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:	Hillside Natural Wellness, LLC	**License Number:**	10837		
License Type:	Retail Marijuana Store				
Doing Business As:	HILLSIDE NATURAL WELLNESS				
Premises Address:	8639 Toloff St. Suite 1				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99507

Mailing Address:	PO Box 872468				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99687

Primary Contact:	Cade Inscho		
Main Phone:	907-330-4593	**Cell Phone:**	
Email:	cannaceauticals.ak@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:

The premises will have multiple signs stating that the facility is secured and monitored, it will be fully equipped with outdoor lighting, 24 hour video surveillance, on-site security, and an alarm system. Security cameras will be installed in the interior of the facility for 24 hour monitoring of all points of egress and ingress, the check in area, all security doors and restricted access areas, all windows, every section of the office and safe room, all counters, and all processing and packaging areas. The exterior of the building will have 24 hour surveillance cameras recording all activity on the premises and adjacent properties. Each visitor will be directed to enter through one front entrance door. It will be required for each visitor to provide valid state-issued identification, with no exceptions, that will be copied and returned to the visitor upon exit. All visitors will be given a visitor badge to be displayed on their person at all times within the facility. Visitors will be escorted by an employee at all times, and upon departure the their visitor badge will be exchanged for their ID. A visitor's log will record the visitor's name, date and time, and purpose for visit, and will be available to the MCB upon request. All restricted access areas within the facility will be monitored at all times and will be separated from the public areas by locked doors. The establishments doors will be equipped with spring-loaded hinges to ensure they close behind each person. Access to restricted areas will be granted through a smart lock system, and signs will be posted on each door stating that the door leads into a restricted area and members of the public must be escorted. Cameras will also be placed clearly at each door to hinder visitors from attempting unauthorized access.

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

Maintaining the security of all marijuana products requires that access to the premises be monitored and restricted. Those with unrestricted access to the Hillside Natural Wellness retail facility include Ownership and approved members of AMCO. Those with restricted access to the Retail Facility (of varying degrees, depending on hierarchy of employment) include Management, agents, and inspectors designated to inspect the Retail Facility for compliance, including local safety officials, building inspectors, code enforcement officers, and authorized agents of the local police and fire departments.
All other people who are allowed access to the Retail Facility by Ownership or Management will have to obtain a visitor badge before entering the premises. All visitors must display their visitor badge on their person at all times, with no exceptions. The visitor badge is to be returned to the designated company representative prior to leaving. All visitors are to be escorted by an employee at all times while in the buildings and on the premises.

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

A visitor's log is to be kept and noted by the employee who escorted the visitor. The visitor's log must include the visitor's name, as well as the date, time, and purpose of the visit. The visitor's log will be made available to AMCO upon request. No visitors of employees will be allowed in unauthorized, confidential, or potentially hazardous areas. Any employee expecting a visitor must notify their designated supervisor.

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

ID Badge for Licensee, Employee or Agent

Hillside Natural Wellness
Licensee, Employee or Agent ID Badge
Badge # 987654321
Marijuana Handler
[Photo]
This badge is the property of Hillside Natural Wellness, and may only be used by an authorized Hillside Natural Wellness Licensee, Employee, or Agent.

ID Badge for Escorted Visitor

Hillside Natural Wellness
Visitor ID Badge
Badge # 123456789
This badge is the property of Hillside Natural Wellness, and may only be used by an authorized visitor, escorted by an authorized Hillside Natural Wellness Employee.

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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:

All exterior lighting will be checked by a manager on duty on a daily basis to ensure that each light in the system is operational, and each mount is positioned for optimum rerecording clarity and to deter unauthorized presence on the premises. The facility plans to install a total of eight (8) Lithonia Lighting 150-Watt LED Outdoor Wall Pack's lights to be affixed to the building, and ten (10) LED landscape flood lights to be posted along the outer perimeter of the premises. We will have exterior lighting around the perimeter, evenly distributed throughout the property, and located against the building, and perimeter. The light fixtures will keep the premises, signs, doors, and windows well lit, and allow the exterior surveillance camera to record individuals up to twenty (20) feet from all entry points. The lighting fixtures will be positioned at an inaccessible height with sturdy housings to deter vandalism and common obstructions. The bulbs will be extremely bright to maximize visibility and deter crime.

