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

Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

What is this form?

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

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

Section 1 – Establishment Information

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

Licensee:	Alaska Cannabis Exchange, LLC	**License Number:**	10671		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	ALASKA CANNABIS EXCHANGE, LLC				
Physical Address:	1805 & 1807 west 47th avenue				
City:	anchorage	**State:**	AK	**Zip Code:**	99503
Designated Licensee:	Aaron Ralph				
Email Address:	AlaskaCannabisExchange@gmail.com				

Section 2 – Attached Items

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

Attached Items:	
40 PAGES	FORM MJ-01 OPERATING PLAN
4 PAGES	FORM MJ-02 PREMISES DIAGRAM

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

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Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

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

What must be covered in an operating plan?

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

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

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

Section 1 – Establishment Information

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

Licensee:	Alaska Cannabis Exchange	**License Number:**	10671		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Alaska Cannabis Exchange				
Premises Address:	1805 & 1807 West 47th Avenue				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99503

Mailing Address:	15930 Terracewood Lane				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99516

Primary Contact:	Aaron C Ralph		
Main Phone:	907-440-3400	**Cell Phone:**	907-440-3400
Email:	AlaskaCannabisExchange@gmail.com		

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Form MJ-01: Marijuana Establishment Operating Plan

Section 2 – Security

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

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

Restricted Access Areas (3 AAC 306.710):

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

Alaska Cannabis Exchange (ACE) is committed to the safety of our employees and community. Access will be limited to authorized personnel. Authorized personnel include licensees and employees of ACE. A comprehensive security plan will include 24/7 video surveillance of all restricted access areas per 3AAC 306.710(a). In addition to video surveillance, ACE will use coded key carded access doors, employee training and third party security monitoring to create a secure environment that no unauthorized individuals or non-escorted members of the public enter a restricted access area.

See Attachment A

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

Individuals who enter the facility must obtain an identification badge before entering a restricted access area per 3AAC 306.710(c)(2). Individuals who wish to enter a restricted access area will be required to review the visitor policy and procedures set forth by ACE, as well as provide a valid photo identification. In accordance with the requirements set out by 3 AAC306.350., individuals must be 21 or older and possess a state issued drivers license, state issued photo identification or passport, of which must be valid, unexpired, and unadulterated.

All visitors to the facility will be supervised by an authorized employee at all times while in restricted access areas. No more than 3 visitors will be allowed into the facility per authorized employee. All visitors must sign a non disclosure statement and a visitor agreement. ACE will log the name, date, time in/out and photo copy of each individual as well as the authorized supervising employee as per 3AAC306.755(6).

See Attachment B

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Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

Attachment A Prevention of unescorted individuals entering restricted access areas

Individuals entering the facility must obtain an identification badge before entering a restricted access area as per 3 AAC 306.710(c)(2) Individuals wishing to enter a restricted access area will be required to review the visitor procedures and policy set forth by ACE, as well as provide a Valid photo Identification to meet the requirements of 3 AAC 306.350., individuals must be 21 or older and possess a State issued Drivers license, State issued photo identification or Passport, of which must be valid, unexpired, and unadulterated.

Pursuant to 3AAC 306.710(c)(2) obtain a visitor identification badge before entering the restricted access area; and
(1) Ultra-Electronics 30 MIL CR80 Access security cards will be issued to marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board. Allowing for limited access to restricted areas.
(2) Doors with entrance and exit access to property will be monitored with Honeywell Door contacts that will trip the alarm system in the event a door contact is activated. The system will be active when alarm has been armed.
a. Vivotek USA Inc FD-8169 DomeNetwork Cameras. VIVOTEK's FD-8169 is a economic professional indoor/outdoor dome network cameras in VIVTOTEK's 2MP Lite series which offer up to 15 fps at 2-Megapixel or 30 fps at 1080p resolution. Equipped with a new high resolution image sensor, different from other 2MP cameras, the FD-8169 provides sharper image quality and finer detail. And with powerful 3D Noise Reduction technology and Smart Stream technology the FD-8169 can also optimize resolution for a desired object or area to maximize efficiency of bandwidth usage.To create the perfect focus required to reap the benefits of higher resolutions, VIVOTEK's FD-8169 provides remote focus with built-in stepping motors and P-iris for precise adjustment remotely. And for providing higher resolution in outdoor and harsh environments, VIVOTEK's FD-8169 series is also armed with IP66-rated housing to help the camera body withstand rain, dust and high pressure water jets from any direction, while its IK10-rated housing provides protection against acts of vandalism or other impacts. Additionally, a wide operating temperature range further improves the FD-8169 performance and reliability in extremely cold or warm weather, even when using PoE.

