Alcohol & Marijuana Control Office
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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:	Royal Mountain Extracts LLC	**License Number:**		13249	
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	X-TRACTED LABORATORIES				
Physical Address:	38957 S COMMERCIAL DR				
City:	Talkeetna	**State:**	AK	**Zip Code:**	99676
Designated Licensee:	Joe McAneney				
Email Address:	joe@thehighexpedition.com				

Section 2 – Attached Items

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

Attached Items:	Updated (as of 9/20/2017) 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:	Royal Mountain Extracts LLC	**License Number:**	13249		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	X-TRACTED LABORATORIES				
Premises Address:	38957 South Commercial Drive				
City:	Talkeetna	**State:**	ALASKA	**ZIP:**	99676

Mailing Address:	PO BOX 1127				
City:	Talkeetna	**State:**	ALASKA	**ZIP:**	99676

Primary Contact:	Joe McAneney		
Main Phone:	907-360-9593	**Cell Phone:**	907-360-9593
Email:	joe@thehighexpedition.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:

As part of our commitment to the security of our employees, community and overall public safety (as outlined in the Cole Memorandum, 2013), X-Tracted Laboratories will maintain a comprehensive security plan that will focus on ensuring the overall premises, restricted access areas as outlined in 3 AAC 306.710(a), and parking areas are safe, secure, and under video surveillance at all times.

X-tracted Laboratories will restrict access to any and all parts of the licensed premises where marijuana is stored, stocked, processed, or manufactured. Each restricted access area will be marked with a sign that says "Restricted Access Area. Visitors Must Be Escorted At All Times." There will be no more than five (5) visitors per each authorized employee. In the restricted access areas, all agents, employees, and licensees will wear an identification badge the displays their name and photograph. Individuals under the age of 21 are not allowed on the premises at any time. Visitors will be required to show identification as outlined in 3 AAC 306.350, obtain a visitor pass, and be escorted at all times. Pursuant to 3AAC 306.710(c)(2) visitors must obtain a visitor identification badge before entering the restricted access area; and (1) Ultra-Electronics 30 MIL CR80 Access security cards will be issued to marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board. Allowing for limited access to restricted areas. (2) Doors with entrance and exit access to property will be monitored with Honeywell Door contacts that will trip the alarm system in the event a door contact is activated. The system will be active when alarm has been armed.

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

(1) Ultra-Electronics 30 MIL CR80 Access security cards will be issued to marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board. Allowing for limited access to restricted areas. All other personnel will be issued a non-technological badge limiting their access to restricted access areas. (2) Visitors will be admitted into the premises in accordance with 3 AAC 306.710(c). All visitors will be required to provide a valid photo identification as outlined by 3 AAC 306.350 to assess age and ability to enter the premises and includes; an unexpired, unaltered passport, an unexpired, unaltered drivers license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia or a province of Canada or an identification card issued by a federal or state agency authorized to issue a driver's license of identification card. If any of the documentation appears to be fraudulent, is not valid or appears suspicious, the individual will be asked to leave the premises and will not be allowed to enter the facility. Visitors to the premises will be supervised at all times by an authorized employee and no more than five (5) visitors will be allowed per each employee at a time (3 AAC 306.710 (b). All visitors will be required to sign non-disclosure agreements, visitor agreement and will be stored in the visitor record with the following information per 3 AAC 306.755(6); name, date, time in and out, copy of identification and signature of supervising employee. Visitors will include; Marijuana Control Board staff and/or Directors, Peace Officers, Law enforcement personnel, Landlord (as applicable), contracted service personnel, vender delivery personnel, potential employees, vendor/suppliers and consultants.

Visitor Agreement: Visitors will be given instructions regarding not touching plant material/products/equipment or entering in any area that the supervising employee has not designated as a visiting area. Visitors will not be allowed to take pictures of the facility unless authorized by management and will sign an agreement attesting to the above information.

Visitors will abide by all sanitation requirements including; entry procedures (i.e. antibacterial procedures, changing into provided coats, footwear, and caps as applicable), exit procedures (i.e. entering changing room, removing provided sanitary clothing, gathering items and immediately exiting the building) and informing company of any illnesses that could affect the sanitation of the overall cultivation facility as applicable to 3 AAC 306.440. Visitor passes will be provided to individuals over the age of 21 (with valid identification) accessing the building due to marijuana related business. Marijuana establishments delivering or picking up marijuana will be required to provide a valid marijuana handlers card, their marijuana establishment identification badge, will receive a visitor pass and will be escorted by authorized personnel at all times. Identification badges, visitor passes, keys and security codes are issued through the ownership or management team, are the sole property of X-Tracted Laboratories and can be revoked at any time due to inappropriate use. Identification badge may not be duplicated or loaned to anyone at any time.

