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:	AM Frontier Inc	**License Number:**	10267		
License Type:	Retail Marijuana Store				
Doing Business As:	AM DELIGHT				
Physical Address:	3902 Spenard Road				
City:	ANCHORAGE	**State:**	AK	**Zip Code:**	99517
Designated Licensee:	Angela Robinson				
Email Address:	AMDelightAK@gmail.com				

Section 2 – Attached Items

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

Attached Items:	Form MJ-01 with attachments that coincide with the form

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

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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

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

What must be covered in an operating plan?

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

- 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:	AM Frontier Inc	**License Number:**	10267		
License Type:	Retail Marijuana				
Doing Business As:	AM Delight				
Premises Address:	3902 Spenard				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99517

Mailing Address:	PO Box 190856				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99519

Primary Contact:	Angela Robinson		
Main Phone:	907-229-1730	**Cell Phone:**	907-229-1730
Email:	AMDelightAK@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:

A sign of 12x18 inches with ½ -1 inch lettering on the outside of building beside the entry as well as upon entering will be posted as to read, "No one under 21 years of age allowed". There will be security personnel at a check point upon entering the building entry foyer before the restricted area access. The consumer will be asked for identification for formal scanning registration into our electronic FlowHub marijuana tracking system to identify the individual as a legitimate consumer that is 21 years and older. This system will notify security and all employees if that particular consumer has already been in the store that day and how much the consumer purchased for the day based on regulations (3AAC 306.355/limit on quantity sold). All employees must have acquired a marijuana handlers card and gone through AMD training in order to be able to identify individuals. After a trained security employee has verification of age being 21 years or older in compliance with (3 AAC 306.350), the person will be asked to stand on a designated line as to allow the surveillance camera to capture their picture. The potential consumer will then be allowed to enter the restricted access retail area. Security will also maintain the flow of customers into and out of the marijuana retail area. Any person that is not 21 years and older or intoxicated in any way will be asked to leave the building. The public will only be allowed access to the marijuana retail area. Other restricted areas are off limits to the public.
**See attached AMD policy and procedure 1017

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

The public (21 and older) will only be allowed into the marijuana retail area. No public access of the other restricted areas of the facility will be allowed unless necessary such as AMCO officials, law enforcement, other business owners, or new employees. Compliance of this regulation (3 AAC 306.710) will be as follows. Security will scan the ID, ensuring appropriate age, then call the owners or trained employee to meet the person/persons at the front classroom/conference room. There will be another ID check by the owner or trained employee. ID will then be taken, copied and held in the secure filing cabinet until returning from the tour. A security form will also be filled out by the person wishing to enter the back restricted area and a picture will be taken of the person to be placed onto a badge (see attachment of ID badge in the section providing a sample copy) to be worn by the person/persons touring all restricted access areas (3 AAC 306.710 (c) (2)(3)). The form will consist of time, date and signature of individual along with the manager or licensee signature. Another form will be filled out in reference to any illness the person/persons may have at the time that may possibly contaminate any of the restricted area (3 AAC 306.735 (b)(1). If any illness is present, the person will not be allowed a tour at this time. The manager or licensee will then escort up to 4 persons to the other restricted areas in the building.

See attachment A for further information

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Form MJ-01: Marijuana Establishment Operating Plan

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

The security form and a copy of vistors ID will be kept on file in the office in a secured locked cabinet. A digital copy will be kept as well when the ID is scanned into the FlowHub tracking system. System will be backed up onto a hard drive and cloud server for secure keeping. Records of individuals will be kept on the licensed premises for at least 6 months then kept off premises at another secured location.

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

The following is a copy of an identification badge that will be issued to all employees, visitors and licensee. The identification wording will be changed on each badge to reflect the individual. See attached next page..