See Attachment A-2

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(Additional Space as Needed):

Attachment A-2

With the highly flexible VADP (VIVOTEK Application Development Platform), users can extend the features of this series by adding third-party applications for the FD-8169. Thus the FD-8169 series is not only equipped with multiple focusing methods and wide temperature range options, but ideal for a wide variety of applications.
Key Features: • 2-Megapixel CMOS Sensor • 15 fps @ 2560x1920, 30 fps @ 1920x1080 • 3 ~ 9 mm, Vari-focal, Remote Focus, P-iris Lens (FD-8169) • Removable IR-cut Filter for Day & Night Function • Built-in IR Illuminators, Effective up to 30 Meters • Smart IR Technology to Avoid Overexposure • Smart Stream to Optimize Bandwidth Efficiency • WDR Enhancement for Unparalleled Visibility in Extremely Bright and Dark Environments • 3D Noise Reduction for Low-light Conditions • Two-way Audio • Video Rotation for Corridor View • Weather-proof IP66-rated and Vandal-proof IK10-rated Housing • Extreme Weather Support with PoE (FD-8169) • VIVOTEK VCA (Video Content Analysis) Support
Certifications: FD-8169: CE, LVD, FCC Class A, VCCI, C-Tick, UL FD-8169 -F3/-EF3: CE, LVD, FCC Class A, VCCI, C-Tick
Operating Temperatures: FD-8169 -T/-F3: Starting Temperature: -10°C ~ 50°C (14°F~ 122°F) Working Temperature: -20°C ~ 50°C (-4°F~ 122°F FD-8169 -ET/-EF3: Starting Temperature: -40°C ~ 50°C (-40°F ~ 122°F) Working Temperature: -50°C ~ 50°C (-58°F ~ 122°F)
System Requirements: Operating System Microsoft Windows 7/8/Vista/XP/2000, Web Browser Mozilla Firefox 7~10 (Streaming only) Internet Explorer 7/8/9/10/11, Other Players VLC: 1.1.11 or above Quicktime: 7 or above

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(Additional Space as Needed):

Attachment B Process for admitting and escorting visitors.

Visitor agreement-Visitors will be instructed to follow the same protocol as our employees on the entrance/exit decontamination process, the aspect of cleanliness, sanitation, not touching the plants or items within the facility. All visitors will be required to wear Protective gear while in the facility.

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

See Attachment B-2

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(Additional Space as Needed):

Attachment B-2

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

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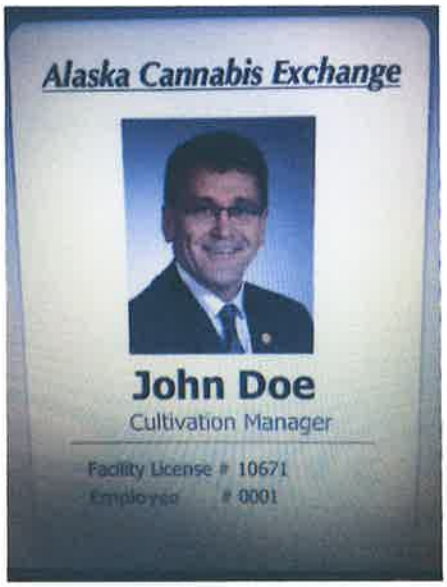
Form MJ-01: Marijuana Establishment Operating Plan

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

All visitors who meet the criteria for entering the facility will be added to our visitor file to record the visits date, time in/out, non disclosure agreement, visitor policy and procedures agreement, photo copy of identification, signature of the designated employee who supervised the visit and any other pertinent information pursuant to 3 AAC 306.755(6) as well as our video surveillance records. All visitor records will be stored electronically as well as hard copy to ensure the document will be retained. All visitor records will be permanently retained.

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

Pursuant to 3 AAC 306.710(c) and 3 AAC 306.715(a), all employees of ACE will be required to carry an identification badge with picture and name and will be left on site in employees locker. Employees will wear at all times.