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

All visitors escorted into restricted access areas will be required to sign a visitor agreement and non-disclosure agreement, both of which will be stored in the visitor record with the following information, pursuant to 3 AAC 306.755(6); name, date, time in and out, copy of photo identification, organization affiliation (as applicable), restricted access area(s) accessed, and signature of supervising employee and visitor. Video surveillance monitors will be place in all restricted access and office areas and will ensure that the last 40 days are recorded (including date & time) and stored in order to comply with regulatory requirements are per 3 AAC 306.720(d)(e). All security records will be accessible to Peace Officers, law enforcement, and staff and/or Directors of the Marijuana Control Board as requested. The visitor log, which contains the information listed above, will be stored, saved, and retained permanently on-site, as a physical copy or on the company's computer. As required by 3 AAC 306.755 all business records that are six (6) months or newer will be kept in locked and secured cabinet in the office of the licensed facility. All Marijuana Control Board requests for visitor documents shall be quickly and diligently compiled with. In the event that a record is older than six (6) months and requested by the Marijuana Control Board, X-tracted Laboratories will provide the record to the Marijuana Control Board within three (3) business days of the request.

Please see Attachment A for a visitor log sample

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

X-Tracted Laboratories will ensure that each licensee, employee or agent who is required or permitted to be physically present on the licensed premises at any time per 3 AAC 306.425 and 3 AAC 306.700 will obtain a marijuana handlers card as provided in 3 AAC 306.700 before being present or employed at the manufacturing facility's licensed premises and it must be in the person's immediate possession, or a valid copy on file on the premises always. Applicants will have a marijuana handler's card before accepting employment and X-Tracted Laboratories will pay for the cost of renewal every three (3) years while the individual is employed. During work hours' employees, will be required to carry an identification badge issued by X-Tracted Laboratories that is visible and identifies the employee by name and picture 3 AAC 306.710(c). Employees are responsible for maintaining the security of their identification badges after hours by not leaving it visible to the public (i.e. vehicles) and are responsible for notifying management immediately if their badge, Marijuana Handlers Card, or Food Handlers Card is lost or stolen at which point management personnel will make a note in the employees file, issue a new card with a new employee identification number. Identification badges will be issued the first day of employment and will be issued to full-time and part-time employees. Badge sample below. For additional information about identification badges, please see attachment B.

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(Additional Space as Needed):

ATTACHMENT A - Visitor Log Sample

X-Tracted Laboratories Visitor Sign In Log						
First Name	**Last Name**	**Time In**	**Time Out**	**DL#**	**Badge Number**	**Assigned Escort**

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(Additional Space as Needed):

ATTACHMENT B - Additional Identification Badge Information

Employees that fail to display their identification badge, marijuana handlers card or other required documents to company management, enforcement officers, peace officers and the Marijuana Control Board staff or Director may be grounds for termination or face disciplinary action. X-Tracted Laboratories will utilize a progressive disciplinary action plan for minor incidences that do not require immediate termination. The disciplinary action plan consists of a verbal warning, written warning, corrective action or performance improvement plan and then termination if plan not followed or infractions continue to occur. Employees may be asked to show their identification badges to the above-mentioned entities as well as will be used to enter restricted access areas and for identification in the case of an emergency. Employees are required to return badges on their last day of employment. Only authorized personnel and employees will have access to restricted access areas that apply directly to their work. Restricted access areas include security rooms, storage rooms, quarantine and point of sales and any others required. Only five (5) visitor passes will be issued at a time per employee and all visitors will be supervised always by the employee.

In order to further security for the premises and ensure we are abiding by strict security standards, only authorized employees (i.e. management, etc.) will have access to security system information including entrance keys and codes to arm and disarm the security system. Authorized employees will be provided entrance keys that state “do not duplicate”, individual panic buttons and will be kept in a responsible and secure manner always within their possession. Security codes for entrance and arming/disarming the system will be unique to each employee ensuring that the identity of the person arming and disarming the alarm system is logged and tracked. Only authorized employees will have access to the locked and secure storage of the security equipment including video surveillance feeds, safe and secure business documents as per 3 AAC 306.720(d). All areas stated will have video surveillance feed in order to ensure higher security standards.

