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:	T.M.T., LLC	**License Number:**	10890		
License Type:	Retail Marijuana Store				
Doing Business As:	TRUE NORTH CANNABIS				
Premises Address:	735 W. 4th Ave				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99501

Mailing Address:	PO Box 203282				
City:	Anchorage AK	**State:**	ALASKA	**ZIP:**	99520

Primary Contact:	William Stevens		
Main Phone:	907-242-9405	**Cell Phone:**	
Email:	billstevens907@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 lights over the front and back entrance, 24 hour video surveillance, 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 ID check area, all security doors and restricted access areas, all windows, every section of the security equipment storage area, and all POS. Each visitor will be directed to enter through the front or back entrance door leading into the facility. It will be required for each visitor to provide valid state-issued identification, with no exceptions. 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 returned. A visitor's log will record the visitor's name, date and time, and purpose for visit, and will be available to AMCO upon request. All restricted access areas within the facility will be monitored at all times and will be separated from the public areas. The establishments doors will be equipped with spring-loaded hinges to ensure they close behind each person. Restricted areas will have signs indicating its a Restricted Access Area and will indicate no one is allowed past that point 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:

All individuals who are permitted access to restricted areas must be accompanied by an escort at all times. All visitors must enter through the entrance door and check in with the on duty security agent in the ID Check area. Valid government-issued identification will be required. When the visitor enters the premises they must sign into a log book stating the date, time in and out of restricted area, and the purpose of their visit. The log will be kept and stored as a business record and will be made available to AMCO upon request. Visitors will be escorted by an on duty employee while in restricted access areas at all times, and once the visit has completed, the visitor must leave the premises immediately.

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

All visitors are required to sign into a visitors log noting their name, date of visit, time in and out of the restricted space, and the purpose of their visit to the facility. The company will will retain the log and it will be made available to AMCO upon request. While inside the restricted access areas, visitors will be escorted by an on duty employee at all times, and any additional information, activity, or behavior will be recorded, as necessary, during the visit.

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

True North Cannabis, Employee Identification Card

Alaska Marijuana Retail Facility License No. 10890

735 W. 4th Ave., Anchorage AK, 99501

Employee: William Stevens

Marijuana Handler Card: 000000000

*Or similar format or content

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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 an on duty manager 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 two (2) of commercial grade lights to be affixed to the building. We will have exterior lighting at the front and back entrances. 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, will be 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. 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 including the roof 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. 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:

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:

Marijuana products that are not on display will be stored in a secured locked area. Restricted access is granted to specific personnel to these locked areas. Video surveillance will continuously monitor registers, storage, display, packaging areas, and exit and entry points. During operating business hours, all products will be on display in specific areas, unreachable to customers. Mandatory inventory counts will be taken weekly and stored as official business records. All employees will complete mandatory training in recognizing diversion activity both inside the facility and out of the facility, and are required to notify ownership or management if they suspect such activity is occurring . In the event that an employee is caught stealing or illegally distributing marijuana, True North Cannabis will notify local law enforcement immediately, comply with all directives, and provide all necessary information and records for the investigation. Ownership will take the necessary steps to ensure that illegal conduct by an employee does not compromise the facility's license and legitimate business operations. All reports and documentation concerning a suspected or actual theft will be maintained by the company for five (5) years and made available to AMCO, and its agents and representatives, upon request. Constant surveillance will monitor the marijuana storage space and all individuals entering the area. Security monitors and video recordings will be located in the security equipment and storage room.

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 will 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 and display area, agents will be constantly interacting with customers. If customers no longer have a purpose inside the retail and display area, agents will politely state that we have a "No Loitering" policy and customers are then asked to leave. The facility will have two secure entrances for all regular ingress and egress from the building and for all visitors and customers. The entrances and front and back 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 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 in front and back of premises 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. Also, motion detectors inside the building will be activated with the alarm system so the 24-hour security alarm will go off if someone is in the building during closed hours. Motion detectors will monitor all areas of the building and will be active when the shop is not open for business. 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 that a dangerous, threatening, or unauthorized situation arises in or around the facility and the electronic notification system alerts the local law enforcement, law enforcement will head to the location of breach. Employees will stay away from the location until otherwise told by law enforcement that is safe. Employees will cooperate with local law enforcement and meet local police or the fire department 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. If an emergency occurs in or around the facility during operation that threatens the facility, or the safety of employees and visitors, Management will evacuate the building of all people, including themselves, and await the arrival of the local police or fire department in a safe and accessible location. Once the emergency ceases, employees will look for property damages and verify cash and inventories. If anything is damaged or missing, a police report will be filed. Video surveillance will be downloaded and handed over to the appropriate law enforcement personnel for further investigation. Company agents will listen to the advice of local law enforcement at all times. The license owner will be the liaison between the business and the police.