See Attachment C

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(Additional Space as Needed):

Attachment C

Alaska Cannabis Exchange will ensure that each licensee, employee or agent who is required or permitted to be physically present on the licensed premises at any time per 3 AAC 306.425 and 3 AAC 306.700 will obtain a marijuana handlers card as provided in 3 AAC 306.700 before being present or employed at the cultivation facility'slicensed premises and it must be in the person's immediate possession, or a valid copy on file on the premises at all times. Applicants will have a marijuana handler's card before accepting employment with Alaska Cannabis Exchange. During work hours employees will be required to carry an identification badge issued by Alaska Cannabis Exchange that is visible and identifies the employee by name and picture 3 AAC 306.710(c). Employees are responsible for
maintaining the security of their identification badges after hours by not leaving it visible to the public (i.e. vehicles) and are responsible for notifying management immediately if their badge or Marijuana Handlers Card is lost or stolen at which point management personnel will make a note in the employees file, issue a new card with a new employee identification number. Identification badges will be issued the first day of employment and will be issued to full-time part-time employees.
Employees that fail to display their identification badge, marijuana handlers card or other required documents to company management, enforcement officers, peace officers and the Marijuana Control Board staff or Director may be grounds for termination or face disciplinary action. Alaska Cannabis Exchange. will utilize a progressive disciplinary action plan for minor incidences that do not require immediate termination. The disciplinary action plan consists of a verbal warning, written warning, corrective action or performance improvement plan and then termination if the plan is not followed or infractions continue to occur. Employees may be asked to show their identification badges to the above mentioned entities as well as will be used to enter restricted access areas and for identification in the case of an emergency. Employees are required to return badges on their last day of employment. Only authorized personnel and employees will have access to restricted access areas that apply directly to their work. Contracted workers (i.e. trimming services) will be required to obtain an identification badge before beginning work and must be turned in at the end of each work shift. Restricted access areas include cultivation rooms, curing rooms, security rooms, storage rooms, quarantine and point of sales and any others required. Only five (5) visitor passes will be issued at a time per employee and all visitors will be supervised at all times by the employee.

See Attachment C-2

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(Additional Space as Needed):

Attachment C-2

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

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

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

Exterior lighting will consist of flood lights placed on the building at all entrances and exits of the cultivation facility. Flood lights will be motion activated to assist in identifying any individuals or potential threats as well as safety precaution for employees entering or exiting the facility. All exterior lighting will illuminate at least 20 feet in all directions.

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

(1) Pursuant to 3 AAC 306.715(c)(2) a security alarm system on all exterior doors and The Licensed Facility will have
a. Honeywell Intrusion security package installed consisting of the following equipment:6-6160 Keypads (located in main entrance points to the building), Wave2 2-Tone Sounder, 467 Battery, 620 Jack and 621 Cord and additional 4 Commercial Overhead Door Contacts. Panic buttons will be remotely located within the licensed premises at keypad locations for added security.
b. Security system will be monitored by a third party monitoring agency 24/7. In the event of an alarm activation local law enforcement and the business owner will be notified.

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

(1) The alarm system will be monitored by a third party agency. AlarmWATCH certifications include IQ Certified Central Station (One of first in nation), UL Certified Facility, UL Certified Operators, SIA Certified Operators., SIA Central Station Trained Instructors, APCO Certified Operators and - FARA and Federal UL 2050. Supporting Alarm Communications and Interactive Service from Every Major Manufacturer
See Attachment D

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(Additional Space as Needed):

Attachment D

The list includes Connect 24, C24 Interactive, AlarmNET, AES, Uplink, DMP Internet, Tellular, Alarm.com. Based in Maryland with monitoring centers nationwide that are staffed 24 hours a day, 7 days a week. During non-business hours monitoring of all devices (Motion Detectors, door contacts and GE Glass break detectors) within the system will be active and monitored. In the event of a security breach of the licensed premises an interior sounder will be activated immediately, an alarm signal will be received by the monitoring center who will notify security, local law enforcement and the licensee.

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Form MJ-01: Marijuana Establishment Operating Plan

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

Owners, employees, visitors and other individuals will be held to a zero tolerance policy on the diversion of marijuana (3 AAC 306.715(c)(1)). The electronic tracking system will be used to ensure diversion of marijuana does not occur throughout the normal processes of the cultivation facility. Marijuana will be entered into the system and tracked throughout the cultivation, packaging, testing, disposal and selling process. If the tracking system shows potential diversion of product authorized personnel will initiate an investigation that will include; talking to employees on shift, assessing last log in's to the system and product in question, notifying the Marijuana Control Board and reviewing video feed.
See Attachment E

Describe your policies and procedures for preventing loitering:

(1) Security and staff will perform routine but unscheduled patrols. Loiterers will be asked to leave when discovered and law enforcement will be called if continued loitering persists.
(2) Alaska Cannabis Exchange. will operate under a "no loitering" policy that will limit individuals from standing or waiting without purpose on the premises as accordingly under 3 AAC 306.715 (c)(2). During business hours employees will be provided training on the importance of limiting loitering and learn skills to verbally remove individuals from the premises. If individuals are unwilling to leave the premises or continue to loiter in the general area, law enforcement/peace officers will be notified and employees will follow the recommendations of law enforcement.
See Attachment F

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

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

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(Additional Space as Needed):

Attachment E

In addition to the above, authorized personnel will randomly check video feed for potential diversion (1x per week), will supervise all visitors and require them to remain in the building until law enforcement arrives if diversion is suspected, restrict access to restricted areas where marijuana or cash are present as well as will provide information pertaining to the consequences of breaking the policy. Consequences include notifying law enforcement, immediate termination, visitor access removal and prosecution of crimes.

