Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

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

Licensee:	Arctic Cannabis LLC	**MJ License #:**	32241		
License Type:	Retail Marijuana Store				
Doing Business As:	Arctic Cannabis				
Premises Address:	476 Egasak Street, Unit A				
City:	Barrow	**State:**	Alaska	**ZIP:**	99723

Mailing Address:	PO Box 426				
City:	Barrow	**State:**	Alaska	**ZIP:**	99723

Designated Licensee:	Robert Alred		
Main Phone:	907-299-9319	**Cell Phone:**	
Email:	ralred78@icloud.com		

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

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

Signage will be posted at the front entrance stating "No one under 21 years of age allowed". Sign will be 12" long by 12" wide with 1/2" lettering. Persons entering the establishment will be required to produce an unexpired, unaltered state or federal government ID including- driver's license, instructional permit or passport. All employees will be required to complete the marijuana handlers permit course which includes training of acceptable ID's needed to enter the establishment. Persons under the age of 21 will not be permitted and will be escorted off the premises immediately.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

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

Arctic Cannabis will have 24 hour video surveillance on the premises. Restricted access areas will be locked at all times. Restricted access signage will be posted on each restricted access doorway. An employee will be behind the counter at all times to ensure no one is permitted to gain entry to the restricted access areas.

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

Visitors must pre-schedule a visit with the manager and/or owners. No more than 5 visitors will be permitted at any given time. All visitors will be required to sign into the visitors log book indicating their name, date, time in and out of the restricted access area(s), reason for visit and employee name escorting the visitor. All visitors must be 21 years of age or older and must provide a valid, unexpired, unaltered, government issued ID. Upon approval, visitors will be issued a visitors badge to be worn at all times while on the premises. Upon departure, visitor(s) will be required to turn in their badge and sign out. All visitor badges will be accounted for at the end of the work day. The visitors log book will be stored on-site in the managers office as an official business record and will be available to AMCO upon request.

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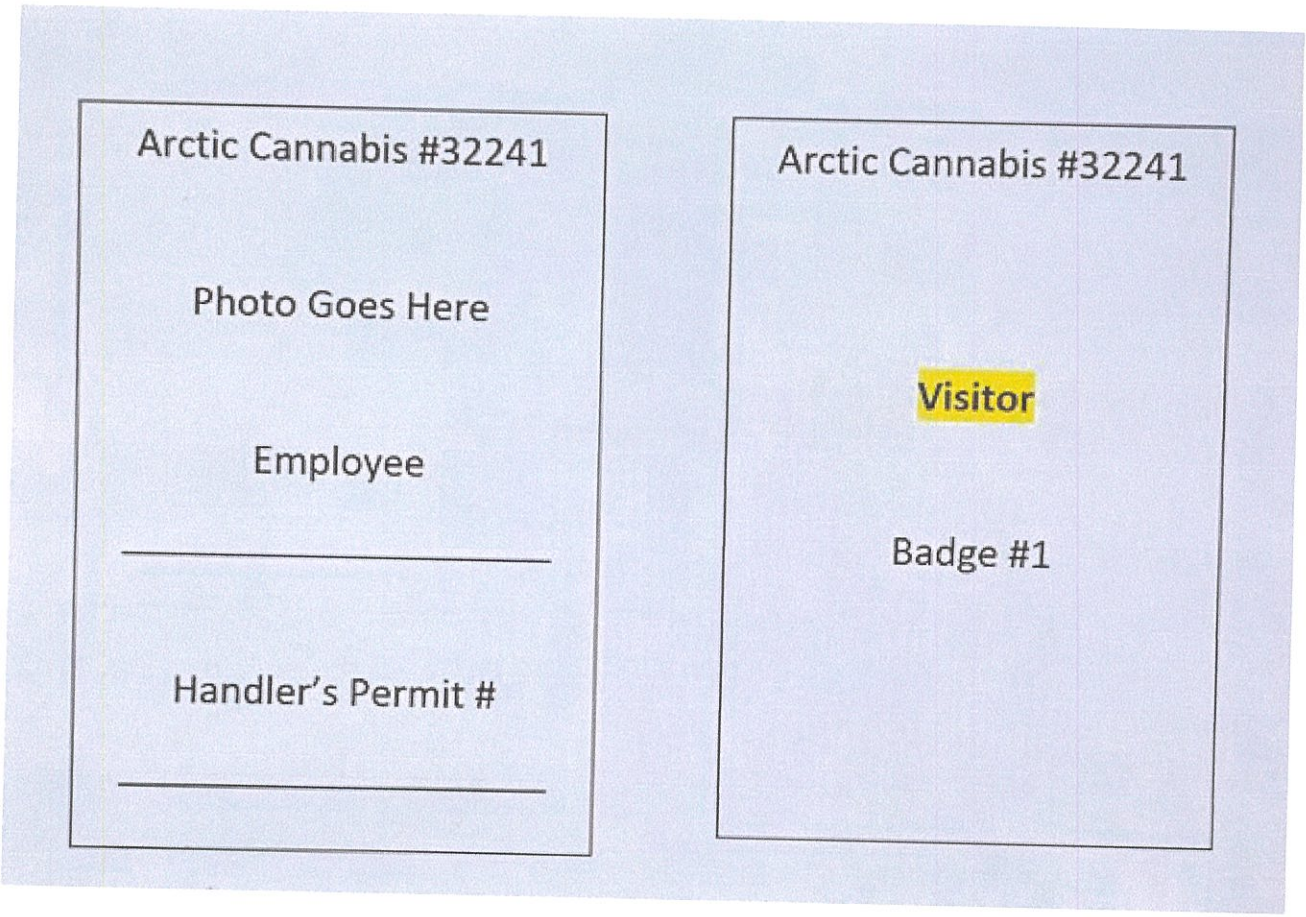
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