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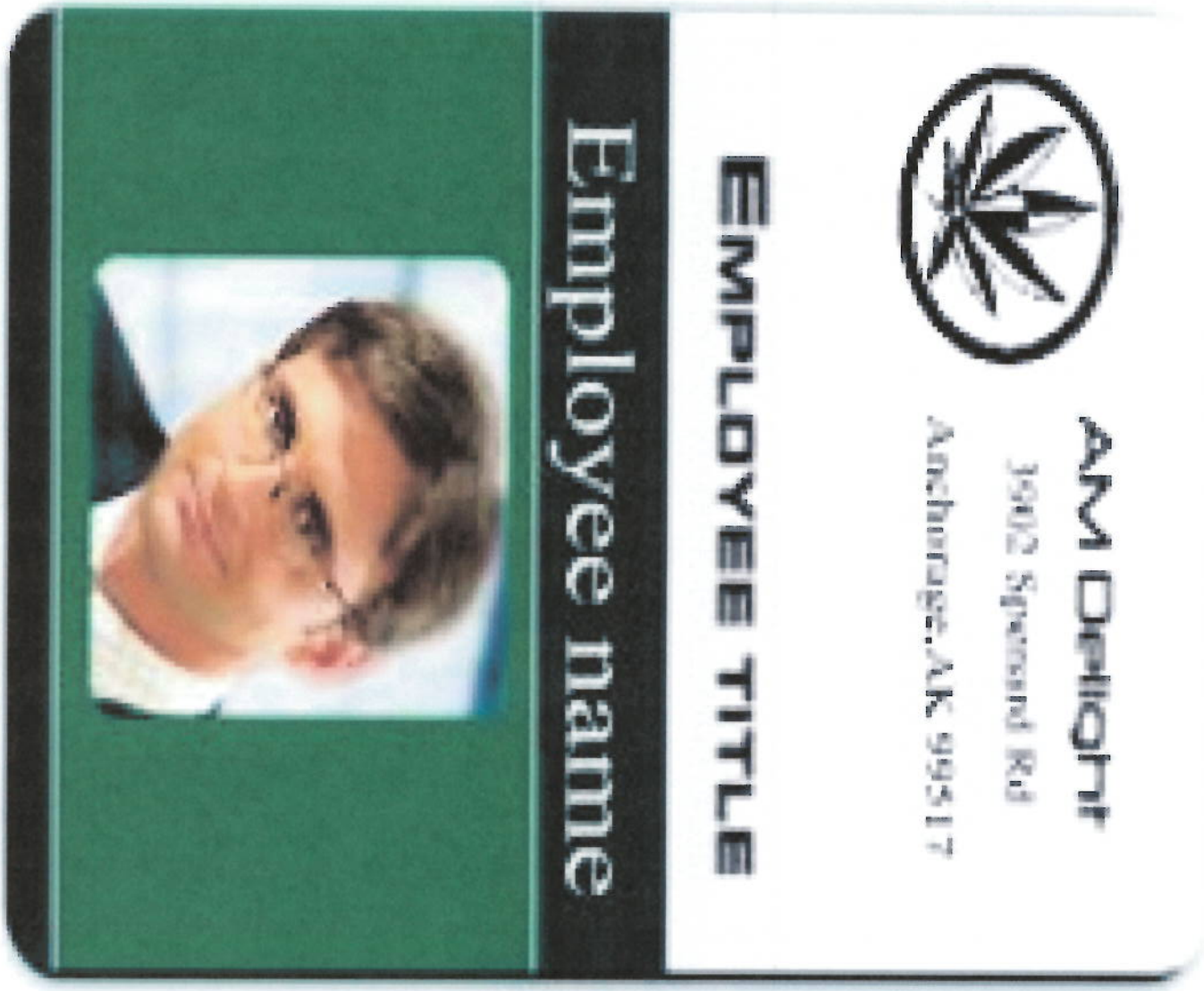

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Form MJ-01: Marijuana Establishment Operating Plan

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

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

The building has seven large six foot commercial fixtures consisting of two T12 bulbs in each fixture for lighting under the overhang/awning. This lighting consists of four fixtures on the front of the building providing well enough lighting for clear view of the entrance. The lighting also consist of three fixtures down the side of the building providing enough lighting for the sidewalk and back door. These large multiple fixtures will be facilitating bright light throughout the buildings sidewalk and parking lot at least 90 feet in order to view security camera surveillance clearly (3 AAC 306.720 (a)(1)(2)(b)). The building parking area also has one parking lot lights that was placed by the city to facilitate light in the area. This lighting will facilitate plain view of surveillance cameras on all sides of the building as well as doors and windows and the camera range is up to 150 feet.
**See CAD drawing