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Form MJ-01: Marijuana Establishment Operating Plan

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 consist of several floodlights placed high on each side of the building that will allow for the lighting of all exterior areas of the facility. All exterior lighting will be checked by a manager on duty regularly to ensure that each light in the system is operational, and each mount is positioned for optimum rerecording clarity and to deter unauthorized presence on the premises. The facility plans to install a total of four (4) motion activated lights to be affixed to the building, lights to be evenly distributed on the four (4) sides of the facility that have points of entry. The light fixtures will keep the premises and doors well lit, and allow the exterior surveillance cameras to record individuals up to twenty (20) feet from all entry points. The lighting fixtures will be positioned at an inaccessible height with sturdy housings to deter vandalism and common obstructions. The X-tracted Laboratories facility will have exterior lighting in order to aid surveillance, security alarm system on all exterior doors and windows, and has continuous 24/7 video monitoring. X-tracted Laboratories will use motion detectors and panic/duress buttons. Commercial grade, non-residential door locks are used on all exterior entry points into the licensed premises. In the event of an unauthorized breach of premises, local law enforcement, the property owner, and the licensee will be notified immediately.

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

Pursuant to 3 AAC 306.715(c)(2) a security alarm system on all exterior doors and windows; and the Licensed Facility will have: (1) Honeywell Intrusion security package installed consisting of the following equipment: Keypads (located in main entrance to each building), Aurora PIR motion detectors, Wave2 2-Tone Sounder, (2) Honeywell PIR motion sensors, (3) Wireless Remote Panic buttons. The 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 that will be installed by a third party security company, is a commercial grade alarm system that utilizes a pin pad code and utilizes electronic medians to communicate when the alarm is triggered. It will be monitored by the third party company and management will have direct contact with the alarm company's representative via phone and email. The alarm will be armed any time the manufacturing facility is not in operation.

For more information about our alarm system, please see Attachment C

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:

Through the third-party security monitoring center, sensors will be installed on all potential entry points, including all doors, and windows to monitor for motion, intrusion, or activity when the alarm system is activated and any intrusion will initiate a response. The last employee to leave the facility each day will lock all doors and windows that are not self-locking, and will activate the overnight security devices and sensors. Each morning the daily manager will disable the alarm system, and the opening agents will check all security recordings and cameras to ensure they are functioning.

At the end of their shift, the final employee leaving the premises will activate the alarm system on all exterior doors and windows. The employee is required to ensure that all doors are closed, locked, and secured as necessary to ensure the alarm system can be activated. The alarm system will be monitored by a third party agency, based in Maryland, with monitoring centers nationwide that are staffed 24 hours a day, 7 days a week. During non-business hours 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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Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

ATTACHMENT C - Additional Alarm System Information

X-tracted Laboratories will contract with a third party alarm system and monitoring company to install and maintain all alarm system equipment, and will also know how to train management level employees on how to arm the alarm, disarm the alarm, and basic troubleshooting procedures. The security monitoring company will be in direct contact with the licensee and will if necessary directly contact local law enforcement.

The alarm system will monitor all exterior doors and windows. Motion detectors will monitor all areas of the building during all hours not open for business. Any unauthorized intrusion or attempted intrusion will send an automatic, electronic alert to ownership, the alarm company, and local law enforcement (if necessary). Owners and managers will be educated on proper use, troubleshooting, and control of the alarm system. Management will receive education from the third party provider on the security and alarm systems will include: proper use, troubleshooting, police response, measures, and controls. Each morning, the on-site manager will disable the overnight alarm system and check the surveillance cameras and recordings to ensure the system is functioning as expected. The last employee to leave the facility each night will activate the overnight security devices, and lock all doors and windows. All doors that are not self-locking will be locked using a key, and sensors on windows will be activated at that time.