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

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

Arctic Cannabis will ensure that adequate exterior lighting is installed throughout the property. Commercial LED lights will be installed on all 4 corners of the building, including all exterior doors to produce clear video surveillance to the entrances. Additional lighting will be installed if needed.

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3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

Alder Security (or similiar) will be installed on the proposed licensed premises with motion sensors on all doors and windows. Alarm system will include an immediate panic activation button along with an internal and external siren, system will also include a silent alarm. The alarm system will be activated and monitored at all times during closed hours. The alarm system keypad will be wall mounted within 10-15 feet of the main entrance. Any time the location is unmanned the security system will be activated. The video system will record 24 hours per day, seven days a week. Recordings will be date and time stamped. Recordings will be stored for 40 days, locked in a security box in the managers office, and also uploaded to the cloud system. In the event of a motion related alarm during closed hours the security system provider will notify the owner and/or manager, licensee agent will then view the camera feed to determine if the local authorities, police or fire, need to be contacted. If facility is staffed the situation will be assessed and appropriate action will be taken. If local police need to be contacted the licensee agent will assist law enforcement if area is deemed safe. All employees, agent of licensee and licensee will cooperate with law enforcement. AMCO will be notified within 24 hours after any unauthorized access to the premises or the establishment's knowledge of evidence or circumstances that reasonably indicate theft, diversion or unexplained disappearance of cannabis, cannabis products or money from the licensed premises.

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

All cannabis product on premises will be handled by licensee, employees or agents designated by licensee, all will have the required current marijuana handlers permit. Licensee, employee or agent of licensee will be present at transfers of cannabis product to ensure integrity of shipment. All cannabis product on premises will be logged and tracked in accordance with the METRC system. The POS system will integrate with the METRC which also will be used to track cannabis product and sales for the establishment. Inventory will also be taken daily at opening and closing. Video cameras will be installed and continuously recording 24 hours per day, 7 days a week both indoors and outdoors as required by AMCO. Recordings will be stored for 40 days and will also be uploaded to the cloud system. Should any diversion occur, video surveillance footage will be reviewed and proper action will be taken including notifying the local police department, AMCO will also be notified within 24 hours.

3.7. Describe your policies and procedures for preventing loitering:

"No Trespassing" and "No Loitering" signs will be posted within 20 feet of entrance, including a "Warning This Property is Under 24 Hour Video Surveillance" posted around the building. Exterior video surveillance will be available to employees inside the facility. Law enforcement will be notified of any violations of these regulations or any suspicious activity.

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

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

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Video Surveillance (3 AAC 306.720):

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

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility. ☐

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image. ☐

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

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board). ☐

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

Cameras will be installed on the exterior and interior within 20 feet of all entrances and exits of the proposed licensed premises. Cameras will be placed in the premises to over view the POS systems including the restricted access areas. All cameras installed will be high definition with infrared capabilities for night viewing.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

Video surveillance equipment will be stored in a locked box in a restricted area located in the managers office. Equipment will only be accessible by the owners and manager. All video surveillance will be stored in a digital and searchable format on a local device and backed up on a cloud based server. At a minumum, 40 days of recordings will be stored on the local device and will also be available on the cloud based server. Owners and manager will be the only authorized key holders for the video surveillance lock box, owners will only have access to the password protected cloud based server. Recordings will available to law enforcement and AMCO upon request, general public will not have access to the recordings.