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

The alarm system to be placed will be installed and maintained by a third party security company. The alarm system is a combination of motion sensors, fire sensors and surveillance cameras that have day and night capability with camera range up to 150 foot. Monitors will be set up with split screens in various places inside the facility as to view the marijuana retail area and entrance of the building from all angles. Employees and consumers will be able to see the monitors as to know there is surveillance in progress as to try and deter any theft issues. The alarm system has motion devices for all external doors along with inside each room of the building. The windows of the building do not open so shatter sensors are on all windows along with the glass front door. If any alarm is triggered an alert will be immediately sent to the alarm company, the owners and managers cell phones as to be able to monitor immediately the alarm visually via live video stream surveillance. There are Lorex HD IP commercial surveillance cameras throughout the building with also utilizing Fortress GSM alarm system. Both these systems are backed up by ADS UPS 750, 600 watts utilizing a 3 battery each UPS that will keep the surveillance and security systems running at full capacity in case there is an electrical failure. 24/7 recording capability for all surveillance cameras using DVR and Cloud services. There is an internal siren with strobe that will also alarm loudly as to try and deter intruders. Having live video feed will give an advantage as to if the alarm is false, it will be able to be turned off remotely. If there is an intruder or fire, the police or fire department will be notified immediately. The APD substation is across the street along with the Anchorage Fire Department and they have been given a layout of the building and contact number of ownership.

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:

There are motion devices on the external doors and windows as well as internal doors, to provide safety for the building and deterrence of an intruder. If the doors move or there is any movement in the building, the alarm will immediately sound internally and externally and an immediate alert will go out to the owner, manager and security company. The windows in the building do not open and have a shatter sensor on each window as to alarm if any breakage. The windows in the building have security glass that will take a severe force before shattering and even then they should not fall out due to the coating on the glass. There are night vision cameras as well with clear view of the internal and external building. The alarm system will be activated upon leaving the building for closing.

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Form MJ-01: Marijuana Establishment Operating Plan

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

In compliance with (3 AAC 306.715 (c)(1)(2)) Video surveillance cameras (3 AAC 306.720) along with a standard operating procedure and marijuana tracking system will be implemented along with policies and procedure to prevent diversion of marijuana. Video cameras will be placed where marijuana and marijuana product will be monitored, counted and weighed daily in the Marijuana tracking system (3 AAC 306.330). Surveillance 360 cameras are also placed over the POS systems and check out counters. Marijuana weight will be measured using a certified scale (3 AAC 306.745) at the end of each day or when being packaged for the retail area and a policy is in place as to not have any diversion of product. Every step will be monitored by and tracked by double checking and signing policy of two or more employees, security video system and FlowHub/MetrC marijuana tracking system. Monitor cameras will be placed in various areas. Employees and consumers will be able to see the monitors as to know there is surveillance in progress as to try and deter any theft issues. Proposed employees will also go through an extensive screening process, background checks and work history with references. AM Delight will provide all employees with proper training as to prevent diversion of product and to monitor the consumers in the marijuana retail area.
** See attached AMD Policy and Procedure 1016

Describe your policies and procedures for preventing loitering:

A sign of 12x18 inches will be placed on the outside of building that will state, no loitering and no soliciting. The building is set up in such that trained security personnel or employees will be able ask for the ID and the loiters/solicitors will be asked to leave or possibly escorted from the marijuana business premises. All customers will be educated on leaving the premises after their purchases have been made as to not allow lingering or soliciting. Security monitor screens will be in place throughout the facility as to see every aspect of the outside the building. Our policy and procedure will consist of educating the consumer of no loitering on the marijuana business premises, and to not consume marijuana or marijuana product in public. People who are not adhering will be escorted off the marijuana premises by security, management or owner while other qualified personnel maintains safety of customers and the building. If necessary, local law enforcement will be notified if the person is uncooperative and unwilling to leave the premises.
** See attachment AMD Policy and Procedure 1014

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:

Our policy and procedure of the security/panic button which is placed in various places in the building and will only be pressed in an emergency situation that will alarm in the building with a siren and strobe, as well as sending a signal to the security company,manager and owners cell phone immediately. If the situation in in the marijuana retail area,the security personnel will be able to close off waiting consumers or ask them to step outside to provide safety to the public and community. The security personnel may assess the situation from the security desk surveillance screen or enter the marijuana retail area to assess the situation along with any manager and/or owner ensuring other consumers safety. The police will be notified immediately. As stated above, motion sensors along with the cameras and surveillance system will be turned on after the business is closed at night upon leaving the building.
AMD Policy and Procedure 1020

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AM Delight **Policy and Procedure**

AMD Policy and Procedure 1015 Alarm System usage

The alarm system is set up to work 24/7. The system has motion sensors, door sensors, window shatter sensors, and smoke sensors. This system works in conjunction with the surveillance system that has full spectrum day vision as well as night vision with a camera range of the entire inside of the building and up to 150 feet of the outside of the building with zoom capability. The system is designed to alert the alarm company, managers and owner via txt and a call immediately upon being triggered.