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Form MJ-01: Marijuana Establishment Operating Plan

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

X-tracted Laboratories will enforce stringent procedures and policies to prevent diversion of marijuana or marijuana products, prevent loitering (3 AAC 306.715), and ensure methods are put in place and maintained to ensure that marijuana or marijuana products cannot be observed by the public from the outside facility. Owners, employees, visitors and other individuals will be held to a zero-tolerance policy on the diversion of marijuana (3 AAC 306.715(c)(1)). The electronic tracking system will be used to keep records of all products and ensure diversion of marijuana does not occur throughout the normal processes of the manufacturing facility. Marijuana will be entered into the system and tracked throughout the receiving, packaging and selling process. If the tracking system shows potential diversion of product, authorized personnel will initiate an investigation that will include; talking to employees on shift, assessing last log in's to the system and product in question, notifying the Marijuana Control Board and reviewing video feed. In addition to the above, authorized personnel will regularly and randomly check video feed for potential diversion. All employees will complete mandatory training in recognizing such activity, and are required to notify ownership or management if they suspect such activity is occurring. Ownership will take the necessary steps to ensure that illegal conduct by an employee does not compromise the facility's license and legitimate business operations. All reports and documentation concerning a suspected or actual theft will be maintained by the company for five (5) years and made available to AMCO upon request. During transportation, marijuana and/or marijuana products will be sealed in packages and locked in a safe and secure storage compartment in a transporting vehicle (3 AAC 306.750). Visitors will be escorted and supervised by authorized employees at all times in order to ensure diversion of marijuana does not occur. Restricted access areas will also be continuously monitored through security video cameras. Video recordings will be stored for at least forty (40) days as required by the Marijuana Control Board.

Describe your policies and procedures for preventing loitering:

X-Tracted Laboratories will operate under a "no loitering" policy that will limit individuals from standing or waiting without purpose on the premises as accordingly under 3 AAC 306.715(c)(2). During business hours, employees will perform routine but unscheduled patrols. Loiterers will be asked to leave when discovered and law enforcement will be called if continued loitering persists. Employees will be provided training on the importance of limiting loitering and learn skills to verbally remove individuals from the premises. If individuals are unwilling to leave the premises or continue to loiter in the general area, law enforcement/peace officers will be notified and employees will follow the recommendations of law enforcement. Employees will not engage in discussions with minors or other individuals outside the building about the marijuana establishment, around the establishment or to promote marijuana use to individuals under the age of 21 years. The exterior of the building will have "No Loitering" signs placed on the front of the building. Loitering will be defined as; to stand or wait around idly or without apparent purpose.

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:

Motion detectors are utilized for after-hours monitoring of the licensed premises. 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. 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. 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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Form MJ-01: Marijuana Establishment Operating Plan

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 X-tracted Laboratories facility will have exterior lighting in order to aid surveillance, security alarm system on all exterior doors and windows, and has continuous 24/7 video monitoring. X-tracted Laboratories will utilize pressure switches, motion detectors, and panic and duress buttons. Commercial grade, non-residential door locks are used on all exterior entry points into the licensed premises. In the event of an unauthorized breach of premises, local law enforcement, the property owner, and the licensee will be notified immediately. If the licensee is not on-site during the unauthorized breach, they will be sent a notification and arrive on-site ASAP to assist law enforcement personnel (safety permitting). If the licensee is unavailable, they will provide an authorized employee capable of accessing the required areas and systems to assist in the investigation. All employees will be trained on how to interact with law enforcement and remain compliant during unauthorized breaches and investigations. All employees and agents of X-tracted Laboratories will assist in any way possible to aid the law enforcement by providing detailed descriptions of the person(s) and events leading up to the unauthorized breach of the licensed premises. They will preserve and protect any possible evidence, access will be restricted to the area where the breach occurred and nothing will be disturbed until law enforcement arrives. On-site employees at the time of the breach will maintain safety at all times and will not attempt to engage with the unauthorized individual attempting to enter the space. Employees and agents of X-tracted Laboratories will not attempt to stop theft if personal safety is at risk.

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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Form MJ-01: Marijuana Establishment Operating Plan

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:

Video surveillance will maintain a 360-degree view of the entire exterior and interior premises including restricted access areas as outline in 3 AAC 306.720(1). Cameras will be placed with a full view of the entrances and exits of all exterior and interior doors. Cameras will also be placed strategically throughout all restricted access areas. All cameras in the restricted access areas will provide a clear view of regular activity without blockage from fixtures, kitchen hoods, or other manufacturing equipment in order to be able to properly identify individuals in the restricted access areas as per 3 AAC 306.720(b). Regular activities consist of areas where marijuana is extracted, manufactured, refined, cooked, stored, stockpiled, or where marijuana waste is destroyed (3 AAC 306.535), intake and general areas. All security cameras will be placed in such a manner as to get the most identifiable view of anyone within 20 feet of their line of sight at each entrance, along the exterior, and interior of all restricted access areas. Cameras will be placed at a height of 12 feet in order to capture an unobstructed, maximum, clear sight picture of all persons, processes, and products. All will have the ability to see at night using infrared technology for night time recording. Fisheye Network camera will be installed in all storage, packaging, waste processing, and processing rooms in order to provide 360-degree coverage of the secured, restricted access areas. Video surveillance monitors will be place in a restricted access area and will ensure that the last 40 days are recorded (including date & time) and stored in order to comply with regulatory requirements are per 3 AAC 306.720(d)(e). All security records will be accessible to Peace Officers, law enforcement, and staff and/or Directors of the Marijuana Control Board as requested.

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. All surveillance recording equipment and footage will be stored in the facility's office/packaging area. In the office area, there will be a large, heavy, metal cabinet that will house the surveillance equipment and any paper copies of records or backed up record hard-drives. Ownership and management will each have one "do not replicate" key for this cabinet. The secured cabinet housing all supporting security and camera equipment, will be locked at all times to insure the integrity of all security supported hardware for the licensed facility.

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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Form MJ-01: Marijuana Establishment Operating Plan

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:

Valkyrie Security and Asset Protection Inc.'s electronic video storage is password protected to prevent any alterations. The security system will generate a daily open/close report by user. The access control system will generate a report of authorized or unauthorized access users attempting to enter a restricted access area. All systems are programmed with redundant password lockout protection. The security cabinet housing all supporting security and camera equipment will be insulated and temperature controlled to insure the integrity of all security supported hardware for the licensed facility.

All business records, including operational and regulatory documents, recordings, surveillance, financial books, inventory and employment records, logs, manifests, communications, a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the 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, and transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f) will be stored on-site, on the company's computer and ownership/management will ensure monthly "cloud" backups and also will do quarterly backups of the records on a hard drive (which will be stored in the locked secured cabinet). 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 licensed premises; older records may be archived on or off-premises. The practice of using a secured cloud back up system in conjunction with hard-drive backups will substantially prevent the risk of loss due to computer malfunctions. Only ownership and management will have "do not replicate keys" to the cabinets and neither parties will allow the keys to be outside of their immediate control.

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Alaska Marijuana Control Board

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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:

X-tracted Laboratories will use the Metrc marijuana inventory tracking system to increase product security, track the movement of all marijuana products, and minimize diversion and illegal practices. Data will be recorded during delivery, sale, testing, transport, disposal, destruction, and theft. Data shared with Metrc will consist of: (1) Product lists (type, amount, weight, etc), (2) Receiving and transporting of Marijuana, (3) Manufacturing Processes, (4) Vendor information, (5) Transportation Vehicle Information. All product delivered to the facility will be inspected to ensure quantity, ensure no contamination has occurred, and then inventoried and entered into Metrc.

X-tracted Laboratories may also utilize MJ Freeway (or comparable system) as a complimentary system that will be used as an inventory management tool. Regardless of any complimentary systems used, authorized personnel/employees will ensure sharing with the state's system remains intact as outlined in 3 AAC 306.730, by manually adding the information into Metrc. Products that for some reason, i.e. expired, contaminated, or any other reason, that need to be disposed of will be marked for disposal and recorded in Metrc at least three (3) days prior to any disposal action. Any destruction, loss, or theft of marijuana will be promptly reported in Metrc, reported to AMCO, in addition to reporting theft to local authorities. All employees will be trained to use the system to ensure that: (1) all marijuana is identified and tracked through its sale or destruction; and (2) any loss or theft of marijuana products is reported promptly. Employees will use the Metrc system and supplemental systems to verify sales and shipment, and to identify the licenses for all business partners to make sure any suppliers the store purchases from or sells product to are licensed operators in good standing with the state. All employees are required to enter information into the tracking system while completing their daily operations and changes will not be considered complete until updated in the electronic inventory tracking system.