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 cameras will be used in order to record all areas of the establishment, at multiple angles and at a height that will provide a clear, unobstructed view. Cameras will be carefully placed to prevent any blockage fixtures, or other equipment. To ensure clear views for identity, the company will use twelve (12) security cameras. All security cameras will be positioned in such a manner as to get the best facial image of anyone present within the building and within twenty (20) feet of the exterior walls. The front and back entrance doors of the facility will have cameras documenting the face of anybody going in or out of the building. All restricted access doors and the check-in area will have coverage to clearly identify the face of anybody present. All exterior entrances and restricted access rooms will have video coverage documenting the face of the individual entering the room. 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 battery 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 most secured room. The secured room will have a 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 will be stored at the facility and copied to an external server so that ownership, management, and designated government authorities may have access to them, and to prevent loss due to computer malfunctions. Additional back ups will be stored on local hard drives and on company computers. All business and regulatory documents, recordings, surveillance, logs, and communications will be stored at the facility and backed up on an off-site server. The security equipment and business records will be in the office which will be locked at all times and is a restricted access area. Only ownership, management, and authorized agents will have access to the secured storage area. Employees managing facility records will be trained in standard retention policies to ensure that all records are maintained and filed in a consistent and searchable fashion until they may be destroyed.

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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:

True North Cannabis will use the Metrc marijuana inventory tracking system to increase product security, track the movement of all marijuana products sale, and minimize diversion and illegal practices. Facility will use a POS that intergrates with Metrc (such as Green Bits or MJ Freeway - we have not decided which system as of date of the submission of this form) Data will be recorded at: (1) delivery; (2) sale, sample, and transport; and (3) disposal, destruction, and theft. All employees will be trained to use the system to ensure that: (1) all marijuana prepared and packaged is identified and tracked through its sale, transfer, or destruction; (2) all establishments transacting to purchase or receive marijuana products are licensed; and (3) any loss or theft of marijuana products is reported promptly. Employees will record sales, testing, and transportation arrangements in the system, and generate a transport manifest to accompany products in transit. Marijuana used for samples will be recorded as such, including: (1) the amount of each sample; (2) the facility that received the sample; and (3) the disposal of any expired or outdated promotional sample returned to the facility. Employees will use the system to verify bulk sales and shipment, and to identify the permits for all business partners. Products marked for disposal will be recorded in Metrc at least three (3) days prior to any disposal action, and any destruction, loss, or theft of marijuana will be promptly reported in Metrc to notify AMCO in addition to reporting to local authorities.

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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:

Please see attached additional page 19

Employees given all necessary education and training upon hiring to be proficient in their jobs. To ensure all positions are filled at all times and to keep people intrigued with a diversity of tasks, every employee will be cross trained at reception, sales, preparation, and cleaning. Qualified candidates will be hired on a three (3) month probationary period during which time they will receive training and evaluation. Training education will include marijuana industry topics, safety, customer care, legal issues, state and federal regulations, and OSHA training. Training and education will take place throughout the year as well as when topics arise that need further explanation to employees. Employees will be trained in security measures for the proper use and security controls of equipment to deter theft. Managers will be trained in all aspects of the company business. Employees will be provided with education and training materials on quality control procedures, inventory control, sanitation, opening and closing, accounting practices, customer service, POS system, and security. Employees will be trained on how to check identification and how to use the inventory tracking system. Employees will be trained on how to handle security and emergency procedures and think defensively if threatening situations occur.

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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:

For any marijuana that does not meet state testing requirements or the company's internal quality standards for any reason will be disposed in proper manner. The following is a list of expected waste that True North Cannabis will be disposing of: (1) marijuana that is identified as contaminated, infected or is otherwise rejected for quality or fails to meet quality testing; (2) all packaging, labeling, display containers, or other related materials which arrive at the facility with marijuana products that have been disqualified for quality; and (3) any other materials or containers in contact with marijuana products that risk contamination. Marijuana waste will be stored away from all other products in a locked container inside the facility, and will be rendered unusable prior to leaving the facility for disposal. Management will maintain a log on the status of all marijuana waste, tracking the type of waste, the date of the disposal, the date it was rendered unusable, and the date that it was picked up by the disposal company. All marijuana labeled for disposal will be stored in a secured container, separated from all other products and materials, until it can be rendered usable. The waste will be collected and disposed of once a week. This logged information will be available to the MC Board at any time upon request, and securely stored.