1. The owner and one to two managers will be kept on night call at all times. They will be scheduled as such in order to maintain security of the building along with the alarm company. A schedule will be kept in the main office.
2. If you are on call, you must stay in good cell phone reception and within 20-30 minutes of driving distance to the building.
3. Upon leaving the building at night after closing, the alarm is to be set by wither using the FOB or directly setting it at the station and the live video feed is to be tested by looking at the surveillance from your phone.
4. If the alarm should be triggered, it will immediately send a txt and phone call to your phone, the loud siren alarm will be heard inside the building along with the strobe.
5. Immediately look into the live feed surveillance system to assess the situation.
6. Determine if there is a need to place a call to Anchorage Police Department in order for them to dispatch the substation across the street.
7. Call 911 or 907-786-8900 if there is an intruder.
8. Immediately make your way to the building in order to meet the authorities.
9. The alarm company will have notified you by this time in reference to what authorities are being notified.
10. You may zoom in on any camera that may be able to have a closer view of the intruder in order to release it to the authorities for proper identification.
11. If there is a fire, immediately dial 911. This will dispatch the Anchorage fire department that is located across the street.
12. If the alarm is false and you have assessed all the surveillance of the building, you make remotely turn off the alarm from your phone.
13. You must still proceed to the building and do a building inspection to reassure no entry from an intruder has been made. You may call local authorities to meet you at the building if you are unsure of your safety. Or you may wait on the other manager and owner to meet you at the building.
14. All on call personnel must be notified and communication kept open between managers and owner.

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AM Delight **Policy and Procedure**

AMD Policy and Procedure 1016 Prevention of diversion of Marijuana product &

1. All employees will be trained for handling of marijuana product per policy and procedures from AMD.
2. All employees will be educated on the precise visual the security cameras have on each room.
3. All employees will be educated on immediate termination if any marijuana product is diverted or stolen by any employee.
4. When handling marijuana product, all product will have double verification per sign sheet and marijuana tracking system at all times of type, weight, and amount of product being handled, packaged, stocked or stored.
5. When marijuana product is brought into the building where surveillance cameras are on live video feed, the delivery persons ID and product manifest will be checked and then escorted by management and/or owner.
6. Upon delivery into the packaging room, the package will be placed onto the table under the direct camera and all other cameras in the room will verify who is in the room.
7. The product will be assessed, weighed, manifest checked again, and signature given of the delivery person along with the manager/owner of verification of the product type and weight.
8. Along with the double signatures verifying everything is correct, the product will then be immediately placed into the marijuana tracking system of both FlowHub and MetriC.
9. Verification by the manager and owner shall be made on the "Daily Product Storage" sheet by both parties signing and placing the product into the storage cabinet and place the lock onto the cabinet.
10. A trained employee may verify with a manager or owner if one of them are not available.
11. There must be dual signing on all marijuana product every time.

Packaging

1. When packaging is needed, all packaging personnel will keep all personal belongings in the break room in a locked locker.
2. No personal items will be allowed into the packaging area.
3. A manager and/or owner will open the locked daily storage cabinet and product will be weighed and signed off together on the "Daily Product Storage" sheet.
4. The marijuana product will then be placed into a bin on the table in the middle of the room under the direct camera.
5. Packaging employees will gather supply such as the different size bags, cone or papers for joints needed to stock the retail floor.
6. The inventory sheet will be printed out by the manager and/or owner of the variety of products need.

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7. The packagers are to maintain both hands above the table at all times while packaging marijuana product.
8. If you are to leave the room, leave marijuana product on table and place your hands with palms up toward the direct camera before leaving the room.
9. After packaging the product, weigh marijuana product again and then subtract the weights of each package used.

****Ex. Each empty Package weight is 0.2 grams. 80 packages where made with 1 gram of marijuana product in each package. Each package should now weight 1.2 grams. Total weight for all 80 packages will be 96 grams. 80 empty packages weight totals 16 grams. Take the total packaged weight of 96 grams and subtract 16 grams which will result in 80 grams of total packaged marijuana weight.

10. The total packages will be bar coded and scanned into the FlowHub and MetrC system for inventory before placing into the retail area.
11. After packaging all that is needed and scanning everything into the FlowHub and MetrC system, the remainder will need to be weighed.
12. Weight the remainder of product and document with dual signatures onto the "Daily Product Storage" page.
13. Verify combines weight of packaged marijuana product and remaining marijuana product to insure total weight is the proper weight that was started with.

Undetermined Weight

14. If weight is off, weigh both packaged marijuana and remaining marijuana again and compare.
15. If weight is still off, everyone will be searched until missing product is found.
16. Any product found to be on a person, will be terminated immediately.
17. Product will then be again be weighed to insure all product is accounted for.

