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:

- 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 Biotech LLC	**License Number:**	10687		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Dank Research				
Premises Address:	16966 W. Parks Highway, Suite E rp				
City:	Houston	**State:**	ALASKA	**ZIP:**	99694

Mailing Address:	Box 873273				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99687

Primary Contact:	Ronald Pickett		
Main Phone:	907 357-8081	**Cell Phone:**	907 841-3048
Email:	AlaskaBiotech@gmail.com		

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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:

All areas of Dank Research will be restricted to the public, and unescorted visitors will not be allowed. The entrance is marked with "No Trespassing - Restricted Area - Visitors Must Be Escorted" and kept locked at all times, as all doors within the facility. An intercom system will allow AMCO board members, inspectors, law enforcement and others, to announce their arrival, but otherwise no unauthorized persons will be allowed within Dank Research and "Property Under Video Surveillance" signs are posted around the perimeter of the building.

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

All visitors must make arrangements prior to visiting Dank Research, except of course those inspectors or law enforcement requiring the element of surprise. Upon their arrival, each visitor must produce a valid form of photographic identification before gaining entrance into the outside secured area, then will receive a Visitor ID before proceeding outside the first room. Information from their ID will be used to complete our Visitors Log that will include name, address or organization /company, phone number, date & time of entry and a scanned copy of their photo. Visitors must wear their IDs and be accompanied by myself or an employee for passage out of the Employee Area, even then, access to restricted areas will be limited.

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

All visitors to Dank Research must make prior arrangements, giving me time to verify their request. Both the request and verification will be documented in detail in a daily log book, as the actual visit. Additional information about visitors is gathered from our Visitor Log book and Visitor ID forms which includes a name, address or organization /company, phone number, date & time and a scanned photo. Both the daily log book and Visitor Log book are kept secured in the Security Office, while the Visitor ID forms are secure in the computer. Lastly, visitors receive a 'Visitor ID' which they must wear while in Dank Research.

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

All visitors receive a 'Visitor' ID fitted in a plastic sleeve - see attached tri-fold design in pdf. Employees receive an 'Employee' ID, also in a plastic sleeve, - see attached pdf.

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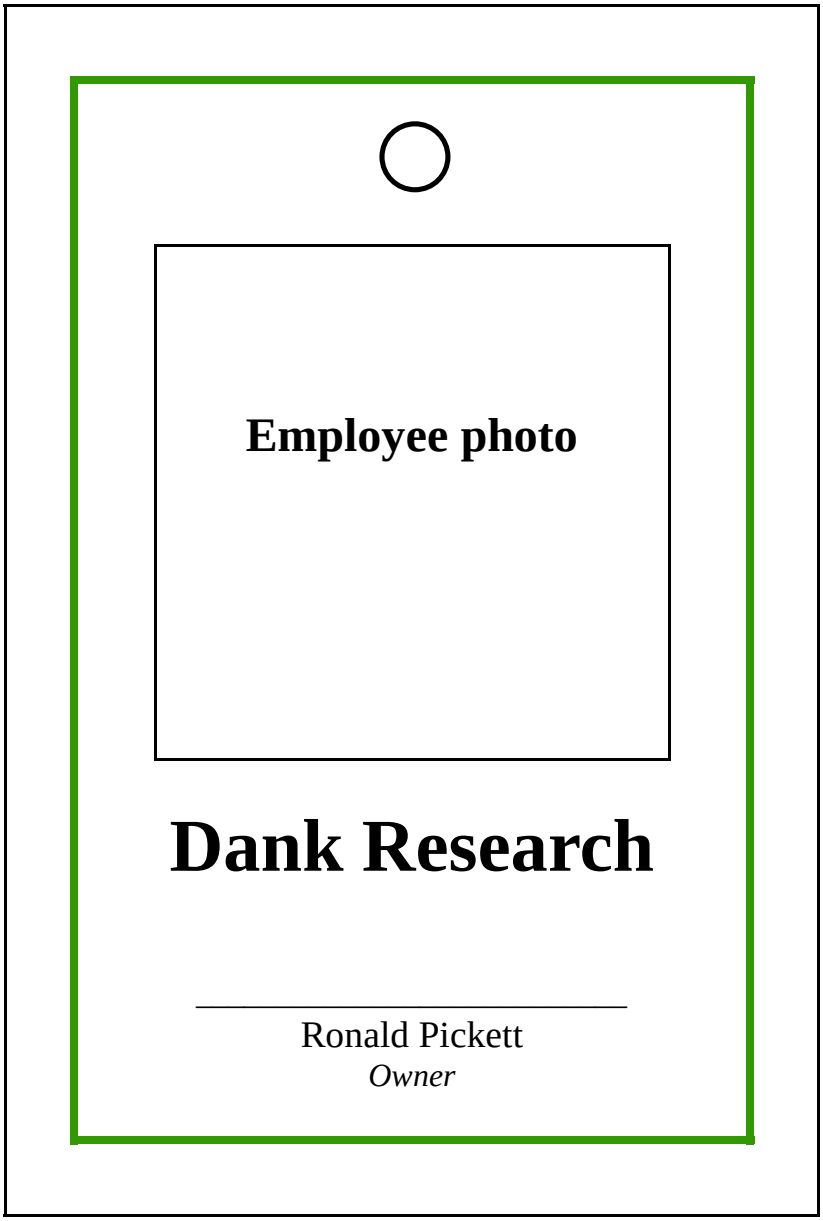
MJ-01 Employee ID sample



Depiction is not actual size.