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(Additional Space as Needed):

Attachment F

Employees will not engage in discussions with minors or other individuals outside the building about the marijuana establishment, around the establishment or to promote marijuana use to individuals under the age of 21 years. Employees will conduct random perimeter checks in order to address loitering issues in a timely manner. The exterior building will have "No Loitering" signs placed on the front of the building. Loitering will be defined as; to stand or wait around idly or without apparent purpose.

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Form MJ-01: Marijuana Establishment Operating Plan

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

Alaska Cannabis Exchange procedure for an unauthorized breach of the security system is as follows.
(1) The licensee, all employees and agents shall assist in any way to help law enforcement by providing detailed descriptions of person/persons and events leading up to the breach in security. The licensee, employees and agents shall protect and preserve any evidence or area where the breach occurred, restricting access to the area and not disturbing anything until law enforcement arrives.
See Attachment G

Video Surveillance (3 AAC 306.720):

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

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

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

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(Additional Space as Needed):

Attachment G

(2) If the breach occurs during non business hours, a Licensee, Manager or Employee of the facility will arrive on site as quickly as possible to assist law enforcement when it has been deemed safe to do so.
(3) In any case of a breach of security, Alaska Cannabis Exchange will notify the marijuana control board, law enforcement and local community council to address any concerns.

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

Video cameras for monitoring the facility will be located throughout the inside of the facility as well as all exterior entrances or exits in accordance with 3 AAC 306.715 and 3 AAC 306.720. Security cameras will consist of Vivotek USA Inc FD-8169 Dome Network Cameras and Vivotek USA Inc FE8181/81V Fisheye Network Camera. All security cameras will be positioned in such a manner as to get the most identifiable view of anyone within 20 feet of their line of sight at each entrance and along the exterior and interior of each Restricted Access Area.
See Attachment H

Describe the locked and secure area where video surveillance recording equipment and records will be housed and stored and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the board:

The locked and secured video surveillance area will be located as part of the main office upstairs.
1) Pursuant to 3AAC 306.720(b) Surveillance recording equipment and video surveillance records must be housed in a locked and secure area or in a lock box, cabinet, closet or other secure area that is accessible only to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board.

See Attachment I

Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	☑	☐
Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area	☑	☐
Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board	☑	☐
Video surveillance records are stored off-site	☐	☑

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(Additional Space as Needed):

Attachment H

Cameras will be placed at a height of 12 feet to insure unobstructed viewing of all product, plants and persons insuring all are captured on a maximum clear sight picture. All cameras will have a recording resolution of at least 1920x1080(2mp)-2560x1920 (5mp), and will have the ability to see at night using infrared technology for night time recordings.
Vivotek USA Inc FE8181/81V Fisheye Network Cameras will be installed in growing, trimming and processing areas, curing and designated waste processing area to insure 360-degree coverage of the secure areas.

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(1) (continued) A marijuana establishment may use an offsite monitoring service and offsite storage of video surveillance records as long as security requirements at the offsite facility are at least as strict as onsite security requirements as described in this section.
a. The security room, housing all supporting security and camera equipment, will be locked by Access control and Hess electric strikes to insure the integrity of all security supported hardware for the licensed facility.
i. The single entry point will have Access control supported with LED (green-yellow-red) and buzzer options, with temperatures ratings of -23.8°F (-31°C) to 145.4°F (63°C) Certification and Standards of FCC Certification, RSS-210, UL294 and CE Mark Voltage rage of 5 V DC to 16 V DC with Maximum Input current 50 mAh that part of a Honeywell NetAXS-123 Access Control System with Certification and standards of CE and FCC.
ii. Within the Security room, there will be VIVOTEK FD8169 is an easy-to-use fixed dome network camera specifically designed for indoor security applications with a compact, stylish exterior. Equipped with a 2MP sensor enabling viewing resolution of 1920x1080 at a smooth 30 fps, the FD8169 is an all-in-one camera capable of capturing high quality and high resolution video up to 2 Megapixel. In order to adapt to constantly changing lighting conditions, the FD8169 features a removable IR-cut filter as well as improved IR illuminators effective up to 15M for superior image quality around the clock. Featuring 3D Noise Reduction Technology, it enables the FD8169 to capture clear, polished video under low-light conditions, which also helps to reduce bandwidth from sensor noise. The FD8169 supports the industry-standard H.264 compression technology, drastically reducing file sizes and conserving valuable network bandwidth. With H.264, and MJPEG compatibility both included, multiple streams can be simultaneously transmitted in any of these formats at different resolutions, frame rates, and image qualities for versatile platforms. Thereby it further optimizes bandwidth and storage efficiency. Incorporating a number of advanced features standard for VIVOTEK cameras, including tamper detection, 802.3af compliant PoE, MicroSD/SDHC/SDXC card slot, and VIVOTEK's 32-channel recording software, the FD8169 is the ideal solution for your indoor surveillance needs.