Proper Weight Verified

18. If all product is accounted for, then the manager and/or owner will verify all weight is accounted for by both signing the Daily Product Storage sheet.
19. Place remainder of marijuana product back into the locked cabinet.
20. Packaged marijuana product will then be scanned into the FlowHub system and MetrC system for inventory.
21. Each packaged marijuana product will then have a product and warning label affixed at this time.
22. A count of each type and amount of product per bar card will be accounted for and signature of two verifiers will be placed with the packaged marijuana product for delivery into the marijuana retail area.

Stocking Retail Floor

23. The marijuana product will be placed in bins, according to product type and bar code, onto a cart and the cart is escorted onto the sales floor by manager and/or owner.
24. The manager and/or owner must then remain with the product or assist until all product is stocked into the proper area of the retail floor.

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25. Product will be stocked per proper placement of product per bar coded area ensuring no marijuana or marijuana product is left in bin.
26. Verify with manager and/or owner that all product is stocked and accounted for.

Sales

27. No marijuana or marijuana product will be handed over the counter until sales are final.
28. The exception is only if they are smelling or looking at it in the designated sealed container and will be supervised.
29. No sales are to be "weighed heavy" for any reason u.

*** All product will always have two people present at all times.
***All product will be accounted for at all times
***All surveillance cameras will remain in good repair and viable video feed at all times.
***Any person caught with product on them at any time, will be terminated immediately and the AMCO board will be notified immediately.
***Authorities will be notified and employee will be prosecuted for theft.
*** All purses, back packs, fanny packs, hats will be placed into personal lockers provided and locked upon arrival to work.

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AM Delight **Policy and Procedure**

AMDC policy number: **1014** **Preventing Loitering/Soliciting**

1. All consumers/customers will be educated on no loitering or consuming of marijuana product on AMD premises upon purchase of product.
2. Signs are posted on the outside and inside of the building stating "No Loitering or Soliciting".
3. Upon noticing an individual is loitering on the outside of the building, security and the manager and or owner will be notified.
4. The manager, owner or security will go outside and ask the individual for an ID and to not loiter or solicit on the AMD premises and be asked to leave politely. Ex. State to individual doing the loitering/soliciting: "Our policy of doing business at this facility is to have no lingering, loitering or soliciting on our premises, so I am asking you to leave at this time please. Thank the individual for adhering to the AMD policy.
5. If the individual refuses to leave, a second warning will be issued by another manager, security or owner.
6. If the individual still refuses to leave, then a call to the APD will be placed and the individual will be described.
7. The ID will be noted into the Security log for loiters and time, date and reason APD was notified.

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AM Delight **Policy and Procedure**

AMD Policy and Procedure: 1020 Panic Switch Usage

1. Panic switches are located at each register and the security desk for usage during an emergency.
2. If a robbery is taking place, press panic button and an alarm will immediately sound and a strobe will be activated.
3. Security and/or manager, owner will make their way to the retail floor, security desk or visualize on the camera screens to assess the situation and notify the authorities.
4. Employees will also assess the situation and try to maintain the safety of the customers.
5. If robbery is at gunpoint, adhere to the demands and maintain as much safety as possible and allow the person to leave the building without recourse, then notify the authorities immediately. * Try and make note of description of the individual.
6. The manager and/or owner will then go to the surveillance system and capture the video needed in order to allow the authorities to review.
7. AMCO will be notified immediately via phone call or email of the incident and all information will be given such as time, description of person, description of product taken and amount, and names of the officers investigating.
8. If panic switch is accidentally pressed, the security personnel, manager or owner will immediately turn the alarm off and reset it.
9. Panic switches will be tested once a month and a test log will be kept in the office.

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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:

After business hours, the system is set to notify the alarm company, the owner and managers via cell phone call and text if alarm is triggered. In order to keep the safety and security of the building, the surveillance live feed will be able to be looked at remotely and a determination will be made to either call local authorities for unauthorized breach or to turn off the system in case of false alarm. If a legitimate breach is made, authorities will be notified immediately and a description will be made in conjunction with the manger or owner meeting the authorities at the building to allow entry and to cooperate with investigation.
**See attachment AMD Policy and Procedure 1015

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:

Security cameras will be placed for visual accountability of persons entering the marijuana restricted area of the facility by constant live feed video cameras being placed facing upon entering the building and from the security desk along with lighting in order to produce a clear view of the person entering. Cameras are placed as shown on the CAD drawing to ensure full surveillance of all marijuana restricted areas. A surveillance camera is placed facing out to parking lot from the front entrance to ensure visual of person entering the facility. Camera placement upon entering the front entrance are on the interior wall facing the door to ensure a second visual of person entering the building. Another three cameras are placed in the entry of the building. The suveillance cameras are able to zoom in as to see clear view of the identity of a person. Other cameras will be placed within the facility in order to cover all views of the marijuana restricted areas along with commercial interior lighting for clear view. The video surveillance cameras can reach up to 150 feet in inside the building and at nighttime to provide a clear view along with zooming capability. The area where packaging and weighing will be facilitated, there will be cameras placed for total room view along with overhead cameras pointing straight down but still having surround range, allowing clear view of packaging and the scale being used and the individuals using them. As stated above on lighting: Our building has seven large 6 foot commercial fixtures of lighting under the overhang/awning on the building to facilitating bright light throughout the buildings sidewalk and parking lot at least 50 feet in order to view security camera surveillance clearly. There is a street light in front of the building providing nighttime light along with the building external lights. Outside lights along with some inside lights will be left on after hours. These lights along with night vision cameras will facilitate security.
*See CAD attachment showing security 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:

There is a small closet in the facility, through a security door containing a locked cabinet where security/surveillance equipment will be housed and only authorized personnel such as managers and owners will have access to the code/key to the door and locked cabinet (3 AAC 306.720 (d)). The owner and/or managers will escort law enforcement and agents of the board into the closet where this equipment will be held and then will be unlocked for inspection of those agencies (3 AAC 306.725(a)). The security surveillance system used will hold information for over 40 days (3 AAC 306.720 (e)). This information is stored in a cloud based provider off site as well as on a hard drive in a secure place on the premises in a fire safety safe for 50- 90 days then stored in a secure place off the premises.
**See CAD drawing for location of security/surveillance area

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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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:

Most data and records will be kept on hard drives and a cloud system with backup capability. Records will be downloaded to drives at least one time a week. The records will then be stored in a locked cabinet as well as stored on the cloud to insure available recall if necessary. Any paper records will be kept in secure locked cabinet but will be scanned into the computer system for backup record keeping for at least six months on the license premesis then moved to a secure location off the premesis.

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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:

The marijuana tracking system FLowHub will be used. This system is hosted by Skurla's which is a POS solutions company that has an office based in Anchorage, Alaska. This system has software designed to keep within Alaska state marijuana regulations and will sync data with the AMCO marijuana tracking system MetrC for filing the required reports. FlowHub tracks all marijuana and marijuana product placed into the system. This tracking system is continually updating in order to keep within Alaska marijuana regulations. This system is being used in Colorado and Washington in conjunction to the MetrC system for their compliance. www.GetFlowhub.com

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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:

The employees will need to have completed the Marijuana handlers course and have a permit that is valid and not expired (3 AAC 306.700) before applying for a job at AM Delight. This will be verified upon receipt of application. If necessary, Outsourcing back ground checks for all employees. Resumes will be taken and looked at for experience, knowledge of product, and ability to have dedication to a team of workers. A manual will be given to each employee with full copy of the Alaska Marijuana regulations. There will be a comprehensive knowledge test of marijuana products, usage, effects, and on the job training both by manual and on hands. A security manual, and policies and procedures manual along with knowledge of the chain of command will be used for training. All employees will be evaluated every 30, 60 and 90 days for competency. All employees will keep their marijuana handlers card and designated employee ID on them at all times while in the licensed premises. A copy will also be kept in the main office.

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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:

Liquids and Wastewater are automatically drained into a drainage system of the building then into the City of Anchorage sewer system. I have called and spoke with Alecia at Anchorage Wastewater and she stated there is no policy on what can be drained into the system at this time. She states there is no problem with wastewater from plants or any liquids that is used in the marijuana business as everything is drained into a central area that is treated. We will continue to keep in touch on occasion to be compliant if their policy changes. The only liquids and wastewater should be everyday use liquids, hand washing water, toilet water and some cleaning supplies.

Solid waste such as marijuana and marijuana product (3 AAC 306.740) will be finely ground and placed into a compost bin mixed with soil, coffee grounds, worms and other organic material. This solid waste of all marijuana and marijuana product will be stored in a locked cabinet until approval from control board for disposal prior to composting. All wasted marijuana and marijuana product material will be documented into the tracking system (3 AAC 306.740 (c)(2)) and the board notified per regulation of a three-day notice prior to disposal (3 AAC 306.740 (c)(1)). Other waste such as paper, plastic, cardboard and regular waste will be either sent to be recycled or disposed of with local Anchorage waste management (3 ACC 306.740 (d)(2)). The trash dumpster is located outside the back door of the building.
**See attachment AMD Policy and Procedure 1007

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

Soil, worms, worm castings, coffee grounds, and other organic materials will be mixed with the ground marijuana to be made into compost immediately after the three day's notification to the AMCO board.