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

The alarm system that will be installed by a third party security company, will have an approved monitoring center monitoring the premises actively 24 hours a day, 7 days a week, to ensure the safety of agents and assets, and detect any unauthorized activity. The facility will contract with a third party alarm system and monitoring company to install and maintain all alarm system equipment. The security monitoring company will be in direct contact with our on-site manager and the local law enforcement. Alarm testing will be done every six (6) months. The alarm system will monitor all exterior doors, windows, and roof penetrations. Motion detectors will monitor all areas of the building during all hours not open for business. Any unauthorized intrusion or attempted intrusion will send an automatic, electronic alert to ownership and local law enforcement. Ownership and management will be educated on the security and alarm systems by the third party security company and installers. Education on the security and alarm systems will include: proper use, troubleshooting, police response, measures, and controls. Each morning, the on-site manager will disable the overnight alarm system and check the surveillance cameras and recordings to ensure the system is functioning as expected. The last agent to leave the facility each night will activate the overnight security devices, and lock all doors and windows. All doors that are not self-locking will be locked using a key, and sensors on windows will be activated at that time.

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:

Through the third party security monitoring center, sensors will be installed on all potential entry points, including all doors, and windows to monitor for motion, intrusion, or activity when the alarm system is activated and any intrusion will initiate a response. The alarm system will always be activated when the facility is closed for business. The last employee to leave the facility each day will lock all doors and windows that are not self locking, and will activate the overnight security devices and sensors. Each morning the daily manager will disable the alarm system, and the opening agents will check all security tapes and cameras to ensure they are functioning.

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

In order to prevent diversion, we will perform weekly "spot counts" of products, and verify quantity on hand in METRC. If the quantity count varies from METRC, then the investigation will begin. In the event that an employee is caught stealing or illegally distributing marijuana, Hillside Natural Wellness will cooperate as needed with the appropriate law enforcement agencies in the MOA and/or the State of Alaska. Employees found to be 'diverting' marijuana will be arrested and returned to the designated company representative prior to leaving. All visitors are to be escorted by an employee at all times while in the building and on the premises. A visitor's log is to be kept and noted by the employee who escorted the visitor. The visitor's log must include the visitor's name, as well as the date, time, and purpose of the visit. The visitor's log will be made available to the AMCO upon request. No visitors of employees will be allowed in unauthorized, confidential, or potentially hazardous areas. Any employee expecting a visitor must notify their designated supervisor.

Describe your policies and procedures for preventing loitering:

A "No Loitering" sign will be posted on the exterior of the building. Loitering outside the establishment will be met with a request from company agents to leave the premises. The loitering individual would then be given a verbal warning that law enforcement will be notified if they do not comply. Last resort is to reach out to law enforcement personnel for assistance. In the retail area, agents will be constantly interacting with customers. If customers no longer have a purpose inside the shopping area, agents will politely state that we have a "No Loitering" policy and customers are then asked to leave the retail area. If they are waiting on others, we will ask them to wait in our lobby reception area, which is completely separated from purchasing area. The facility will have a single and secure entrance for all regular ingress and egress from the building and for all visitors. The entrance and perimeter of the building will be monitored by security cameras at all times. Agents will maintain a regular and noticeable presence around the property to deter unauthorized entrance. Managers will work with the security company and local law enforcement, if necessary, to secure the premises, prevent business practices which could entice or allow loitering, and escort all loitering individuals off the premises as soon as possible.

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:

Exterior lights will be installed with a motion detector to allow for additional security measures during closed hours, and to ensure that outside cameras are able to clearly identify any individuals approaching the premises. Panic buttons will be installed in the sales room, as well as the manufacturing lab, and cultivation areas. Also, motion detectors inside the building will be activated with the alarm system so the 24-hour security monitoring company will be alerted if someone is in the building during closed hours. Motion detectors will monitor all areas of the building including the roof and attic areas. Any unauthorized intrusion or attempted intrusion will send an automatic, electronic alert to the security company, Ownership, and local law enforcement.