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MJ-01 Visitor ID sample

Visitor

Dank Research

Scanned copy of photo ID

_____
Name

_____ _____
Date Time

_____
Address

_____
Phone

Dank Research

Depiction is not actual size.

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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:

There are 13 exterior lights situated around the building to illuminate the parking lots and surrounding area, and secured area outside our exit. Some lights come on at dusk and remain on until dawn, while others are motion controlled. Exterior surveillance is also aided by use of infrared camera(s).

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

Plan for a wireless alarm system incorporating continuous contact, motion, sound, smoke and CO2 sensors throughout the facility. Using a cellular connection, the system is monitored 24 hours a day, with alarm and activity alerts sent by text and e-mail. Separate alarms are on the Records Cabinet in the Security Office and the Curing Room.

Simultaneously, IR video cameras are recording all activity within the facility and outside the building and any suspicious activity or unauthorized activity will be immediately reported to law enforcement.

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:

Whether the business is closed or not, the alarm will always be armed. The primary method is at the key pad. Simply press ARM and all sensors are activated to include the windows and door. Should an employee need to exit, the system will be temporally disarmed, then re-armed after their exit. A disruption of the alarm system, as in a panic alarm, will cause the monitoring company to email & text alerts and /or contact law enforcement. Simultaneously, cameras are recording all activity within and outside of the facility and may be viewed remotely or on site at any time.

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

All areas of Dank Research are restricted - visitors will be escorted at all times within the facility, and no one will have access to cannabis without my knowledge.

Otherwise, only one employee per shift will have keys to the Restricted areas, but all employees will be closely monitored by way of the alarm & video system. Lastly, using the marijuana tracking system selected by the State, we will be able to accurately to track our product from seed to sale, allowing us to monitor for diversion. No diversion of product will be allowed by anyone.

Describe your policies and procedures for preventing loitering:

A chain link fence secures the area outside the primary entrance. The area is under video surveillance and marked with "No Trespassing" and "Video Surveillance in Use" signs. Once noticed, trespassers will be asked to leave. If they don't leave then the State Troopers will be called.

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:

The planned wireless alarm system incorporates continuous contact, motion, sound, smoke and CO sensors throughout the facility. Will also have 3 - 4 panic switches discretely placed that tie in with the monitored alarm system.

This alarm system with the video cameras in place, electronic card readers (or keypads) and intercom at the secured entrance, and commercial grade locks on all doors will make Dank Research a secure location.

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

Should Dank Research experience an unauthorized breach of security, the State Troopers will be immediately notified by phone. Details of the breach will be relayed to the troopers and full co-operation with the troopers, including access to video surveillance, will be provided.

If law enforcement alerts us to a breach then I will of course head immediately to the facility (if not present already) and deal with the problem. If I am unavailable, then the top employee will be asked to go to the site and act as my representative.

Video Surveillance (3 AAC 306.720):

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

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

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

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

There will be a camera facing the secured area outside the facility entrance to document every person that arrives at Dank Research, and another on the inside of the entrance. Additionally, there will be at least one camera in every room within the facility, and another outside that room's exit. Each will be a high quality IR camera, installed at an angle and height to provide an unobstructed, clear, color video of persons and their activity as described in 3AAC 306.720 (see attached pdf - Video Camera Placement).

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 surveillance hard drives and related equipment will be kept in a locked, fire resistant 'Records Cabinet' in the Security & Surveillance Office. The office is a restricted area to everyone but me, law enforcement, or an agent of the AMCO. In my absence, a key employee may have the key to the Security & Surveillance Office, but not access to the locked, fire resistant Records Cabinet that houses the surveillance hard drives or related equipment. Access to this cabinet will also be controlled by an electronic keypad, and the code provided law enforcement or an agent of the AMCO board.

The locked, fire resistant Records Cabinet will also serve as storage area for all books and business records as listed in 3AAC 306.755. Records will be kept for the current year as well as for the previous three years.

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

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Business Records (3 AAC 306.755):

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

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

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

All records referenced in 3 AAC 306.755, to include Employee, Visitor, tax, Seed to Sale, etc. will be kept secure in a specially designed fire resistant Records Cabinet, locked in the restricted Security & Surveillance office. Computer records will be backed up daily and also stored in this secure cabinet with an uninterrupible power supply (UPS). While an employee may be allowed access to the Security office key upon occasion, no one will have access to the Records Cabinet code except myself, law enforcement, and agents of the AMCO. Sensors in the room monitor for motion, smoke and sound to provide an additional layer of security.