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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 of X-tracted Laboratories will be 21 years of age or older, will be required to have a valid marijuana handlers card as per 3 AAC 306.700, and must meet all pre-employment requirements before the start of employment. Employees must have their marijuana handlers card in their immediate possession or have a valid copy on file on the premises and must ensure that their card is renewed per the regulation requirement. Additionally, employees handling food products must have a food worker card. Employees will be given all necessary education and training upon hiring to be proficient in their jobs, as well as a three (3) month probationary period during which time they will receive training and evaluation. Employees will fulfill their duties as stated in their job descriptions throughout their tenure. Employees will meet all applicable laws before being employed in the U.S. and all applicable employee taxes and procedures. X-tracted Laboratories will follow all labor laws and strive for a safe and secure working environment.

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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:

Once a waste bin has reached its maximum capacity, it will be weighed using a commercial scale in compliance with 3 AAC 306.745 and logged into the electronic inventory tracking system. AMCO will be notified in writing by email three (3) days before X-tracted Laboratories renders any marijuana or marijuana product unusable and disposes of it (3 AAC 306.745(c)(1)). X-tracted Laboratories will ensure that safety and health standards and DEC standards regarding food safety are met during the waste disposal process by ensuring that personal protective equipment is used and reasonable precautions are taken when managing, storing, and disposing of solid or liquid waste as outlined in 3 AAC 306.740

For more information about our waste disposal plan, please see Attachment D

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

Ground marijuana waste will be combined with equal parts non-compostable materials such as paper products, cardboard waste, or plastic waste.

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(Additional Space as Needed):

ATTACHMENT D - Waste Disposal Plan

Marijuana plant waste- including, stems, roots, leaves, and stalks (that have not been processed with a solvent), solid marijuana sample plant waste in the possession of a marijuana testing facility, processed plant material waste, and other waste as determined by the Marijuana Control Board (i.e. expired or outdated marijuana products)- will be disposed of by rendering it unusable (by grinding the marijuana plant waste and mixing it with at least an equal amount of other non-compostable materials such as paper products, cardboard waste, and plastic waste)and stored in waste bins. The waste bins (55 gallon Rubbermaid Bin w/Lid and heavy duty waste liner, or comparable) will have clear markings to show that they are used in the waste disposal process. Once the bins are full, they will be latched and replaced with an empty bin.

Wastewater that cannot be spent down the drain (to be determined by state and local regulation) will be placed in commercial grade 55-gallon drums, with sealable lids using safety and sanitation methods. Wastewater will also be transferred in sealed 55-gallon drums to a water waste facility or hazardous waste facility (as necessary, determined by state and local regulations) and follow all sanitation and environmental standards.

Prior to being removed from the facility, all marijuana waste will be inspected and the composition of the final disposal mixture will be recorded. Management will ensure that the final disposal mixture is composed of no more than fifty percent (50%) marijuana waste by volume. Upon rendering the plants(s) or item unusable, the following information will be recorded in the electronic inventory tracking system: (1) Description and reasoning for the marijuana being disposed of, including, if applicable, the weight of the plant(s) or item(s); (2) Date of disposal; (3) Confirmation that the marijuana was rendered unusable before disposal; (4) The method of disposal; and (5) The name and permit number of the agent responsible for the disposal.

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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:

X-tracted laboratories will store, manage, and dispose of any liquid or solid waste, including wastewater and other waste determined by the board in compliance with applicable local, state, and federal laws and regulations as outlined in 3 AAC 306.740.

After the required three-day notice period (as per 3 AAC 306.745(c)(1)), marijuana plant waste material- including stems, roots, leaves, and stalks (that have not been processed with solvent), testing sample plant waste, and other waste as determined by the Marijuana Control Board (i.e. expired or outdated marijuana products)- will be combined with a non-compostable product. Marijuana solid waste will be weighed on the commercial scale in compliance with 3 AAC 306.745, ground up, and mixed with at least an equal amount of one of the following materials: (1) Paper Products (2) Cardboard Waste (3) Plastic Waste. Once the marijuana is ground up and combined with the non-compostable material- making it unusable- it will be inspected to ensure that it is no more than 50% marijuana waste by volume, placed in a closed, black waste bag, and removed promptly from the licensed premises.

Marijuana plant material (including; flowers, trim, leaves, stems, roots, stalks, and more) that has been processed with a solvent to create marijuana concentrate products will be placed in waste disposal bins, labeled “Processed Plant Material.” The waste bin will be in a designated area in the extraction/kitchen/refinement/packaging room and will be weighed and logged into the marijuana inventory tracking system to meet state and local regulations and will provide the required three (3) day notice to the Board in preparation for disposing of it (3 AAC 306.745(c)(1)) as necessary. Disposed marijuana will not be stored outside the licensed facility at any time. Unusable solid waste will be taken to a solid waste facility or transfer station and a record of the destination will be maintained as part of the business records (3 AAC 306.740(c)(2)). Prior to being removed from the facility, the proper information will be recorded in the electronic inventory tracking system.