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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:

In the event of emergency or an unauthorized situation arises in or around the facility employees will evacuate the location, and agents of the company will await the arrival of local emergency officials in a safe location. All visitors present on the premises will be asked to leave immediately and escorted to the nearest exit in a safe and organized manner. After the emergency is settled, employees will look for property damages and verify inventories, and submit all necessary documentation to law enforcement officials for a police report if there are any damages or anything missing. Video surveillance will be downloaded and submitted to law enforcement personnel for further investigation. Company agents will listen to the advice of local law enforcement at all times, and the license owner will be the contact between the business and the police. Should any situation arise where law enforcement needs to contact Hillside Natural Wellness license holder directly, authorized officials will be given direct phone numbers to ownership and agents to ensure a good working relationship continues.

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:

Multiple surveillance cameras will be affixed along the building with ample lighting in order to record all areas of the establishment. Cameras will be attentively placed to prevent any blockage from lighting hoods, fixtures, or other equipment. All doors, safes, and the check-in and check-out counters will have video coverage to clearly identify the faces of anyone present within twenty (20) feet. The front entrance door of the facility as well as the exterior emergency exit door will have cameras documenting the face of anybody going in and out of the facility. All exterior corners of the facility will have video coverage, as well as the parking lot having video coverage to identify vehicles. Footage from security cameras will be accessible remotely, allowing ownership to view operations from anywhere. A failure notification system will be installed to provide audible and visual notification of any failure in the electronic monitoring system. During a power outage all video cameras and recording equipment will be run on emergency power with a backup system to ensure that they will continue to operate for at least one (1) hour.

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:

All surveillance recording equipment and footage will be stored in the facilities secured vault room located below the stairs in the basement of the facility. The secured vault room will have an advanced, reinforced security door and will be locked at all times, and will only be accessible by authorized agents.The door will be equipped with a smart lock and spring-loaded hinge to ensure closing. The security system will be password protected accessible only to authorized individuals. Data will be stored on the security system's DVR for a minimum of forty (40) days as official business record. All surveillance data can be made accessible for upload to a separate hard drive to maintain records for longer than forty (40) days in the event of criminal, civil, or administrative investigations. All recordings will include the time and date stamp, and be archived in a format that does not permit alteration of the requested image, and will be available to AMCO and local law enforcement upon request.

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 business records, including operational and regulatory documents, recordings, surveillance, financial books, inventory and employment records, logs, manifests, and communications, will be stored on-site allowing ownership, management, and designated government authorities to have access to them. As well as preventing loss due to computer malfunctions. Additional backups will be stored on-site in the office and safe room, and on an off-site server to protect from loss and destruction. Records within the facility will be stored in the secured office, separate from all storage of marijuana products and currency. Only ownership, management, and authorized agents will have access to of the office and all the safes inside, and reinforced security walls will be used to separate the office from the rest of the facility.

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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 Retail Facility will install Metrc and fully integrate the system into its standard business practices. All employees will be trained in using the tracking system to ensure that:
(1) All marijuana products processed, or manufactured on the Manufacturing Facility premises are identified and tracked from the time the marijuana is received at the Manufacturing Facility.
(2) All establishments transacting to purchase or otherwise receive marijuana products from the Retail Facility are licensed facilities.
(3) Any loss or theft of marijuana products is promptly reported

Designated Retail agents will use the Metrc system to verify each prospective sale or sample shipment is being delivered to a licensed marijuana establishment.