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

Once True North Cannabis has given the MCB at least three (3) days notice into Metrc, all marijuana waste will be ground up with: (1) paper waste; (2) plastic waste; (3) cardboard waste; and (4) soil.

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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, True North Cannabis will grind 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. The facility will use paper waste, plastic waste, cardboard waste, soil, food waste, yard waste, and/or vegetable-based grease or oils. Management will ensure that the resulting mixture is composed of no more than fifty percent (50%) marijuana by volume, and will log the composition of the mixture, available to the MC Board upon request. 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 picked up by the waste disposal company under a manager's supervision.

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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. 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.

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 products will contain a secure and sanitary area affixed to the inside of the transportation vehicle that will lock and will ensure the 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. Prior to departure, a manager will ensure all marijuana is in sealed packages, and locked in the safe and secure storage compartment in the transport vehicle. 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 formed of steel, or like materials.

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

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Section 7 – Signage and Advertising

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

There will be two (2) with the business name on it visible to the general public which will be posted inside the store's window and on the outside of the building and affixed to the building at the back entry, in compliance with 3AAC306.360. Each sign will not exceed 4,800 square inches. The facility will affix and display all required postings on, around, and within the facility, and maintain the visibility and quality of such postings, with up to date information, including: (1) operating hours, (2) certificate of occupancy from the city, (3) the State of Alaska marijuana establishment license certificate (to be displayed prominently), (4) approval to operate the facility, (5) "No Loitering" sign on the front door, (6) "Surveillance Cameras In Use" signs, (7) "Restricted Access" signs, and (8) any required postings by the local jurisdiction such as Exit and Fire Extinguisher signs. The operating hours are from 9am to 9pm every day, except on nationally recognized holidays when the facility and property will be closed. The operating hours will be posted on the front door of the facility.

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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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 person 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 person is a minor, the employee will refuse access and have the individual escorted off the premises. A designated employee will request from all customers for government-issued identification and will thoroughly examine ID for all members of the party before allowing them into the retail facility. In addition to passing the Marijuana Handler's Card course, employees in this position will be trained to spot the inconsistencies of forged identifications, and they will be given an ID guide to help them recognize IDs from other states and countries. Signage will be posted at the main entry door and the shopping area entry door stating "No one under 21 years of age allowed". The sign will be twelve (12) inches long and twelve (12) inches wide, and the letters will be one half inch in height in high contrast to the background of the sign.

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

William Stevens
Printed name

Subscribed and sworn to before me this 24th day of August, 2016.

Notary Public in and for the State of Alaska.

My commission expires: 6-01-2018

D. METCALFE NOTARY PUBLIC STATE OF ALASKA

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(Additional Space as Needed):

Employees given all necessary education and training upon hiring to be proficient in their jobs. To ensure all positions are filled at all times and to keep people intrigued with a diversity of tasks, every employee will be cross trained at reception, sales, preparation, and cleaning. Qualified candidates will be hired on a three (3) month probationary period during which time they will receive training and evaluation. Training education will include marijuana industry topics, safety, customer care, legal issues, state and federal regulations, and OSHA training. Training and education will take place throughout the year as well as when topics arise that need further explanation to employees. Employees will be trained in security measures for the proper use and security controls of equipment to deter theft. Managers will be trained in all aspects of the company business. Employees will be provided with education and training materials on quality control procedures, inventory control, sanitation, opening and closing, accounting practices, customer service, POS system, and security. Employees will be trained on how to check identification and how to use the inventory tracking system. Employees will be trained on how to handle security and emergency procedures and think defensively if threatening situations occur. Employees will be trained on how to interact with the variety of customers that will visit the establishment and to provide top of the line customer service while remaining safe. Th All new hires will be required to meet with ownership to go over employment documents, tasks, educational materials, facility features, security, position-specific training, and to receive their uniform and supplies. Employees will be expected to learn: (1) Alaska laws, regulations, and codes governing the marijuana industry and marijuana establishments; (2) all of the licensing requirements to act as a marijuana handler and to work in a marijuana establishment; (3) Company standards, operational protocol, and best practices with regard to all phases of the sale of marijuana; (4) general safety procedures and security protocol; (5) how to think defensively if threatening situations occur, and how to recognize the signs of impairment, drug abuse, and instability; (6) in-depth information about particular strains and marijuana products; and (7) the general federal, state, and local employment regulations by which the Company is governed.