See Attachment I-2

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iii. Outside the security room entrance point will be a Vivotek USA, Inc FD-8169 Dome Network Camera. VIVOTEK FD-8169 is a best-in-class, dome-style network camera designed for diverse indoor/outdoor applications. Equipped with a 2MP sensor enabling viewing resolution of 1920x1080 at a smooth 30 fps, the FD-8169 is an all-in-one indoor/outdoor camera capable of capturing high quality and high resolution video up to 2 Megapixel.
In order to adapt to constantly changing outdoor lighting conditions, the FD-8169 features a removable IR-cut filter as well as IR illuminators effective up to 25M for superior image quality around the clock. For protection against harsh outdoor environments, the camera is encased in an IP66-rated housing and weather-proof casing to withstand rain and dust. The FD-8169 further strengthens the robustness of the camera by protecting the cable within the bracket.
The FD-8169 supports the industry-standard H.264 compression technology, drastically reducing file sizes and conserving valuable network bandwidth. With H.264 & MJPEG compatibility all included, multiple streams can be simultaneously transmitted in any of these formats at different resolutions, frame rates, and image qualities for versatile platforms. The streams can also be individually configured to meet different needs or bandwidth constraints, thereby further optimizing bandwidth and storage.
Incorporating a number of advanced features standard for VIVOTEK cameras, including tamper detection, 802.3af compliant PoE, MicroSD/SDHC/SDXC card slot, and VIVOTEK's 32-channel recording software, the FD-8169 is the ideal solution for your outdoor surveillance needs.
Key Features •2-Megapixel CMOS Sensor • 30 fps @ 1920x1080 • Real-time H.264, MJPEG Compression (Dual Codec) • Removable IR-cut Filter for Day & Night Function • Built-in IR Illuminators, Effective up to 25 Meters • Built-in 802.3af Compliant PoE • Build-in MicroSD/SDHC/SDXC card slot for On-board Storage • Supports ONVIF Standard to Simplify Integration and Enhance Interoperability • Weather-proof IP66-rated Housing • Mounting Bracket with Cable Management for Protected Installation • 3D Noise Reduction • Smart IR Technology to Avoid Overexposure
Certifications: CE, LVD, FCC Class A, VCCI, C-Tick
Operating Temperatures: Starting Temperature: 0°C ~ 50°C Working Temperature: -10°C ~ 50°C
System Requirements: Operating System Microsoft Windows 7/Vista/XP/2000, Web Browser Mozilla Firefox 7~10 (streaming only) Internet Explorer 7/8/9, Other Players VLC: 1.1.11 or above QuickTime: 7 or above

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Business Records (3 AAC 306.755):

All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:	Yes	No
All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises	☑	☐
A current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment	☑	☐
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	☑	☐
Records related to advertising and marketing	☑	☐
A current diagram of the licensed premises including each restricted access area	☑	☐
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	☑	☐
All records normally retained for tax purposes	☑	☐
Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed	☑	☐
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	☑	☐

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

Alaska Cannabis Exchange will comply with all legal requirements including but not limited to 3 AAC 306.755. all documents will be retained within the facility for a minimum of six (6) months in a secured location. Alaska Cannabis Exchange's electronic video storage is password protected to prevent any alterations. The security system will generate a daily open/close report by user. The access control system will generate a report of authorized or unauthorized access users attempting to enter a restricted access area. All systems are programmed with redundant password lockout protection. The security room housing all supporting security and camera equipment will be insulated and temperature controlled to insure the integrity of all security supported hardware for the licensed facility.

1. Policy and Purposes: This records retention document (hereafter referred to as "the Policy") represents the guidelines set forth by Alaska Cannabis Exchange (ACE, or "the Company") in regards to retention and destruction of documents and other records, including hard copy and electronic media.

2. Administration:
The ACE Cultivation Facility Manager shall be the administrator ("Administrator") in charge of the administration of the Policy. The Administrator's responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to the Policy as outlined in the Document Retention Schedule (below).