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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:

Qualified candidates will be hired on a three (3) month probationary period during which time they will receive training and evaluation specific to their position.. Training will take place throughout the year, as well as when topics arise that need further explanation. Ownership and Management will personally present training and education to employees. The company is committed to continuous training, evaluation, and ultimately raising the standard of service provided to consumers. Within the probationary period, all new Retail employees will be required to meet with Management to learn the company's business approach and to adopt the standard of service. Educational packets will be provided to each Hillside Natural Wellness employee to be read and reviewed during the meeting with Management. The educational packets will discuss relevant cannabinoids in the cannabis plant, relevant cannabinoid & terpene profiles, marijuana benefits and risks, and general state & federal marijuana law. Hillside Natural Wellness standards, operational protocol, and best practices with regard to all phases of the Retail and sale of marijuana products. General security measures of retail facility. Retail-specific education deemed necessary by Owners and Management teams as industry matures. Management will conduct quarterly staff meetings with the purpose of updating all employees on new state and local regulations, assuring that each employee is performing within company procedure, assessing any procedural changes that are needed, and addressing any comments or concerns from the staff. Prior to beginning work, Retail employees will be expected to take marijuana handler course and obtain appropriate permit. All new hires will be required to meet with Ownership and Management to go over employment documents, specific tasks, educational materials, facility features, security options, position specific training, and to receive position specific uniform and supplies. Required forms, documents, and training manuals must be completed before beginning work within the facility. An Employee Training Manual will be given to all employees prior to beginning work. It will contain employment policies and the concentrate Manufacturing procedures the employee will learn. Management will ensure that each employee receives an Employee Training Manual.

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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:

Hillside Natural Wellness will implement a thorough disposal policies and procedures plan with an effort to safeguard marijuana consumers and the surrounding community from the potential hazards presented by marijuana waste. Our top priority is to ensure that marijuana consumers receive the highest quality products. To meet this goal, Hillside Natural Wellness has prepared a plan (the "Disposal Plan") for the safe disposal of all marijuana and marijuana products that do not meet the industry's quality standards for any reason. Disposing of marijuana in a safe, secure, and environmentally responsible manner is a top priority. To ensure that marijuana products are safely kept away from the public, marijuana facilities must render the products unusable before disposal. Also, the Disposal Plan is safe, secure, and complies with all federal, state, and local laws, regulations, and codes. Once flagged for disposal, will be secured and destroyed utilizing an implemented livestock feeding program by grinding the material and incorporating the remains with compostable solid wastes until the resulting mixture is, at a minimum, fifty percent (50%) non-marijuana waste.

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

Non-Compostable Solid Wastes
• Hillside Natural Wellness will use the following non-compostable solid waste for safe disposal of marijuana waste:
Paper waste;
Plastic waste;
Cardboard waste; and/or

Compostable Solid Wastes.
• Hillside Natural Wellness will use the following compostable solid waste for safe disposal of marijuana waste:
Food waste;
Yard waste; and/or
Vegetable-based grease or oils.

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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:

To render marijuana unusable, Hillside Natural Wellness will grind/mix and incorporate the marijuana waste with either non-compostable or compostable solid wastes so that the resulting mixture is at least fifty percent (50%) non-marijuana waste. Authorized agents will use paper waste, plastic waste, cardboard waste, soil, food waste, yard waste, and/or vegetable-based grease or oils. Management will inspect the resulting mixture to ensure it is composed of no more than fifty percent (50%) marijuana by volume, and will record the composition of the mixture in the disposal log. All marijuana waste will be secured in waste storage within the facility, separate from all other marijuana products, storage, and waste, until such time it is transported by ownership to the Anchorage Solid Waste Services - Transfer Station.

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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:

For all transports of products the establishment will create a Trip Manifest. Trip Manifests will be filed and stored on premises as official business records. The Trip Manifest documents will include the strain name(s), type of product(s), batch number of product(s), amount / weight of product(s), the name of the transporter (will have Marijuana Handler's Card on them during transport), the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle. Marijuana flower and products will be in a sealed package / container (up to 5 lb each) in a locked storage compartment within the transport vehicle. No products will be directly visible. The transport vehicle will travel directly between destinations without making any unnecessary stops and a printed Trip Manifest will be on board with the transporter at all times. All marijuana packaging will be uniform with labels secure and prominently displayed. No packaging products or materials can be used in the storage and/or sale process unless accepted into the facility by a member of the QCU. All packaging deliveries will be inspected, accepted or rejected, and recorded in QCU log. All packaging materials that will be sold to marijuana establishments for sale to consumers will be child-proof and not be appealing to children. All plastic packaging will be four (4) millimeters or more in thickness and will be heat-sealed without an easy-open tab, dimple, corner, or flap so that it is difficult for a child to open as a tamperproof measure. The QCU will check all packages to make sure that they will keep all marijuana from contamination and will check to make sure that the packages will not impart any toxic or deleterious substance to the marijuana. Only usable marijuana will be packaged at the facility, and all packaging will not be tampered with. Any packaging done at the facility will be performed in an area specifically set aside for packaging. After all usable marijuana has been placed in bins and labeled, it will be moved to the secure storage area. The facility will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility. Upon request by AMCO ownership will provide a copy of the registration and inspection reports of the certified scales for review. All usable marijuana sold to any marijuana establishment will be labeled with the following information: (1) the name and license number of the cultivation facility; (2) the date the marijuana was harvested; (3) the harvest batch number assigned to the marijuana; (4) the date the marijuana was packaged; (5) the net weight and the quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system; (6) a complete list of all pesticides, fungicides, and herbicides used in the cultivation and preparation of the marijuana; and (7) the date of expiration, if perishable. A label must be affixed to all shipping containers showing that a licensed marijuana testing facility has tested each harvest batch in the shipment. The label will list: (1) the date of final testing; (2) the cannabinoid potency profile, expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from the same marijuana cultivation facility within the last three months; (3) a statement listing the results of microbial testing; (4) a statement listing the results of residual solvent testing, as applicable; and (5) a statement listing the contaminants for which the product was tested, including molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals.

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

Any vehicle transporting marijuana products will be unmarked and inconspicuous. Vehicles that will be used for transportation of marijuana samples will contain a secure and sanitary area affixed to the inside of the transportation vehicle that will lock and will ensure the marijuana products cannot be seen by anyone from outside of the transportation vehicle. The secure storage area within the transportation vehicle will be sanitized before and after each use. All employees will be trained and will understand that under no circumstances (absent instruction from a duly authorized law enforcement officer) shall a sealed package containing marijuana be opened during transportation. The vehicle storage box will be a large rectangular industrial container mounted and secured within the vehicle, accessible by a combination lock. The structure will be a large capacity heavy duty storage box lockable and with wheels to protect employees from back injuries.

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

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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:

Required postings that are to be displayed at the Retail Facility include, but are not limited to:
1. operating hours
2. certificate of occupancy from the city and/or borough
3. the State of Alaska marijuana establishment license certificate (to be displayed prominently)
4. approval to operate a manufacturing facility
5. "No Loitering" sign on the front door
6. "Surveillance Cameras In Use" sign
7. "Restricted Access" signs
8. any required postings by the local jurisdiction such as Exit and Fire Extinguisher signs.

The operating hours are from 10:00 AM until 7:00 PM Monday through Saturday, except on nationally recognized holidays when the premises will be closed. The operating hours will be posted on the front door of the Facility.
All planned signage, required postings, logos, and advertisements are to be developed by Ownership and Management, and submitted to the AMCO prior to being used. At no times will Hillside Natural Wellness utilize any signs, postings

<u>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.</u>

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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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 facility will refuse entrance to any visitor who does not produce a form of valid photo identification showing that person is twenty one (21) years of age or older. A valid form of identification includes: (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. At no time will a person under the age of twenty one (21) be permitted to remain on the premises. If at any time an employee suspects that a visitor is a minor, the employee will refuse access and have the individual escorted off the premises. The facility will have a separation from the main entrance to the manufacturing areas.

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.

Cade V. Fuscho

Signature of licensee

Cade V. Fuscho

Printed name

Subscribed and sworn to before me this 23rd day of August, 2016.

STATE OF ALASKA
NOTARY PUBLIC
Michael Cassel
My Commission Expires: November 19, 2018

Notary Public in and for the State of Alaska.

My commission expires: 11/19/18

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(Additional Space as Needed):