attached to the building on the eastside facing Hilltop Tesoro Gas Station.
Outside of HPG will be posted "No Smoking Within 20 Feet of the Building" signs and "No Loitering" signs in front of the business.
These signs will be the only signs for the Limited Cultivation and the Retail.

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	☑	☐

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

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:

Hilltop Premium Green will make every effort to prevent minors from obtaining any of our marijuana product inventory. All employees and managers are required to learn and integrate all relevant regulations and statutes. Screening, training and continuing education of all owners, managers and employees will include strategies such as:

1. Enforce a code of ethical conduct.
2. Strict enforcement of section 306.355- Per purchase weight limits, 306.310 "No free samples"
3. Customers are subject to 100% ID verification; they cannot enter the store until ID is checked and over 21 age is verified.
4. Initiate and self-finance a public awareness and safety campaign on the harms of and laws surrounding diversion of cannabis to minors.
5. Monitor for under age passengers in a vehicle who do not enter the store.
6. Enforce an Exclusion policy from store for anyone found diverting to minors.
7. Post a sign at the entrance: fiNo one under the age of 21 allowed!fl (12fl x 12fl-1fl letters).
8. Create and maintain an open and cooperative relationship with local law enforcement.
9. Create and maintain an open and cooperative relationship with local school district officials.
10. Utilize comprehensive video surveillance.
11. Insist on responsible advertising and labeling of products.
12. Packaging of products in child resistant containers.
13. Recognition and detection of Proxy Purchasers.
14. Recognition and detection of intoxicated customers (alcohol and cannabis).
15. Draft and Publish an Employee Handbook explaining policies and protocols, including progressive discipline.

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.

Chad Kudlacek
Signature of licensee

Chad Kudlacek
Printed name

Subscribed and sworn to before me this 22nd day of May, 2017.

Official Seal
STATE OF ALASKA
Notary Public
Nichole Bouchard
Commission Expires:12/30/2020

Nichole Bouchard
Notary Public in and for the State of Alaska.

My commission expires: 12/30/2020

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(Additional Space as Needed):