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Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*; ☐

b. **a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;** ☐

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

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

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

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

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

h. **accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;** ☐

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

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

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All business records will be kept on premises in a locked file cabinet and/or safe. Owners and manager will only be the authorized key holders for the locked file. Digital records will be continuously backed up throughout the day. Only the owners will have the password to access the cloud based server. Business records will be available for inspection upon request. Should the use of an external hard drive be necessary, the hard drive will be located in the video lock box.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

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

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

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

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

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745. ☐

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

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

6.1. All licensees, and each employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment. ☐

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises. ☐

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired. ☐

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

Owners and manager will continually monitor any new industry laws and/or developments, AMCO regulations and local regulations pertaining to the marijuana industry. Staff will be immediately notified of any changes. Bi-weekly staff meetings will be conducted and will include any new trainings if necessary.

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

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

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present. ☐

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded. ☐

7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace. ☐

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d). ☐

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

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

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

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

Cannabis or any cannabis product will only be transported to the establishment by the licensee, licensee agent or employee who holds a current valid handlers card. Bulk batch packs of up to 5 pounds may be received. Once received and entered into METRC, the cannabis will be packaged (if not purchased prepackaged) in a variety of ways. Batches of 1.0 gram packs may be produced as well as 1/8 packed into a durable tamper-evident METRC packaging prior to transport. The shipment will be accompanied by the appropriate manifest, and will be verified by the licensee or designated agent before the shipment is permitted to leave. A cannabis establishment shall keep records of all cannabis or cannabis products shipped from or received at that cannabis establishment as required under 3 AAC 306.755
In accordance with 3 AAC 306.470, when we package the cannabis, we will either place in a package of 1 ounce or less, in approved packaging for the retail store to sell individually. See con't response on page 11

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

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700.

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle.

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport.

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport.

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment.

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received.

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

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

9.1. Describe any signs that you intend to post on your establishment, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

Logo sign no bigger than 4800 square inches will be posted near the entrance of the retail store. The logo sign will only include the name of the retail store. Logo sign will not be visible to the general public from the right-of-way. See attached logo.

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Form MJ-01: Marijuana Establishment Operating Plan

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

Advertising may consist of trade magazines, Alaska Leaf magazine, social media, lighters, apparel or other items of permissible branding, website, business cards, stickers, and/or in collaboration with local and state wide retailers. It would reflect the business name, address, phone number, email address and company logo as well as possibly a website. The logo will not be enticing towards children. This list is merely inclusive but not exhaustive. See attached logo.

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

Signature of licensee

Robert Alred

Printed name of licensee

OFFICIAL SEAL
Lilly Lorraine Kanayurak
Notary Public - State of Alaska
My Commission Expires 4/12/2023

Lilly Lorraine Kanayurak
Notary Public in and for the State of Alaska

My commission expires: April 12, 2023

Subscribed and sworn to before me this 25th day of March, 2022.

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(Additional Space as Needed):

Continued from 8.1:
In accordance with 3 AAC 306.475, the packaging shall include the 5 statements on the packaging:
(1) "Marijuana has intoxicating effects and may be habit forming and addictive."
(2)" Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence."
(3) "There are health risks associated with consumption of marijuana."
(4) "For use only by adults twenty-one and older. Keep out of reach of children."
(5) "Marijuana should not be used by women who are pregnant or breast-feeding."

When cannabis or a cannabis product is is transported, the cannabis establishment that originates the transport shall use the marijuana inventory tracking system to record the type, amount and weight of cannabis or cannabis product being transported, the name of the transporter, time of departure and expected delivery, make/model and license plate number of of the transporting vehicle. A complete printed transport manifest on a form prescribed by the board must be kept with the cannabis and cannabis product at all times. During transport the cannabis or cannabis product must be in a sealed package or container and in a locked, safe and secured storage compartment in the vehicle transporting the cannabis or cannabis product. The sealed packaged may not be opened during transport. A vehicle transporting cannabis or cannabis product must travel directly from the shipping cannabis establishment to the receiving cannabis establishment, and may not make unnecessary stops in between except to deliver or pick up cannabis or a cannabis product at another licensed cannabis establishment. When a cannabis establishment receives cannabis or a cannabis product transported in compliance with this section, the recipient of the shipment shall use the marijuana inventory tracking system to report the type, amount, and weight of the cannabis or cannabis product received. The recipient shall refuse to accept any shipment of cannabis or cannabis product received. The recipient shall refuse to accept any shipment of cannabis or cannabis product that is not accompanied by the transport manifest. The locked, safe and secure storage compartments in located behind the rear seat of or transport vehicle and or be bolted or chained into the vehicle frame. All cannabis product will be contained within this safe. The compartments measure approximately 18" wide x 10" tall x 59" long. In the events that the proposed facilities planned transport vehicle is not available, a contract transporting/security/company such as Valkyrie Security and Asset Protection or The Transfer Answer will be utilized to carry out product transfers. It will have the required manifest attached to the outside of it as required per regulation.