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Waste of Plant Material

AMDC Policy number: **1007**

1. Any trimmings from leaves or stems, dropped flower, edible product, manufactured product will be placed into a plastic container that will be provided.
   a. The container will already have been weighed and tared before any marijuana productl is placed.
2. Notify owner or manager to witness weight and proper procedure.
3. Weigh marijuana product and document on sheet provided and into the marijuana tracking system
4. Send a notification immediately to the AMCO per requirement and document date, time and sign on the AMD waste of product sheet. A manager and/or owner will sign witnessed signature, type of product and weight
5. A sticker will also be made with type of product, weight, time, date and both signatures and placed on container.
6. Manager and/or owner will then take waste and lock in secure cabinet until notification from AMCO has been received for allowing disposal of plant material.
7. After receiving notification from AMCO, plant material will then be shredded/grinded and placed into the compost bin and mixed with soil, worms and other material for composting.
8. Date, time and amount of marijuana product will be placed onto the AMD compost sheet which is located on the compost bin.

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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:

Marijuana waste will be finely ground and placed into the compost bin and mixed with soil, worm casting, coffee grounds and other organic material. The compost will be turned and mixed at time of placement to make all marijuana waste unusable.

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Form MJ-01: Marijuana Establishment Operating Plan

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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Form MJ-01: Marijuana Establishment Operating Plan

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

There will be no shipment of product out of the building being application is only for marijuana retail. The building has a secured packaging room (*see CAD attachment) that will be designed for preparation and packaging of marijuana product. Trained employee and/or owners will weigh product on a certified scale (3 AAC 306.745) in increments for retail sales and package accordingly. The marijuana will be packaged in 1gram, ¼ ounce, ½ ounce, 1/8th ounce and 1 ounce packages. The marijuana will also be packaged in cones, joints, and prepackaged pipes. All employees will wear gloves and hair nets when handling any marijuana `product for packaging. After product is weighed, the product will be placed in a mylar bag and sealed/heat sealed. Then a label will be placed that is in compliance with the regulations (3 ACC 306.306.345, 306.470, 306.745). (See attached sample label).
**See attachment AMD Policy and Procedure 1006 and 1021.

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

A Tuff box will be used and bolted to the floor of the vehicle under the back seat. The box will have two key locks securing the product. One key will be left with the owner and the other key will be with the transporter. Most deliveries will be made by other vendors. The vehicle to be used by AM Delight will be to only pick up marijuana and marijuana product when vendor is unable to deliver.

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AM Delight **Policy and Procedure**

Packaging of Product Policy

AMDC policy number: **1006**

1. Before gathering product to be weighed, hands must be washed and you must don gloves and a hair net.
2. The weight in bulk of the flower product to be packaged will be placed into the tracking system and the AMD form will be signed by employee and manager/owners verifying product and weight prior to packaging weight.
3. Depending on the need for the marijuana retail, package weight and select mylar bags will be chosen per amount of marijuana product to be individually packaged for sale.
4. Marijuana product is to be weighed according to amount per package. Example 1 gram per package for resale by retail.
5. After marijuana product has been weighed to 1 gram (example weight), the product will be gently placed into mylar bag and heat sealed to childproof standard.
6. The warning label (and RDIF will be placed for product will go to AM Delight retail) will then be placed onto the newly packaged marijuana product and then bar coded and scanned into the marijuana tracking system.
7. The package of marijuana product will then be placed into a bin that is designated for the retail floor.
8. After weighing and packing is complete, the product along with a regulation warning sticker will be placed onto each of the packages.
9. All extra marijuana product will then be counted and placed into the secure cabinet in the packaging area and the "Count sheet" will be signed by both the employee and the manager and/or owner handling the marijuana product at the time.
10. The marijuana product will then be escorted by the employee and manager or owner then stocked onto the retail floor in designated places after the manifest has been verified upon entering the retail area.

