



MEMORANDUM

TO: Chair and Members of the Board DATE: June 30, 2016

FROM: Cynthia Franklin RE: Applications That Have
Director, Marijuana Control Board Changes to Operating Plans

At its June 9-10 meeting, the Marijuana Control Board delegated the following applications. After the meeting, each applicant attempted to submit significant changes to their premises diagrams, operating plans, or both.

1. License #10022 Sunrise Gardens- Tab 25
 - a. Changing indoor cultivation to use first floor only
2. License #10043 Alaskan Greenery- Tab 26
 - a. Change to security system provider only
3. License #10186 AK Green Labs, LLC- Tab 27 (DISCUSS OF OWNERSHIP CHANGES)- Tab 27
 - a. Amended some parts of form MJ-06
 - b. Media article published reporting that ownership of license changed
4. License #10207 Tanana Herb Company, LLC- Tab 28
 - a. Changed location of bathroom per FNSB direction
 - b. Applicant was aware when she appeared before MCB June 9 that change would be required but she did not inform the board of need to change before they voted

Because the board delegated authority to issue licenses based the diagrams and operating plans submitted to the board in June, these changes necessitate the board removing the delegation to review the changed operating plans. The Program Coordinator created Forms MJ-14 and MJ-15. The following list indicates which pages of the operating plan are altered by MJ-15. The indicated tabs contain the following documents:

1. MJ-15 for each license
2. Pages of operating plan changed as required by MJ-15
3. Original Operating Plan viewed by MCB at June meeting
4. MJ-14 if applicable
5. For License #10186, copy of media article outlining new ownership of license



Alaska Marijuana Control Board

Form MJ-15: Operating Plan Change

What is this form?

This operating plan change form is required for all marijuana establishment licensees seeking to change a licensed marijuana establishment's existing operating plan, under 3 AAC 306.100. With this form, a licensee may request changes to as much or as little as desired of Form MJ-01 and/or the corresponding operating plan supplemental for the establishment's license type.

The required \$250 change fee may be made by credit card online (VISA, MasterCard, or Discover), or by check or money order.

Please download, complete, and submit with this form only the pages of Form MJ-01 and/or the corresponding operating plan supplemental that contain sections that you are requesting to change. All fields that are left blank will be considered unchanged from the existing operating plan. All fields that are completed and submitted with this form will be considered as changes to the existing operating plan and are subject to board approval. **Please do not submit any wholly unchanged pages of an operating plan.**

The form(s) that I am requesting board approval to change is:

- ☐ **Form MJ-01:** Marijuana Establishment Operating Plan
- ☐ **Form MJ-03:** Retail Marijuana Store Operating Plan Supplemental
- ☐ **Form MJ-04:** Marijuana Cultivation Facility Operating Plan Supplemental
- ☐ **Form MJ-05:** Marijuana Product Manufacturing Facility Operating Plan Supplemental
- ☐ **Form MJ-06:** Marijuana Testing Facility Operating Plan Supplemental

This form must be completed and submitted to AMCO's main office prior to changing existing operations. The licensed establishment's operations may not be altered unless and until the Marijuana Control Board has approved of the changes. Please note that licensees seeking to change operating plans for multiple licenses must submit a separate completed copy of this form for each license.

Section 1 – Establishment Information

Enter information for the licensed establishment.

Licensee:		License Number:			
License Type:					
Doing Business As:					
Premises Address:					
City:		State:		ZIP:	



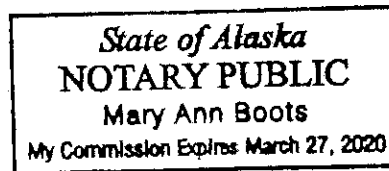
Alaska Marijuana Control Board

Form MJ-15: Operating Plan Change

As a marijuana establishment licensee, I declare under penalty of unsworn falsification that I have examined this form, including all accompanying documents, schedules, and statements, and to the best of my knowledge and belief find them to be true, correct, and complete.

Leslea Nunley
Signature of licensee/

Leslea Nunley
Printed name



Subscribed and sworn to before me this 21 day of June, 2016.

