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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:	Wild Flower Holdings, LLC	**License Number:**		10605	
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	WILD FLOWERS HOLDINGS				
Physical Address:	2229 Spenard Road				
City:	Anchorage	**State:**	AK	**Zip Code:**	99503
Designated Licensee:	Andrea Gribbin				
Email Address:	wildflowersholdings@gmail.com				

Section 2 – Attached Items

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

Attached Items:	**MJ-01 Supplemental attached**

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

MJ-01 Supplemental

License Number 10605

Standard Cultivation Facility

Wildflowers Holdings, LLC

Section 2:

Described how you will prevent unescorted members of the public from entering restricted access areas.

See attached Security Policies and Inventory Control Procedures. In furtherance of 3 ACC 306.710, the Wild Flowers marijuana establishment will further restrict access in accordance with any additional requirements of 3 ACC 306.10, including posting signs that say "RESTRICTED ACCESS AREA. VISITORS MUST BE ESCORTED". The number of visitors will be limited to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.

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

See attached Security Policies and Inventory Control Procedures.

In furtherance of 3 ACC 306.710, the Wild Flowers marijuana establishment will implement additional protocols for admitting and escorting visitors through restricted access areas, including: (a) ensuring any licensee, employee, and agent our marijuana establishment is wearing a current identification badge bearing the person's photograph. Wild Flowers will further ensure that an individual under the age of 21 will not enter or have access to any restricted access area. Any visitor to the restricted area will be required to show identification as required in 3 AAC 306.350 to prove that person is not under the age of 21. A visitor will be given a visitor identification badge before entering the restricted access area; and be escorted at all times by a licensee, or an employee or an agent of the marijuana establishment.

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

See attached Security Policies and Inventory Control Procedures.

Further, the Wild Flowers marijuana establishment will keep a log recording the name, and date and time of entry of each visitor permitted in a restricted access area. In addition, all logs, video surveillance, books and records necessary to fully account for each visitor to Wild Flowers shall be maintained for the current year and three preceding calendar years; including visitor logs / records for the last six months will be

maintained at the licensed premises and older records will be archived and maintained both at the licensed premises as well as at an off-site secure location.

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

See attached Exhibit "D"

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

See attached Security Policies and Inventory Control Procedures.

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

See attached Security Policies and Inventory Control Procedures.

As set forth therein, the Wild Flowers marijuana establishment will employ state-of-the art external and internal cameras, each with a minimum resolution capacity of 704 x 480 pixels per sq. inch. This is sufficient to allow facial identification of anyone in or nearing the Facility. Cameras may equipped with motion detection and will have infrared technology for low light conditions, capable of identifying activity at night or in unlit rooms. External video surveillance will cover all areas of possible ingress and egress. Internal video surveillance will cover the waiting room, reception office, the dispensary room, cultivation rooms, and processing rooms. This covers all areas where marijuana is present or handled, including all point-of-sale locations, and all means of access to such areas. Video surveillance will cover external and internal areas Twenty Four Hours per day and Seven days per week.

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

See attached Security Policies and Procedures. As set forth therein, the Wild Flowers marijuana establishment will employ a comprehensive electronic security system with video surveillance/recording capability, monitoring, intrusion detection, and panic buttons. All video and/or digital recordings will be maintained for a period of no less than thirty (30) days. The alarm system will have motion detectors covering entryways and exits, hallways, cultivation rooms, storage rooms, and windows. The alarm system will comply with all local fire code requirements, including the installation and maintenance of sprinkler systems for all if required by the fire Marshal. In addition, all rooms in the each Facility will be equipped with appropriately maintained smoke detectors. ABC rated fire extinguishers & C02 extinguisher will be present wherever required as well.

See attached Security Policies and Inventory Control Procedures.

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:

See attached Security Policies and Procedures. As set forth therein, the Wild Flowers marijuana establishment will use commercial grade, non-residential door locks on all exterior entry points to the licensed premises. A third party monitoring service will be utilized to monitor for fire and for security breach of doors or windows. Trained professionals from their monitoring centers will be able to access our security surveillance system at all times, and will report and document any suspicious activity. Our internal security personnel will work with the selected third party monitoring company to establish guidelines for what entails suspicious activity and to ensure regulatory compliance.