Testing samples and samples returned to the product manufacturing facility after required testing will be disposed of in the same manner as listed above. Marijuana concentrates that are found to be outdated or expired will either be disposed of in the solid waste disposal plan above or will be re-processed using a distillation method. In the event of a waste disposal emergency such an accident, contamination, or other comparable situations, the waste will be separated from all other waste and stored in a separate bin until a Marijuana Control Board staff and/or Director authorizes an immediate disposal as defined in 3 AAC 306.740(c)(1).

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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:

All employees will be required to have met the sanitary guidelines (as outlined in 3 AAC 306.545 for handling marijuana). They will use hair nets, lab jackets, proper shoes, gloves, proper sanitary instruments before handling and/or packaging marijuana product and they will follow Alaska Food Safety Code 18 AAC 31 as applicable to any kitchen activities related to safety and health standards for a retail food establishment. Marijuana will only be handled by authorized personnel who have their Marijuana Handlers Card as per 3 AAC 306.700 and who have been properly trained on all applicable equipment and procedures. The use of the marijuana or marijuana product in manufacturing will be tracked throughout, by using the electronic inventory tracking system as per 3 AAC 306.540.

Authorized employees will bring and/or weigh out the proper amounts of marijuana products per product order from retail stores and other product manufacturing facilities, as well as for testing purposes. Scales will be certified by the Alaska Department of Weights and Measures as required by state and local regulations (As 45.75.080, 3 AAC 306.745). Registration and inspection reports will be kept on the licensed premises and will be available upon request by the Alcohol & Marijuana Control Board staff and/or Director. Scales will be checked for accuracy after weighing each batch of product by placing a calibration weight on the scale. Any scale the does not meet the quality control standards will be replaced and will not be used to weigh any more product. Scales will be certified and upgraded as needed to maintain accurate measurement. A minimum of two (2) certified scales will be used to ensure both small and large products will have accurate weights.

Please see Attachment E for more information about product preparation, packaging, and shipment.

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

Each item secured for shipment will at all times during shipment and delivery be accompanied by a complete, printed transport manifest and all marijuana products will be placed within a sealed and tamper-evident shipping container, affixed with the proper label on the shipping container and product, and placed in a locked box in the transport vehicle. Management will also keep a copy of the transport manifest on record at the product manufacturing facility as part of the overall business records as required by state regulations (3 AAC 306.755).

When securing marijuana product for transport, management will take the necessary steps to verify that the establishment receiving the shipment has a valid and current license in Metrc, the electronic inventory tracking system. Once X-tracted Laboratories has collected information confirming the receiving facility has a current license, they will finalize the sale and make arrangements for delivery. Then the following transport information will be recorded in Metrc: (1) The name and license number of the receiving and providing licensed facility; (2) The type, amount, and weight of the marijuana product being transported; (3) The name and permit number of the transportation agent; (4) The time of departure and expected delivery; and (5) The make, model, and license plate number of the transporting vehicle.

Please see Attachment F for more information about the security, storage, and transportation of marijuana products.

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(Additional Space as Needed):

ATTACHMENT E CONTINUED

Management will be responsible for ensuring that the labeling placed on packages by the product manufacturing facility is compliant, complete, accurate, visible, and not misleading. Before preparing a shipment of marijuana product, management or authorized employees will perform visual inspections of the label to ensure the above quality control measures are in place at all times. Each inspection of labels will be recorded and kept as part of the overall business record.

Once weighed and properly packaged, the products will be entered into the inventory tracking system and shipping labels will be generated as applicable. Packaged items will be stored in a dry or refrigerated storage area and/or quarantined until transfer to another licensed facility.

When the marijuana products are ready to be transferred, the marijuana products will be placed in sealed and tamper-evident shipping vessels, labeled appropriately, loaded into safe, locking boxes, and a complete printed transport manifest will be kept with the marijuana products at all times.

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(Additional Space as Needed):

ATTACHMENT E - Product Preparation, Packaging, and Shipment.