Mary Ann Boots
Notary Public in and for the State of Alaska.

My commission expires: 3/27/2020



Alaska Marijuana Control Board

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:

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



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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

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



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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

Describe your policies and procedures for preventing loitering:

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:



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:

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:

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

☐ ☐



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

A marijuana establishment is required to exercise due diligence in preserving and maintained all required records.

Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:



Alaska Marijuana Control Board

Operating Plan Supplemental Form MJ-04: Marijuana Cultivation Facility

Section 2 – Prohibitions

Applicants should review 3 AAC 306.405 – 3 AAC 306.410 and be able to answer “Agree” to all items below.

The marijuana cultivation facility will not:

Agree Disagree

Sell, distribute, or transfer any marijuana or marijuana product to a consumer, with or without compensation

☐ ☐

Allow any person, including a licensee, employee, or agent, to consume marijuana or marijuana product on its licensee premises or within 20 feet of the exterior of any building or outdoor cultivation facility

☐ ☐

Treat or otherwise adulterate marijuana with any organic or nonorganic chemical or compound to alter the color, appearance, weight, or odor of the marijuana

☐ ☐

Section 3 – Cultivation Plan

Review the requirements under 3 AAC 306.420, and identify how the proposed premises will meet the listed requirements.

Describe the size of the space(s) the marijuana cultivation facility intends to be under cultivation, including dimensions and overall square footage. Provide your calculations below:



Alaska Marijuana Control Board

Form MJ-14: Licensed Premises Diagram Change

What is this form?

This licensed premises diagram change form is required for all marijuana establishment licensees seeking to alter the functional floor plan or reduce or expand the area of the establishment's existing licensed premises, under 3 AAC 306.100 and 3 AAC 306.705.

The required \$250 change fee may be made by credit card online (VISA, MasterCard, or Discover), or by check or money order.

Your diagram must show all entrances and boundaries of the premises, restricted access areas, and storage areas, and dimensions. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex. Limited marijuana cultivation licensees must clearly delineate the proposed area(s) for cultivation.

The second page of this form is not required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form, as long as it meets the requirements listed on this form. The first and third pages must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's main office prior to altering the existing floor plan. The licensed premises may not be altered unless and until the AMCO Director has given written approval on this form. Please note that licensees seeking to change licensed premises diagrams for multiple licenses must submit a separate completed copy of this form for each license.

Yes No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

☐ ☐

Section 1 – Establishment Information

Enter information for the licensed establishment.

Licensee:		License Number:	
License Type:			
Doing Business As:			
Premises Address:			
City:		State:	
		ZIP:	



Alaska Marijuana Control Board

Form MJ-14: Licensed Premises Diagram Change

Section 2 – Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances, walls, partitions, counters, windows, areas of ingress and egress, restricted access areas, and storage areas. Include dimensions in your drawing. Use additional copies of this form or attached additional documents as needed.



**Fairbanks North Star Borough
Department of Community Planning**

P.O. Box 71267
Fairbanks, Alaska 99707-1267

Phone: (907) 459-1260

Fax: (907) 459-1255

planning@co.fairbanks.ak.us

Zoning Permit Number: 17567

This permit is issued based on the lot dimensions and zone applicable to the lot on the date of issuance. If prior to construction, the zone or the lot dimensions change, this permit will no longer be valid and a new permit must be obtained.

General Information

Date: 6/8/2016

Telephone: 907-479-3374

Applicant: NUNLEY LESLEA

Cell Phone: 907-388-8023

Mailing Address: 2008 PERKINS DRIVE, FAIRBANKS AK 99709

Email: lesleanunley@gmail.com

Property Description: 0331279 LOT 3 TANANA CHASE

Site Address: 3495 OLD RIVER LANDING RD

Existing Use: Residential

Structure: Multiple residences : Two Apartments

Residential

Structure: Accessory structure : Storage

Proposed Use: Commercial

Structure: Marijuana cultivation facility, indoor small : 1458.4 sq.ft.