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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:

Dank Research will use METRC, the State's tracking program, to assign a number and RDIF tag to all plants 8" or taller, Mother plants, and seeds, so we can identify and track them from propagation to sale, transfer to another facility or destruction in compliance with 3ACC 306.435 and 3ACC 306.730. Since the tracking system is currently not available for the public, I'm uncertain how our facilities program will integrate with the State's program, but it is my understanding that the contractor, Franwell, will provide a program to interface with our point of sale software. I am familiar with several different software programs and computer literate enough to say with certainty that I can learn to use the online program to insure compliance.

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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:

Dank Research will require for all employees to have completed and obtained a marijuana handlers permit in compliance with 3ACC 306.700, and be trained in the requirements of AS 17.38. A list of approved course providers and a copy of 3 AAC 306.700 of how to obtain their certificate will be provided to every prospective employee. Once they have completed the course a copy of their card will be put into their file, and the employee required to have their marijuana handler permit card on their immediate possession. It is Dank Research's responsibility to insure that each person's marijuana handler permit card is valid and has not expired.

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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:

Most waste generated by Dank Research will be disposed of in a large compost box shared with the restaurant tenant. In full view of camera surveillance; stalks, stems, roots, expired or returned samples, etc. will be made unusable by grinding /finely chopping it and mixing with at least an equal part of another compostable material before depositing within the compost box, covering with soil and worms. **While awaiting disposal, this waste will be stored in a locked cabinet, under video surveillance. rp**

Other forms of waste are minimal and include the drained (expired) hydroponic mixture, (which we plan to recycle by asking local farmers to try it as an supplemental for their crops), minor office debri, recycling, etc. **Restricted liquid waste will be stored in plastic drums while awaiting disposal. Office debri, etc. will be taken to recycling. rp**

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

We will have a wide variety of material to use, due mostly to having a restaurant as a neighbor. Besides fruit & vegetable scraps, we'll alternate eggshells, coffee grounds, nut shells, shredded newspaper & cardboard, yard clippings, leaves, saw dust, dirt, worms, etc.

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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:

In full view of a surveillance camera, all Dank Research marijuana waste will be ground up /finely chopped, then mixed with an equal amount of compostable material. This mixture will then be deposited into a large compost box and mixed with other compostable materials. Records will be updated in METRC as to final destination of the waste.

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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:

Cured cannabis bud produced at Dank Research will graded before being packaged for wholesale in sealed packages not to exceed 5 pounds. Wholesale packages will be labeled as to strain(s) & grade and sold to licensed cannabis manufacturers and retail shops. Requests for smaller packages will not exceed 1 ounce for resale to a consumer without additional handling by a retail marijuana store.

Our packaging will be 'food grade' and protect the cannabis from contamination and impart no toxic or damaging substance to the product. Labels will have no cartoon characters that target individuals under 21, and will be identified by a tracking number generated by METRC, the State's inventory tracking system. All labels affixed will contain the following:
• Marijuana has intoxicating effects and may be habit forming and addictive.
• Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence.
• There are health risks associated with consumption of marijuana.
• For use only by adults twenty-one and older. Keep out of the reach of children.
• Marijuana should not be used by women who are pregnant or breast feeding.

The labeled product(s) will then be placed in a sealed, tamper-evident shipping container labeled in compliance with 3ACC 306.475. Attached to the container will be a manifest from our tracking system will remain with the marijuana at all times. The sealed container will then be placed into the locked storage compartment attached to the transport vehicle, and a copy of the shipping manifest given to the licensed business that receives the delivery.

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

Transportation of Dank Research marijuana product by way of automobile will be either be accomplished by myself using a heavy duty, locked, waterproof, stainless steel 'Jobox' securely mounted in the back of an unmarked vehicle, or by using a contractor like "Valkyrie Security and Asset Protection" who uses a variety of vehicles specifically designed for tasks like this.

An alternative is to allow licensed buyers come onsite and pickup their purchases, saving on transportation costs, but I can only assume these persons would follow the correct procedure for transporting product.

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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:

I will only post one sign and it will be on the entrance door. It will be 12" x 18" and simply say 'Dank Research' with lettering not smaller than ½" tall and in high contrast color to the background. No publicity is desired, and unannounced visits from vendors, the general public, etc. are not welcomed. Since sales are restricted to licensed cannabis retail shops and manufacturers, directions will be given if and when those visits are scheduled.

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

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

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

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

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

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

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

RECEIVED
AUG 10 2016
ALCOHOL MARIJUANA CONTROL

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

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:

The identification of every visitor is checked at the locked gate of the secured area, and the building entrance is kept locked at all times, as are all other doors at the facility, whether the room(s) are occupied by employees or not. No person under the age of 21 will be allowed on the the premises of Dank Research, and all rooms on the premises are kept locked.

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.

Ronald Pickett
Signature of licensee

RONALD PICKETT
Printed name

Subscribed and sworn to before me this 8th day of August, 2016.

Official Seal
State of Alaska
Notary Public
Donna R. Wiggins
My Comm. Expires 02/14/2017

Donna R. Wiggins
Notary Public in and for the State of Alaska.

My commission expires: 02/14/2017

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STATE OF ALASKA

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(Additional Space as Needed):

Left blank on purpose.

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STATE OF ALASKA