Testing will be conducted to ensure the batch is safe and can be prepped for sale. Marijuana and marijuana products that will be sent off for testing will be packaged in the same packaging required for each product (wholesale or retail packaging, minus the confirmed testing requirement label) and will be labeled with a “Testing Label” for authorized employees to recognize it as being in the testing process. Marijuana and marijuana products to be tested will be packaged in amounts as outlined by the licensed marijuana testing facility or in regulatory requirements as outlined by the state and local government. Products labeled for testing will be entered into the electronic inventory tracking system and if returned to the facility will be disposed of according to the waste disposal policies and procedures.

Packaging and labeling of marijuana will comply with all safety standards, and state and local law requirements (3 AAC 306.565, 3 AAC 306.570). Any mistakes, changes, or anomalies that occur during the packing and labeling process will be communicated to management immediately at which point the management will make the necessary corrections to the electronic inventory tracking system and notify the Marijuana Control Board as necessary. Wholesale packaging will be done in opaque, mylar bags to meet state and local regulations, and in glass/plastic jars and parchment paper as needed. Product will be weighed in accordance to the order list received from the purchasing facility. X-tracted Laboratories will pack bulk packages so that they do not to exceed five (5) pounds.

Retail sale packaging will be opaque and child resistant as necessary to meet state and local regulations. All Packaging for retail sale will be a combination of the following packaging styles and be packaged in accordance with weight and dimensions as per state and local requirements: (1) Concentrates will be package in either mylar bags with parchment paper, or plastic/glass containers placed into mylar bags or cardboard boxes. (2) Edibles will be packaged in glass bottles (for liquids), single serving plastic and cardboard edible containers and multiple serving plastic and cardboard edible containers. Applicable products will be placed in mylar bags as necessary to meet state and local requirements for shipping to retail stores. Prepackaged edibles for retail will not to exceed 5mg per serving and 50mg total serving size per container. Prepackaged items sold to retail store locations are not allowed to be repackaged at any time.

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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:

X-tracted Laboratories will not have any exterior business signs. The only signs located on the exterior of the building will be: No Trespassing, No Loitering, No Smoking, Restricted Access Area, No One Under 21 Years of Age Allowed, Parking, and No Parking (as applicable).

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:

X-tracted Laboratories will work diligently to ensure that no person under the age of 21 years gains access to any portion of the licensed premises and marijuana items. The premises will be monitored twenty-four (24) hours per day, seven (7) days per week. There will be signs indicating no trespassing, no loitering, and no one under the age of 21 years allowed, in order to ensure that any unauthorized persons including individuals under 21 years of age are not allowed on the premises. In the case of an unauthorized entrance into the premises, the security system will alarm and notify law enforcement and X-tracted Laboratories Management according to the security procedures.

Entrances to the building will have restricted access area signs that indicated it is unlawful for any individuals under the age of 21 years and unauthorized persons to enter. All visitors will be required to show valid photo identification before being allowed into the facility. Valid identification as outlines by 3 AAC 306.350 to asses age include; an unexpired, unaltered, passport, an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada, or an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. Employees will be educated on how to identify suspicious, fraudulent, and invalid identification. If any of the documentation appears to be fraudulent, is not valid, or appears to be suspicious, the individual will be asked to leave the premises and will not be allowed to enter the facility. During business hours' employees, will be provided training on the importance of limiting loitering and learn skills to verbally remove individuals from the premises. If individuals are unwilling to leave the premises or continue to loiter in the general area, law enforcement will be notified. Employees will not engage in discussions with minors about the marijuana establishment, around the establishment, or to promote the use of marijuana to individuals under the age of 21 years at any time.

X-tracted Laboratories will not have any exterior premises business signs to ensure minors are not openly exposed to the marijuana establishment if they are close in proximity to the location. Building sign usage is important in maintaining the safety and security of the overall operations of the business and community and in protecting minors from knowledge that a marijuana business exists. Advertisements, packaging, and logos will not use images that specifically target individuals under the age of 21 years as well as meet all applicable state and local regulations.

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

Joseph McAneney
Printed name

Subscribed and sworn to before me this 20th day of June, 2017.

OFFICIAL SEAL
Cynthia K. Giddens
Notary Public-State of Alaska
My Comm. Expires 01/01/2019

Cynthia K. Giddens
Notary Public in and for the State of Alaska.

My commission expires: 1-1-2019