Sample Label #1
(1) "Marijuana has intoxicating effects and may be habit forming and addicting."
(2) "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence."
(3) "There are health risks associated with consumption of marijuana."
(4) "For use only by adults twenty-one and older. Keep out of reach of children."
(5) "Marijuana should not be used by women who are pregnant of breast-feeding."

Retailer: Arctic Cannabis	BLUE DREAM 1.0 Grams
Retailer License #:	Harvest Batch No: xxxxxxxxxx
Barcode: xxxxxxxxxxx	Net Wt: 1.0g=(0.03527396 oz)
Cultivator License #: xxxxx	Test results: THCA 18.48%, THC 16.6% CBD 0.06%
Cultivator: xxxxxx	PASSED

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CANNABIS

LLC

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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:	Florence Helen Alred; Robert Irby Alred	**License Number:**	32241		
License Type:	Retail Marijuana Store				
Doing Business As:	Arctic Cannabis				
Physical Address:	476 Egasak Street, Unit A				
City:	Barrow	**State:**	AK	**Zip Code:**	99723
Designated Licensee:	Robert Alred				
Email Address:	ralred78@icloud.com				

Section 2 – Attached Items

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

Attached Items:	MJ-01 Operating plan

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

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06**) to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

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

Licensee:	Arctic Cannabis LLC	**MJ License #:**	32241		
License Type:	Retail Marijuana Store				
Doing Business As:	Arctic Cannabis				
Premises Address:	476 Egasak Street, Unit A				
City:	Barrow	**State:**	Alaska	**ZIP:**	99723

Mailing Address:	PO Box 426				
City:	Barrow	**State:**	Alaska	**ZIP:**	99723

Designated Licensee:	Robert Alred		
Main Phone:	907-299-9319	**Cell Phone:**	
Email:	ralred78@icloud.com		

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

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

Signage will be posted at the front entrance stating "No one under 21 years of age allowed". Sign will be 12" long by 12" wide with 1/2" lettering. Persons entering the establishment will be required to produce an unexpired, unaltered state or federal government ID including- driver's license, instructional permit or passport. All employees will be required to complete the marijuana handlers permit course which includes training of acceptable ID's needed to enter the establishment. Persons under the age of 21 will not be permitted and will be escorted off the premises immediately.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

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

Arctic Cannabis will have 24 hour video surveillance on the premises. Restricted access areas will be locked at all times. Restricted access signage will be posted on each restricted access doorway. An employee will be behind the counter at all times to ensure no one is permitted to gain entry to the restricted access areas. All employees and owners will have a picture ID clearly identifying them. There will be no more than 5 visitors per escort.

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

Visitors must pre-schedule a visit with the manager and/or owners. No more than 5 visitors will be permitted at any given time. All visitors will be required to sign into the visitors log book indicating their name, date, time in and out of the restricted access area(s), reason for visit and employee name escorting the visitor. All visitors must be 21 years of age or older and must provide a valid, unexpired, unaltered, government issued ID. Upon approval, visitors will be issued a visitors badge to be worn at all times while on the premises. Upon departure, visitor(s) will be required to turn in their badge and sign out. All visitor badges will be accounted for at the end of the work day. The visitors log book will be stored on-site in the managers office as an official business record and will be available to AMCO upon request.

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

Arctic Cannabis #32241

Photo Goes Here

Employee

Handler's Permit #

Arctic Cannabis #32241

Visitor

Badge #1

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

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

Arctic Cannabis will ensure that adequate exterior lighting is installed throughout the property. Commercial LED lights will be installed on all 4 corners of the building, including all exterior doors to produce clear video surveillance to the entrances. Additional lighting will be installed if needed.