3. Suspension of Document Destruction; Compliance:
In the event that the Company becomes aware of a governmental investigation or audit concerning ACE or the commencement of any litigation against or concerning ACE, any further disposal of documents shall be suspended until the Company's legal counsel determines otherwise. The Company shall take necessary steps to promptly inform affected staff of any suspension in the disposal or destruction of documents. The Administrator may thereafter amend or rescind the order only after conferring with legal counsel. If any ACE staff member becomes aware that litigation, governmental audit, or governmental investigation has convened, or is reasonably anticipated, and they are not sure if the Administrator is aware of it, they shall make the Administrator aware of it.
See Attachment O

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(Additional Space as Needed):

Attachment O Document Retention Policy

4. Electronic Documents; Document Integrity:
Documents in an electronic format must be maintained in accordance with the Document Retention Schedule (listed below). The Administrator must develop procedures in order to establish document integrity for all electronic files due to the potential ease of alteration, obstruction or deletion. The procedures set forth by the Administrator must include: (a) guidelines for handling electronic files, (b) backup procedures, (c) guidelines for archiving of documents, and (d) regular checkups of the reliability of the system.

5. Privacy:
The Administrator, after consultation with legal counsel, will determine how privacy laws and local regulations will apply to The Company. It will be the Administrator's responsibility to enact privacy rules that ensure only licensees and Company managers will have access to critical documents including those listed in the Document Retention Schedule (below). in any event the privacy policy shall not interfere with 3 AAC 306.755

6. Emergency Planning:
Documents shall be stored in a safe and accessible manner. Documents which are necessary for the continued operation of the organization in the case of an emergency shall be regularly duplicated or backed up and maintained in an off-site location. The Administrator shall develop reasonable procedures for document retention in the case of an emergency.

7. Document Creation and Generation:
The Administrator shall discuss with staff the ways in which documents are created or generated. With respect to each employee or organizational function, the Administrator shall attempt to determine whether documents are created which can be easily segregated from others, so that, when it comes time to destroy (or retain) those documents, they can be easily culled from the others for disposition. Ideally, the organization will create and archive documents in a way that can readily identify and destroy documents with similar expirations.

See Attachment O-1

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(Additional Space as Needed):

Attachment O-1 Document Retention Policy

8. Document Retention Schedule

ACE will exercise due diligence in preserving and maintaining all required records. As part of our commitment, all files will be stored on site for a minimum of six (6) months and placed in an offsite location after that period at the discretion of the Administrator. ACE is committed to provide any business record older than six (6) months that may be in an off site location to the Marijuana Control Board within three (3) business days as pursuant to 3 AAC 306.755.

Document Type Retention Period
Business transactions for
Complete list of all employees, including name, address, marijuana handler permit number 10 years after employment ends
Vendor contact info for security and video surveillance systems Permanent
Visitor log (name, date, time entry, restricted area accessed, and supervising employee Permanent
Records relating to marketing and advertising 7 years
METRC inventory tracking activity Permanent
Current diagram of the licensed premises Permanent
All tax and IRS documents Permanent
Transportation records Permanent
METRC disposal and waste records Permanent

Accounting and Financing
Accounts Payable 7 years
Accounts Recieveable 7 years
Financial Statements Permanent

See Attachment O-2

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(Additional Space as Needed):

Attachment O-2 Document Retention Policy

Bank transactions 7 years
Canceled checks 7 years
Credit card receipts 3 years
Employee business expense reports 7 years
General ledger Permanent
Accounting and Financing
Accounts Payable 7 years
Accounts Recieveable 7 years
Financial Statements Permanent
Bank transactions 7 years
Canceled checks 7 years
Credit card receipts 3 years
Employee business expense reports 7 years
General ledger Permanent

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Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

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

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

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

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

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

Alaska Cannabis exchange will use the marijuana control boards required tracking system METRC. METRC will track all marijuana that is propagated, cultivated, transferred, or destroyed and will share results in real time with the marijuana control board. An RFID secured bar code will be attached to each plant or batch. The RFID bar code will allow the system to track the plants entire process from the time its entered until the product is transferred or sold. Alaska Cannabis Exchange will utilize a complimentary program such as Ample organics or BioTrack THC as a point of sale program and will use a web user interface component to join with METRC. Third party integration solutions allow real time data exchange in regards to licensing, taxation, retail inventory management and POS systems. The licensee will be responsible for ensuring that the API and overall system integration is adequately maintained. Compliance requirements for all growers and vendors are tailored to the state's specific regulations. The system features internal controls that prevent users from operating against compliance standards while maintaining flexibility to allow for future innovations and changes in regulation.