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

See attached Security Policies and Procedures and separate Inventory Control Policies and Procedures. As set forth therein, in addition to the video surveillance system in compliance with 3 ACC 306.720, the Wild Flowers marijuana establishment will have a comprehensive inventory tracking system, waste disposal policies in compliance with 3 ACC 306.740, and strict policies and procedures for the transportation of marijuana that meet or exceed the requirements set forth in 3 ACC 306.750.

Describe your policies and procedures for preventing loitering:

See attached Security Policies and Inventory Control Procedures.

Described 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:

See attached Security Policies and Inventory Control Procedures. As set forth therein, panic buttons will be installed at the reception desk and checkout desk (a total of at least two), in the event of an emergency or if an employee feels they are in danger. This immediately initiates a 911 call. This is also the button to use to activate the silent alarm. There will be three (3) incoming phone lines and three (3) active telephone handsets with intercom capability: reception office, dispensary room, medical director's office, and the miscellaneous business office. Phones will be VOIP via broadband ISP

3 AAC 306.715. Security alarm systems and lock standards. (a) Each licensee, employee, or agent of a marijuana establishment shall display an identification badge issued by the marijuana establishment at all times when on the marijuana establishment's licensed premises.
(b) The licensed premises of a marijuana establishment must have
(1) exterior lighting to facilitate surveillance;
(2) a security alarm system on all exterior doors and windows; and

(3) continuous video monitoring as provided in 3 AAC 306.720.
(c) A marijuana establishment shall have policies and procedures that
(1) are designed to prevent diversion of marijuana or marijuana product;
(2) prevent loitering;
(3) describe 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 licensed premises; and
(4) describe the actions to be taken by a licensee, employee, or agent of the marijuana establishment when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security.
(d) A marijuana establishment shall use commercial grade, non-residential door locks on all exterior entry points to the licensed premises.

Describe your policies and procures 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:

See attached Security Policies and Inventory Control Procedures.

3 AAC 306.720. Video surveillance. (a) A marijuana establishment shall install and maintain a video surveillance and camera recording system as provided in this section. The video system must cover
(1) each restricted access area and each entrance to a restricted access area within the licensed premises;
(2) each entrance to the exterior of the licensed premises; and
(3) each point-of-sale area.
(b) At a marijuana establishment, a required video camera must be placed in a way that produces a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises. Both the interior and the exterior of each entrance to the facility must be recorded by a video camera.
(c) Any area where marijuana is grown, cured, or manufactured, or where marijuana waste is destroyed, must have a camera placement in the room facing the primary entry door, and in adequate fixed positions, at a height that will provide a clear, unobstructed view of the regular activity without a sight blockage from lighting hoods, fixtures, or other equipment, in order to allow for the clear and certain identification of any person and activity in the area at all times.
(d) 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 a peace officer or an agent of the board. A marijuana establishment may use an offsite monitoring service and offsite storage of video surveillance records if security requirements at the offsite facility are at least as strict as onsite security requirements as described in this section.
(e) Each surveillance recording must be preserved for a minimum of 40 days, in a format that can be easily accessed for viewing. All recorded images must clearly and accurately display the time and date, and must be archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated. After 40 days, a marijuana establishment may erase video recordings, unless the licensee knows or should know of any pending criminal,

civil, or administrative investigation for which the video recording may contain relevant information.

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:

See attached Security Policies and Inventory Control Procedures.

Describe the locked and secure area where video surveillance 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:

See attached Security Policies and Inventory Control Procedures.

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

Section 3: (3 ACC 306.730 & 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:

See attached Security Policies and Inventory Control Procedures. proprietary software design/program and its interface with other state regulatory agencies

Section 4 (3 ACC 306.700 - Marijuana Handler permit)

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

See attached Security Policies and Inventory Control Procedures. As set forth therein, the Wild Flowers marijuana establishment will perform a background check on all employees, volunteers, principals, directors, and board members. We will also perform background checks on any contractors or vendors who regularly work within the Facility or will be employed there for an extended time. Copies of any public records obtained through the background check process will be provided to the individual concerned. To ensure transparency, the entire background checking process will be conducted by a third-party. The company will not employ anyone who has

been convicted of a felony, as defined by applicable state law. Also, the company will not engage any contractors or vendors who would have access on a regular basis or for an extended time to restricted areas of our Facility if they have been convicted of any felony offenses.