3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

Alder Security (or similiar) will be installed on the proposed licensed premises with motion sensors on all doors and windows. Alarm system will include an immediate panic activation button along with an internal and external siren, system will also include a silent alarm. The alarm system will be activated and monitored at all times during closed hours. The alarm system keypad will be wall mounted within 10-15 feet of the main entrance. Any time the location is unmanned the security system will be activated. The video system will record 24 hours per day, seven days a week. Recordings will be date and time stamped. Recordings will be stored for 40 days, locked in a security box in the managers office, and also uploaded to the cloud system. In the event of a motion related alarm during closed hours the security system provider will notify the owner and/or manager, licensee agent will then view the camera feed to determine if the local authorities, police or fire, need to be contacted. If facility is staffed the situation will be assessed and appropriate action will be taken. If local police need to be contacted the licensee agent will assist law enforcement if area is deemed safe. All employees, agent of licensee and licensee will cooperate with law enforcement. AMCO will be notified within 24 hours after any unauthorized access to the premises or the establishment's knowledge of evidence or circumstances that reasonably indicate theft, diversion or unexplained disappearance of cannabis, cannabis products or money from the licensed premises.

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

All cannabis product on premises will be handled by licensee, employees or agents designated by licensee, all will have the required current marijuana handlers permit. Licensee, employee or agent of licensee will be present at transfers of cannabis product to ensure integrity of shipment. All cannabis product on premises will be logged and tracked in accordance with the METRC system. The POS system will integrate with the METRC which also will be used to track cannabis product and sales for the establishment. Inventory will also be taken daily at opening and closing. Video cameras will be installed and continuously recording 24 hours per day, 7 days a week both indoors and outdoors as required by AMCO. Recordings will be stored for 40 days and will also be uploaded to the cloud system. Should any diversion occur, video surveillance footage will be reviewed and proper action will be taken including notifying the local police department, AMCO will also be notified within 24 hours. All employees will be educated on policies regarding diversion.

3.7. Describe your policies and procedures for preventing loitering:

"No Trespassing" and "No Loitering" signs will be posted within 20 feet of entrance, including a "Warning This Property is Under 24 Hour Video Surveillance" posted around the building. Exterior video surveillance will be available to employees inside the facility. Law enforcement will be notified of any violations of these regulations or any suspicious activity.

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

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

Video Surveillance (3 AAC 306.720):

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

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility. [Initials]

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image. [Initials]

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

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board). [Initials]

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

Cameras will be installed on the exterior and interior within 20 feet of all entrances and exits of the proposed licensed premises. Cameras will be placed in the premises to over view the POS systems including the restricted access areas. All cameras installed will be high definition with infrared capabilities for night viewing.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

Video surveillance equipment will be stored in a locked box in a restricted area located in the managers office. Equipment will only be accessible by the owners and manager. All video surveillance will be stored in a digital and searchable format on a local device and backed up on a cloud based server. At a minumum, 40 days of recordings will be stored on the local device and will also be available on the cloud based server. Owners and manager will be the only authorized key holders for the video surveillance lock box, owners will only have access to the password protected cloud based server. Recordings will available to law enforcement and AMCO upon request, general public will not have access to the recordings.

Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*; [Initials]

b. **a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;** [Initials]

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

d. **records related to advertising and marketing;** [Initials]

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

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

g. **all records normally retained for tax purposes;** [Initials]

h. **accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;** [Initials]

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

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

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All business records will be kept on premises in a locked file cabinet and/or safe. Owners and manager will only be the authorized key holders for the locked file. Digital records will be continuously backed up throughout the day. Only the owners will have the password to access the cloud based server. Business records will be available for inspection upon request. Should the use of an external hard drive be necessary, the hard drive will be located in the video lock box.

Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

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

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

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

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

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

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

6.1. All licensees, and each employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment.

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.

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

Owners and manager will continually monitor any new industry laws and/or developments, AMCO regulations and local regulations pertaining to the marijuana industry. Staff will be immediately notified of any changes. Bi-weekly staff meetings will be conducted and will include any new trainings if necessary.

Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box:	Initials
7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present.	
7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded.	
7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace.	
7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d).	

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

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

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

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

Cannabis or any cannabis product will only be transported to the establishment by the licensee, licensee agent or employee who holds a current valid handlers card. Bulk batch packs of up to 5 pounds may be received. Once received and entered into METRC, the cannabis will be packaged (if not purchased prepackaged) in a variety of ways. Batches of 1.0 gram packs may be produced as well as 1/8 packed into a durable tamper-evident METRC packaging prior to transport. The shipment will be accompanied by the appropriate manifest, and will be verified by the licensee or designated agent before the shipment is permitted to leave. A cannabis establishment shall keep records of all cannabis or cannabis products shipped from or received at that cannabis establishment as required under 3 AAC 306.755
In accordance with 3 AAC 306.470, when we package the cannabis, we will either place in a package of 1 ounce or less, in approved packaging for the retail store to sell individually. See con't response on page 11

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

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700.