See Attachment P

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(Additional Space as Needed):

Attachment P System For Tracking

Bio-Track THC System & Products Description:
Metre Application & Software
Bio Track THC Software & API
One (1) Portable grow & harvest laptop (main desktop and server located in office)
Two (2) RFID Barcode Scanners (or comparable)
Plant Tags & strap attachments as needed provided by Metre
One (1) Zebra 2824 Thermal Transfer Printer (or comparable)
A&D Legal Trade Large Scale (or comparable per requirements, 3 AAC 306.745)
A&D FX 1200iN Integrated Scale (or comparable per requirements, 3AAC 306.745)

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Section 4 – Employee Qualification and Training

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

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

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

Marijuana Hander Permit:	Yes	No
Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment	☑	☐
Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	☑	☐
Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired	☑	☐

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

All licensees, managers and employees will be 21 years or older and will be required to attain a State authorized marijuana handler permit before their start date in accordance with 3 AAC 306.425 and 3 AAC 306.700. Employees will be entered into the system by an authorized employee and set up with a user name and password as well as a pin and will be listed under their name and state ID number.

All employees will be required to read and understand the Regulations set forth by the marijuana control board.

See Attachment Q

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Attachment Q Employee Qualifications continued

Employees will be given an employee handbook outlining the job descriptions and all pertinent information for the position that they are hired for. All employees will undergo a 3 month probation period in order to determine whether or not they are a good fit for the position. Employees will be expected to follow the instructions of the cultivation facility manager at all times. Employees will be trained in the operation of Metrc and Ample Organics or BioTrack THC systems and how they integrate during their orientation period. Employees will have on-site supervision when using the overall system until signed off by a manager.

Licensee/Management will undergo administrative training in the point of sale system as well as the states electronic inventory tracking system and be responsible for the overall management of those systems.

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Section 5 – Waste Disposal

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

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

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

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

Alaska Cannabis Exchange will store, manage, and dispose of any solid or liquid waste, including wastewater as determined by the board in compliance with federal, state and local laws and regulations in compliance with 3 AAC 306.740(a) and ensure that the standards of health and safety are met by using personal protective equipment during the handling of any solid or liquid waste. Solid waste will be ground up daily and placed in locked drums or dumpsters located inside the facility in accordance with 3 AAC 306.740. No waste will be located outside the facility at any time and access to the drums or dumpsters will be in a secured area accessible only by licensees, managers or staff of ACE.
See Attachment R

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

ACE will use an approved compostable material in order to make the marijuana waste unusable at a mixture of 50% approved material and 50% marijuana waste in accordance with 3 AAC 306.740 (d)(1).

Approved compostable materials:
Food waste, Yard waste, Vegetable based grease or oils, sawdust.

ACE would like to reserve the right to retain and pulp unusable waste material in order to produce other textile and paper products at the discretion of the Marijuana Control Board.

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(Additional Space as Needed):

Attachment R

Liquid waste will be ran through a RO (reverse osmosis) system and stored in 50 gallon drums to be reused or disposed of when necessary.
All waste will be recorded in the inventory tracking system METRC and Marijuana control board will be notified at least 3 days in advance of the proposed date of disposal. after the Marijuana control board releases the product for disposal it will be logged and transported to an approved landfill or composting facility. a manifest will be kept with the product at all times during transport and a copy will be stored at the facility.

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

All marijuana plant waste will be ground up using a commercial grade grinder and will be weighed, and logged into METRC (electronic inventory tracking system) before being placed in secured waste receptacles. After the required 3 day waiting period outlined in 3 AAC 306.740 (c)(1) has been approved for disposal by the board, ACE will add at least equal parts of an approved compostable material to the marijuana waste in accordance with 3 AAC 306.740(d)(1) before transporting to an approved landfill. A transport manifest will accompany the waste at all times and a copy will be available for review at the facility.

Plant waste is defined as, leaves, stems, roots or any plant material that is derived from marijuana.

Daily plant waste will be placed in receptacles and bags that are color coded and labeled as "Solid Plant Waste" to ensure that they are differentiated from all other garbage receptacles. At the end of each business day, Cultivation Technicians will be required to collect each receptacle and weigh the product on an approved scale before placing into a larger receptacle and will follow the rules as above. All waste will be stored in a secure lockable waste compartment located within the facility.

After the required 3 day disposal notice has been given and the board approves of the disposal, ACE will add equal parts of a compostable material such as yard waste or sawdust and create a transport manifest and enter into the Tracking system where the product will be disposed of as well as make, model, license plate number, driver information, date, time out and estimated time of delivery to an authorized landfill facility.