Section 5 - Waste Disposal 3 ACC 306.740

3 AAC 306.740. Waste disposal. (a) A marijuana establishment shall store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation production, processing, testing, or retail sales, in compliance with applicable federal, state, and local statutes, or ordinances, regulations, and other law.
(b) Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves a marijuana establishment. Marijuana waste includes
(1) marijuana plant waste, including roots, stalks, leaves, and stems that have not been processed with solvent;
(2) solid marijuana sample plant waste in the possession of a marijuana testing facility; and
(3) other waste as determined by the board.
(c) A marijuana establishment shall
(1) in the marijuana inventory tracking system required under 3 AAC 306.730, give the board notice not later than three days before making the waste unusable and disposing of it; however, the director may authorize immediate disposal on an emergency basis; and
(2) keep a record of the final destination of marijuana waste made unusable.
(d) Marijuana plant waste must be made unusable by grinding the marijuana plant waste and mixing it with at least an equal amount of other compostable or non-compostable materials. A marijuana establishment may use another method to make marijuana waste unusable if the board approves the method in advance. Material that may be mixed with the marijuana waste includes
(1) compostable materials including food waste, yard waste, vegetable based grease or oils, or other wastes approved by the board when the mixed material can be used as compost feedstock or in another organic waste method such as an anaerobic digester with approval of any applicable local government entity; or
(2) non-compostable materials including paper waste, cardboard waste, plastic waste, oil, or other wastes approved by the board when the mixed material may be delivered to a permitted solid waste facility, incinerator, or other facility with approval of any applicable local government entity.
(e) If marijuana or a marijuana product is found by, or surrendered to, a law enforcement officer including a peace officer or an airport security officer, the officer may dispose of the marijuana or marijuana product as provided in this section or by any method that is allowed under any applicable local ordinance.

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:

See attached Security Policies and Inventory Control Procedures.

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

See attached Security Policies and Inventory Control Procedures.

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.

See attached Security Policies and Inventory Control Procedures.

Section 6 - Transportation and Delivery - 3 ACC 306.750

3 AAC 306.750. Transportation. (a) A marijuana establishment shall transport marijuana as follows:
(1) a marijuana cultivation facility may transport marijuana to another marijuana cultivation facility, a marijuana product manufacturing facility, a marijuana testing facility, or a retail marijuana store;
(2) a marijuana product manufacturing facility may transport a marijuana product to another marijuana product manufacturing facility, a marijuana testing facility, or a marijuana retail store;
(3) a marijuana testing facility may transport marijuana or a marijuana product to the facility from which it received the marijuana or another marijuana testing facility;
(4) a retail marijuana store may transport marijuana or a marijuana product to another retail marijuana store.
(b) A marijuana establishment from which a shipment of marijuana or marijuana product originates is responsible for preparing, packaging, and securing the marijuana or marijuana product during shipment, for recording the transfer in the marijuana inventory tracking system, and for preparing the transport manifest. An individual transporting marijuana in compliance with this section shall have a marijuana handler permit required under 3 AAC 306.700.
(c) When marijuana or a marijuana product is transported, the marijuana establishment that originates the transport shall 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. A complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times.
(d) During transport, the marijuana or marijuana product must be in a sealed package or container and in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product. The sealed package may not be opened during transport. A vehicle transporting marijuana or a marijuana product must travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and may not make unnecessary stops in between except to deliver or pick up marijuana or a marijuana product at another licensed marijuana establishment. (e) When a marijuana establishment receives marijuana or a marijuana 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 marijuana or marijuana product received. The recipient shall refuse to

accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest.

(f) A marijuana establishment shall keep records of all marijuana or marijuana products shipped from or received at that marijuana establishment as required under 3 AAC 306.755.

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

See attached Security Policies and Inventory Control Procedures.

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

See attached Security Policies and Inventory Control Procedures.

Section 8 - Control Plan for underage persons (3 ACC 306.360?)

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:

See attached Security Policies and Inventory Control Procedures.