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle.

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport.

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport.

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment.

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received.

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

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

9.1. Describe any signs that you intend to post on your establishment, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

Logo sign no bigger than 4800 square inches will be posted near the entrance of the retail store. The logo sign will only include the name of the retail store. Logo sign will not be visible to the general public from the right-of-way. See attached logo.

Form MJ-01: Marijuana Establishment Operating Plan

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

Advertising may consist of trade magazines, Alaska Leaf magazine, social media, lighters, apparel or other items of permissible branding, website, business cards, stickers, and/or in collaboration with local and state wide retailers. It would reflect the business name, address, phone number, email address and company logo as well as possibly a website. The logo will not be enticing towards children. This list is merely inclusive but not exhaustive. See attached logo.

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

Signature of licensee

Robert Alred

Printed name of licensee

OFFICIAL SEAL
Lilly Lorraine Kanayurak
Notary Public - State of Alaska
My Commission Expires 4/12/2023

Lilly Lorraine Kanayurak
Notary Public in and for the State of Alaska

My commission expires: April 12, 2023

Subscribed and sworn to before me this 25th day of March, 2022.

(Additional Space as Needed):

Continued from 8.1:
In accordance with 3 AAC 306.475, the packaging shall include the 5 statements on the packaging:
(1) "Marijuana has intoxicating effects and may be habit forming and addictive."
(2)" Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence."
(3) "There are health risks associated with consumption of marijuana."
(4) "For use only by adults twenty-one and older. Keep out of reach of children."
(5) "Marijuana should not be used by women who are pregnant or breast-feeding."

When cannabis or a cannabis product is is transported, the cannabis establishment that originates the transport shall use the marijuana inventory tracking system to record the type, amount and weight of cannabis or cannabis product being transported, the name of the transporter, time of departure and expected delivery, make/model and license plate number of of the transporting vehicle. A complete printed transport manifest on a form prescribed by the board must be kept with the cannabis and cannabis product at all times. During transport the cannabis or cannabis product must be in a sealed package or container and in a locked, safe and secured storage compartment in the vehicle transporting the cannabis or cannabis product. The sealed packaged may not be opened during transport. A vehicle transporting cannabis or cannabis product must travel directly from the shipping cannabis establishment to the receiving cannabis establishment, and may not make unnecessary stops in between except to deliver or pick up cannabis or a cannabis product at another licensed cannabis establishment. When a cannabis establishment receives cannabis or a cannabis product transported in compliance with this section, the recipient of the shipment shall use the marijuana inventory tracking system to report the type, amount, and weight of the cannabis or cannabis product received. The recipient shall refuse to accept any shipment of cannabis or cannabis product received. The recipient shall refuse to accept any shipment of cannabis or cannabis product that is not accompanied by the transport manifest. The locked, safe and secure storage compartments in located behind the rear seat of or transport vehicle and or be bolted or chained into the vehicle frame. All cannabis product will be contained within this safe. The compartments measure approximately 18" wide x 10" tall x 59" long. In the events that the proposed facilities planned transport vehicle is not available, a contract transporting/security/company such as Valkyrie Security and Asset Protection or The Transfer Answer will be utilized to carry out product transfers. It will have the required manifest attached to the outside of it as required per regulation.

Sample Label #1
(1) "Marijuana has intoxicating effects and may be habit forming and addicting."
(2) "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence."
(3) "There are health risks associated with consumption of marijuana."
(4) "For use only by adults twenty-one and older. Keep out of reach of children."
(5) "Marijuana should not be used by women who are pregnant of breast-feeding."

Retailer: Arctic Cannabis	BLUE DREAM 1.0 Grams
Retailer License #:	Harvest Batch No: xxxxxxxxxx
Barcode: xxxxxxxxxxx	Net Wt: 1.0g=(0.03527396 oz)
Cultivator License #: xxxxx	Test results: THCA 18.48%, THC 16.6% CBD 0.06%
Cultivator: xxxxxx	PASSED

ARTIC

CANNABIS

LLC

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06**) to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

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

Licensee:	Arctic Cannabis LLC	**MJ License #:**	32241		
License Type:	Retail Marijuana Store				
Doing Business As:	Arctic Cannabis				
Premises Address:	476 Egasak Street, Unit A				
City:	Barrow	**State:**	Alaska	**ZIP:**	99723