Alaska Cannabis Exchange will guarantee that no plant waste leaves the facility without the approval of the marijuana control board.

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Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

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

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

Marijuana Transportation:	Yes	No
The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700	☑	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle	☑	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport	☑	☐
During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport	☑	☐
Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment	☑	☐
When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received	☑	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	☑	☐

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

Alaska Cannabis Exchange (ACE) will prepare, package, and label all marijuana to comply with safety standards set forth by state and local government requirements per 3 AAC 306.470 and 3 AAC 306.475. ACE will adhere to all Health and safety requirements as outlined in 3 AAC 306.440

Preparation and Packaging:
Wholesale marijuana flowers or "buds" will be weighed on an approved scale pursuant to 3 AAC 306.745. All weighed product will be placed in sealed tamper proof opaque mylar bags containing no more than five (5) pounds and will be properly labeled in compliance with 3 AAC 306.475. Marijuana flowers or 'Buds" that are sold to retail stores without repackaging will be weighed on an approved scale per 3 AAC 306.745 and placed in sealed tamper proof opaque mylar bags containing no more than 1 ounce of material and labeled in accordance with 3 AAC 306.475. After products have been weighed, labeled and entered into the inventory tracking system they will be ready for transport to a licensed retail or manufacturing facility.

See Attachment S

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

(1) Alaska Cannabis Exchange will use Special Carbon Bags for transporting to ensure that no odors will be emitted outside the the cultivation facility or during transit. Carbon bags will be placed in a secure lockable storage container and a tamper proof tag will be added to ensure the package is not opened until it reaches its destination. The lockable storage container will be placed in a secure locked storage compartment located in the transporting vehicle
(2) If any large quantity deliveries are ordered, Alaska Cannabis Exchange will utilize Valkyrie Security and Asset Protection Inc. whom use armored staff and vehicles. Their transport staff will secure product in locked containers with tamper resistant locks prior to leaving the licensed facility. All locked containers will be with armed transport staff at all times and only removed from vehicle upon arrival to receiving licensed facility. The tamper resistant locks will only be removed in the presence of an authorized person at the receiving licensed facility.
(3) The type of Locked, Safe, and Secure storage compartments will be Metal sided and bolt mounted in the transporting vehicle.

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(Additional Space as Needed):

Attachment S Prepared, Packaged, Secured. continued

Transportation:
ACE will transport the product in accordance with 3 AAC 306.750. Product will be prepared for transport and logged in the marijuana inventory tracking system METRC to record the type, weight, name of transporter, time of departure and expected delivery, make, model and year and license plate number of transporting vehicle. Transported marijuana product will be placed in a locked safe and secure storage compartment located in the trunk and a tamper proof tag will be placed on the lock box and will not be opened by anyone but the receiving authorized agent of a licensed facility. Transportation vehicle will move directly from the ACE cultivation facility to a licensed, receiving establishment. All deliveries must be accompanied by a manifest prior to leaving an ACE facility.

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Section 7 – Signage and Advertising

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

Alaska Cannabis Exchange will have no signage placed on the facility to ensure public safety and eliminate the scope of risk associated with advertising the location. The only signs that will be posted on the facility will be "No Trespassing" "No Loitering" "No one under 21 admitted" "Secured Area" "Video surveillance in progress".

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

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

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

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

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

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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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

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

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

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

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

Alaska Cannabis Exchange will apply due diligence in preventing underage access. Signs will be placed on the entry door stating it is "unlawful for any persons under the age of 21 or unauthorized individuals to enter", and "No Trespassing" and "No Loitering" signs will be placed strategically on the building.

Any visitor to the facility will have to show a valid photo identification before entering into the Buffer Zone which is an area designated for instruction and paperwork to be performed before entering any restricted access areas, Thus will allow us to examine the individuals Identification, and its validity to ensure the individual is of legal age to enter.

No signs will be placed on the building that advertises the cultivation facility to ensure that persons under the age of 21 will not be alerted to the type of business being conducted within.

All processed and weighed products will be stored in a refrigerated vault in the middle of the facility and will only be accessible to a Licensee, employee or authorized personnel.

anyone under the age of 21 is trying to access the facility, management will ask them to leave the property immediately.

If any problems arise, ACE will notify law enforcement and the marijuana control board.

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

Signature of licensee

AARON C. RALPH

Printed name

Subscribed and sworn to before me this 5th day of August, 2016.

STATE OF ALASKA
NOTARY PUBLIC
G. Cruickshank
My Commission Expires: May 5, 2017

Notary Public in and for the State of Alaska.

My commission expires: 5/5/17