**All employees must have proof of a marijuana handlers card for this marijuana facility.

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AM Delight **Policy and Procedure**

Receiving Marijuana Product from Another Facility

AMDC policy number: **1021**

****Owners and management will be the only persons designated to receive marijuana products from another facility.**

1. Receiving of product shall come in through the back door of the building and into the secured area of the back office.
2. Ensure back door is locked and secure after delivery person enters.
3. Manifest will be taken from the delivery person and the marijuana handlers card of the delivery person will be checked and copied to be placed with the manifest.
4. A copy of the testing results will be made and kept on record in the AMD receiving book.
5. Product will be weighed with delivery person present and documented into the marijuana tracking system.
6. The time, date, weight and product name and number/lot number will be placed onto the manifest log and on the AMD receiving book kept in the office.
7. Both parties (receiving and delivering) must sign, date and time the AMD receiving book. Product number/lot number and weight will also be placed into receiving book.
8. After all product is satisfactory, delivery person may leave and a phone call placed to the sending facility must be placed stating reception of product is satisfactory. The time, date and person spoken to, will be placed into the AMD receiving book and owner or management signature is required.
9. Product will then be placed into the secure locked designated safe or secure cabinet until packaging of product is available.
10. After securing product, sign AMD secure sheet in safe or cabinet, close and lock safe or cabinet.
11. If any product is rejected, the sending facility will be called immediately and notified along with amount rejected. After verification of weight and product to be rejected, this will then be placed into the marijuana tracking system. The manifest will note a copy of the rejected amount and sent with the delivery person back to sending facility. An owner or manager will need to sign all above noted sheets.

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Form MJ-01: Marijuana Establishment Operating Plan

Section 7 – Signage and Advertising

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

Our sign will be attached to the front top of our building in compliance with (3 AAC 306.360) and will be less than 4800 square inches. There will be one sign will be directly above the door and will be 2ftx6ft in size. The sign will read:

AM DELIGHT (In large print)
"Your Friendly Cannabis Shop" (in small print)

The front door will have AM Delight with the logo made of a large window cling material.

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

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

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

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

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

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

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

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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 building will have a wall upon entering as to not be able to see inside the restricted area (3 AAC 306.325). There will be a security personnel check point upon entering the buildings foyer where the trained security person will check ID and it will be scanned into the FLowHub marijuana tracking system. All persons who present a false ID, intoxicated or are not 21 or older will be asked to leave the building or escorted off the premises. There will be signs visible from the outside of the building stating no one under 21 years of age allowed. There will also be visible signs on the inside of the buildings foyer that will read, No one under 21 allowed. The size of these signs will be 12inchx18inch in compliant with regulations.
** See attached AMD policy and procedure 1017

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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

Angela Robinson
Printed name

Subscribed and sworn to before me this 9th day of August, 2016

STATE OF ALASKA
NOTARY PUBLIC
Kristina McDaniel
My Commission Expires: April 22, 2020

Notary Public in and for the State of Alaska.

My commission expires: 4/22/20

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Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

Attachement A: Escorting into restricted area
The person/persons will then be escorted by the licensee or manager. The person/persons will remain being escorted to the back of the facility to the security key pad door. Prior to entering the restricted area, the person/persons will be asked to wash hands (3 AAC 306.735). There is an employee restroom adjacent to the back restricted area. The licensee or manager will then open the security key pad door and escort the person/persons through the area. Upon ending the tour, the person/persons will be escorted back to where their ID will be returned to them and the person's badge will be taken and all scanned signature paperwork will be kept on file.

There will be a handwashing station upon entering the back Restricted area.

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AM Delight **Policy and Procedure**

AMD Policy and Procedure 1017 Admitting to Restricted Access Areas

1. Consumers upon entering the building will submit a license or identification to the security personnel sitting at the security desk.
2. Scan their identification into the FlowHub system and verify their age as being 21 years or older.
3. Use skills learned during the marijuana handlers course and during training that was provided by AMD.
4. Take ID, look closely for any flaws, look at individual and verify their birthday, address, graduation year, ect , if further identification is necessary.
5. After identifying their age as being 21 years or older, ask the individual to step up to the red line and look into the video camera.
6. Allow consumer to pass around the wall into the marijuana retail area.
7. If consumer can not properly provide adequate identification, tell the individual they may return when they have proper identification and that they must leave the building immediately.
8. If the consumer provides fake identification, keep the identification and ask the individual to leave the building immediately.
9. Security personnel will also maintain the flow of the marijuana retail flow by keeping note of how many people are on the floor as to not over crowd.
10. Do not allow no more than 10 people at a time into the marijuana retail sales area or 3 individuals per bud tender.
11. Ensure that all consumers leave the building and not linger amongst those who are waiting to get into the marijuana retail sales area.

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