Mailing Address:	PO Box 426				
City:	Barrow	**State:**	Alaska	**ZIP:**	99723

Designated Licensee:	Robert Alred		
Main Phone:	907-299-9319	**Cell Phone:**	
Email:	ralred78@icloud.com		

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

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

Signage will be posted at the front entrance stating "No one under 21 years of age allowed". Sign will be 12" long by 12" wide with 1/2" lettering. Persons entering the establishment will be required to produce an unexpired, unaltered state or federal government ID including- driver's license, instructional permit or passport. All employees will be required to complete the marijuana handlers permit course which includes training of acceptable ID's needed to enter the establishment. Persons under the age of 21 will not be permitted and will be escorted off the premises immediately.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

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

Arctic Cannabis will have 24 hour video surveillance on the premises. Restricted access areas will be locked at all times. Restricted access signage will be posted on each restricted access doorway. An employee will be behind the counter at all times to ensure no one is permitted to gain entry to the restricted access areas. All employees and owners will have a picture ID clearly identifying them. There will be no more than 5 visitors per escort.

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

Visitors must pre-schedule a visit with the manager and/or owners. No more than 5 visitors will be permitted at any given time. All visitors will be required to sign into the visitors log book indicating their name, date, time in and out of the restricted access area(s), reason for visit and employee name escorting the visitor. All visitors must be 21 years of age or older and must provide a valid, unexpired, unaltered, government issued ID. Upon approval, visitors will be issued a visitors badge to be worn at all times while on the premises. Upon departure, visitor(s) will be required to turn in their badge and sign out. All visitor badges will be accounted for at the end of the work day. The visitors log book will be stored on-site in the managers office as an official business record and will be available to AMCO upon request.

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

Arctic Cannabis #32241

Photo Goes Here

Employee

Handler's Permit #

Arctic Cannabis #32241

Visitor

Badge #1

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

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

Arctic Cannabis will ensure that adequate exterior lighting is installed throughout the property. Commercial LED lights will be installed on all 4 corners of the building, including all exterior doors to produce clear video surveillance to the entrances. Additional lighting will be installed if needed.

3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

Alder Security (or similiar) will be installed on the proposed licensed premises with motion sensors on all doors and windows. Alarm system will include an immediate panic activation button along with an internal and external siren, system will also include a silent alarm. The alarm system will be activated and monitored at all times during closed hours. The alarm system keypad will be wall mounted within 10-15 feet of the main entrance. Any time the location is unmanned the security system will be activated. The video system will record 24 hours per day, seven days a week. Recordings will be date and time stamped. Recordings will be stored for 40 days, locked in a security box in the managers office, and also uploaded to the cloud system. In the event of a motion related alarm during closed hours the security system provider will notify the owner and/or manager, licensee agent will then view the camera feed to determine if the local authorities, police or fire, need to be contacted. If facility is staffed the situation will be assessed and appropriate action will be taken. If local police need to be contacted the licensee agent will assist law enforcement if area is deemed safe. All employees, agent of licensee and licensee will cooperate with law enforcement. AMCO will be notified within 24 hours after any unauthorized access to the premises or the establishment's knowledge of evidence or circumstances that reasonably indicate theft, diversion or unexplained disappearance of cannabis, cannabis products or money from the licensed premises.

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

d. **records related to advertising and marketing;** [Initials]

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

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g. **all records normally retained for tax purposes;** [Initials]

h. **accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;** [Initials]

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All business records will be kept on premises in a locked file cabinet and/or safe. Owners and manager will only be the authorized key holders for the locked file. Digital records will be continuously backed up throughout the day. Only the owners will have the password to access the cloud based server. Business records will be available for inspection upon request. Should the use of an external hard drive be necessary, the hard drive will be located in the video lock box.

Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

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

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

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

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

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

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

6.1. All licensees, and each employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment.

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.

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

Owners and manager will continually monitor any new industry laws and/or developments, AMCO regulations and local regulations pertaining to the marijuana industry. Staff will be immediately notified of any changes. Bi-weekly staff meetings will be conducted and will include any new trainings if necessary.

Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box:	Initials
7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present.	
7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded.	
7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace.	
7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d).	

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

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

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

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

Cannabis or any cannabis product will only be transported to the establishment by the licensee, licensee agent or employee who holds a current valid handlers card. Bulk batch packs of up to 5 pounds may be received. Once received and entered into METRC, the cannabis will be packaged (if not purchased prepackaged) in a variety of ways. Batches of 1.0 gram packs may be produced as well as 1/8 packed into a durable tamper-evident METRC packaging prior to transport. The shipment will be accompanied by the appropriate manifest, and will be verified by the licensee or designated agent before the shipment is permitted to leave. A cannabis establishment shall keep records of all cannabis or cannabis products shipped from or received at that cannabis establishment as required under 3 AAC 306.755
In accordance with 3 AAC 306.470, when we package the cannabis, we will either place in a package of 1 ounce or less, in approved packaging for the retail store to sell individually. See con't response on page 11

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

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700.

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle.

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport.

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport.

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment.

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received.

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

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

9.1. Describe any signs that you intend to post on your establishment, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

Logo sign no bigger than 4800 square inches will be posted near the entrance of the retail store. The logo sign will only include the name of the retail store. Logo sign will not be visible to the general public from the right-of-way. See attached logo.

Form MJ-01: Marijuana Establishment Operating Plan

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

Advertising may consist of trade magazines, Alaska Leaf magazine, social media, lighters, apparel or other items of permissible branding, website, business cards, stickers, and/or in collaboration with local and state wide retailers. It would reflect the business name, address, phone number, email address and company logo as well as possibly a website. The logo will not be enticing towards children. This list is merely inclusive but not exhaustive. See attached logo.

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

Signature of licensee

Robert Alred

Printed name of licensee

OFFICIAL SEAL
Lilly Lorraine Kanayurak
Notary Public - State of Alaska
My Commission Expires 4/12/2023

Lilly Lorraine Kanayurak
Notary Public in and for the State of Alaska

My commission expires: April 12, 2023

Subscribed and sworn to before me this 25th day of March, 2022.

(Additional Space as Needed):

Continued from 8.1:
In accordance with 3 AAC 306.475, the packaging shall include the 5 statements on the packaging:
(1) "Marijuana has intoxicating effects and may be habit forming and addictive."
(2)" Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence."
(3) "There are health risks associated with consumption of marijuana."
(4) "For use only by adults twenty-one and older. Keep out of reach of children."
(5) "Marijuana should not be used by women who are pregnant or breast-feeding."

When cannabis or a cannabis product is is transported, the cannabis establishment that originates the transport shall use the marijuana inventory tracking system to record the type, amount and weight of cannabis or cannabis product being transported, the name of the transporter, time of departure and expected delivery, make/model and license plate number of of the transporting vehicle. A complete printed transport manifest on a form prescribed by the board must be kept with the cannabis and cannabis product at all times. During transport the cannabis or cannabis product must be in a sealed package or container and in a locked, safe and secured storage compartment in the vehicle transporting the cannabis or cannabis product. The sealed packaged may not be opened during transport. A vehicle transporting cannabis or cannabis product must travel directly from the shipping cannabis establishment to the receiving cannabis establishment, and may not make unnecessary stops in between except to deliver or pick up cannabis or a cannabis product at another licensed cannabis establishment. When a cannabis establishment receives cannabis or a cannabis product transported in compliance with this section, the recipient of the shipment shall use the marijuana inventory tracking system to report the type, amount, and weight of the cannabis or cannabis product received. The recipient shall refuse to accept any shipment of cannabis or cannabis product received. The recipient shall refuse to accept any shipment of cannabis or cannabis product that is not accompanied by the transport manifest. The locked, safe and secure storage compartments in located behind the rear seat of or transport vehicle and or be bolted or chained into the vehicle frame. All cannabis product will be contained within this safe. The compartments measure approximately 18" wide x 10" tall x 59" long. In the events that the proposed facilities planned transport vehicle is not available, a contract transporting/security/company such as Valkyrie Security and Asset Protection or The Transfer Answer will be utilized to carry out product transfers. It will have the required manifest attached to the outside of it as required per regulation.

Sample Label #1
(1) "Marijuana has intoxicating effects and may be habit forming and addicting."
(2) "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence."
(3) "There are health risks associated with consumption of marijuana."
(4) "For use only by adults twenty-one and older. Keep out of reach of children."
(5) "Marijuana should not be used by women who are pregnant of breast-feeding."

Retailer: Arctic Cannabis	BLUE DREAM 1.0 Grams
Retailer License #:	Harvest Batch No: xxxxxxxxxx
Barcode: xxxxxxxxxxx	Net Wt: 1.0g=(0.03527396 oz)
Cultivator License #: xxxxx	Test results: THCA 18.48%, THC 16.6% CBD 0.06%
Cultivator: xxxxxx	PASSED

ARTIC

CANNABIS

LLC