Dwelling Units: 2

New: 0

Existing: 2

Building Height (stories): 24

Total Area of Structure: 3,750 SF

New: 0 SF

Existing: 3,750 SF

Lot Size: 85,565 SF

Est. Construction Cost: \$20,000

Note: This zoning permit is only for the 1,458.4 sq.ft. of the ground floor of the two-story apartment building.

If any area other than the 1,458.4 sq.ft. of net floor area shown on the site plan for the marijuana cultivation facility, indoor small is used for any functions supporting a marijuana establishment, the applicant or holder of this zoning permit shall submit revised documents to the FNSB Community Planning Department for zoning compliance review.

The applicant or holder of this zoning permit shall provide a copy of the State approved Floor Plan to FNSB Community Planning Department.

If the net floor area for the marijuana cultivation facility, indoor small exceeds 1,500 sq.ft., a Conditional Use Permit shall be required pursuant to FNSBC 18.104.050.

- I certify that I am the owner or that I am authorized to act for the owner of the property.
- I certify that this information is to the best of my knowledge true and complete.
- I acknowledge and will comply with the conditions set forth in this zoning permit.
- I understand that the holder of this permit is required to comply with all other applicable laws, including city, borough, state and federal laws.
- I agree to submit current and accurate documents if the site plan or other application materials are changed subsequent to issuance of this permit.
- I understand that this permit is appealable and that this appeal must be submitted and perfected within 15 days of the date of the decision in accordance with FNSBC 18.54.070.
- This permit is issued contingent upon the applicant obtaining the appropriate State of Alaska Commercial Marijuana Facility License.

Spencer D. Purley
Applicant Signature

6/8/16
Date

Zoning Specifications

Flood Zone: AE (100%)

Existing Zone: GU-1 (100%)
Minimum Lot Size: 40000
Front Yard Req: 0
Side Yard Req: 0
Rear Yard Req: 0

Road Service Area: Yes
Parking Spaces Req: 0
Building Type: Principal

Conditions

Floodplain Permit Required: Yes

FNSB Driveway Permit Required: Yes

Conditions: Marijuana cultivation facility, indoor small

Reasons: Marijuana cultivation facility, indoor small meets Title 18 requirements

Permit Approval: Approved

Manish
Zoning Official: Singh, M

6/8/2016

Date

This is a Fairbanks North Star Borough Community Planning Department Zoning Permit. Please contact other departments and agencies to obtain permits as necessary.

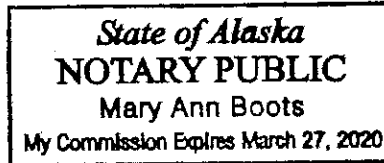


Alaska Marijuana Control Board

Form MJ-14: Licensed Premises Diagram Change

As a marijuana establishment licensee, I declare under penalty of unsworn falsification that I have examined this form, including all attachments, and to the best of my knowledge and belief find the provided information to be true, correct, and complete.

Leslea Nunley
Signature of licensee



Leslea Nunley
Printed name

Subscribed and sworn to before me this 21 day of June, 2016.

Mary Ann Boots
Notary Public in and for the State of Alaska.

My commission expires: 3/27/2020

Original MJ-01 and MJ-04

(approved at June 10, 2016 meeting)



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:		License Number:	
License Type:			
Doing Business As:			
Premises Address:			
City:		State:	
		ZIP:	

Mailing Address:					
City:		State:		ZIP:	

Primary Contact:			
Main Phone:		Cell Phone:	
Email:			



Alaska Marijuana Control Board

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:

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



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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

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



Alaska Marijuana Control Board

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:

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

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:



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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

Describe your policies and procedures for preventing loitering:

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:



Alaska Marijuana Control Board

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:

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	<input type="checkbox"/>	<input type="checkbox"/>
Both the interior and exterior of each entrance to the facility	<input type="checkbox"/>	<input type="checkbox"/>
Each point of sale area	<input type="checkbox"/>	<input type="checkbox"/>

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



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:

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:

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

☐ ☐



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

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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)

☐ ☐



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

A marijuana establishment is required to exercise due diligence in preserving and maintained all required records.

Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

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

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

Applicants should be able to answer “Yes” to all items below.

Marijuana Tracking and Weighing:

Yes No

A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used

☐ ☐

All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745

☐ ☐

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



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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 Handler 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:



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:

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



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:



Alaska Marijuana Control Board

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

☐ ☐



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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

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



Alaska Marijuana Control Board

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:

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

☐ ☐



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

No advertisement for marijuana or marijuana product will be placed:

Agree Disagree

Within one thousand feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21

☐ ☐

On or in a public transit vehicle or public transit shelter

☐ ☐

On or in a publicly owned or operated property

☐ ☐

Within 1000 feet of a substance abuse or treatment facility

☐ ☐

On a campus for post-secondary education

☐ ☐

Signage and Promotional Materials:

Agree Disagree

I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)

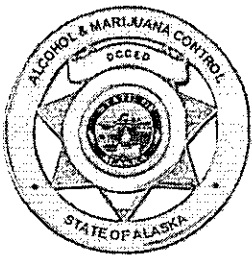
☐ ☐

The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products

☐ ☐

All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)

☐ ☐



Alaska Marijuana Control Board

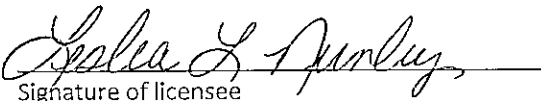
Form MJ-01: Marijuana Establishment Operating Plan

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

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

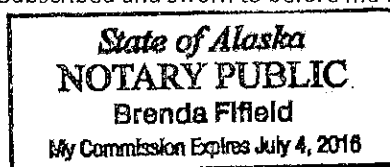
Each person who desires to enter the building will be met by a representative of Tanana Herb Company, and will be asked to show a valid form of picture identification that states that person is over the age of 21.
If the guidelines are met, they will be asked to sign into our guest log book to track anyone that enters/exits the building.

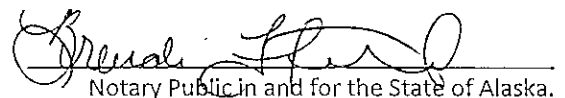
I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.


Signature of licensee

LESLEA L. NUNLEY
Printed name

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




Notary Public in and for the State of Alaska.

My commission expires: July 4, 2016



LESLEA NUNLEY

OWNER

4/5/2016

AR delaney

Growers Training Guide Check list

1. **All levels of pruning**
 - 1.1. Light leaf pull
 - 1.2. Heavy leaf pull
 - 1.3. Underbrush clean up
 - 1.4. Dead/Damaged leaf pull
2. **Equipment care**
 - 2.1. Having work bucket full of all supplies
 - 2.2. Proper cleaning of all supplies
 - 2.3. Proper Clothing, scrubs, arm bands, gloves, head and beard hair protectors
 - 2.4. Taking care of all gear glasses, scissors, all bucket gear
3. **Nets**
 - 3.1. Making nets on pvc pipe frames
 - 3.2. Placing nets on beds permanent frames
 - 3.3. Lower nets onto plants
 - 3.4. Taking down and cleaning net frames
4. **Foliar Spraying**
 - 4.1. Using backpack sprayer properly
 - 4.2. Using atomizer properly
 - 4.3. Using right PPE equipment
 - 4.4. How to properly mix sprays
5. **Watering**
 - 5.1. Making nutrient tanks
 - 5.2. Proper watering for each room and pot size
 - 5.3. Knowing proper watering amount
 - 5.4. Checking mediums moist level
 - 5.5. Proper root drench and flush
6. **Harvest**
 - 6.1. Full supply set up in room
 - 6.2. Removing colas from netting
 - 6.3. trimming sugar leaf
 - 6.4. Proper paperwork on flower weight
 - 6.5. Hanging Flower
 - 6.6. Pot removal
 - 6.7. Basic clean up
7. **Bucking**
 - 7.1. Hanging wet flower
 - 7.2. Proper take down of hanging flower
 - 7.3. Proper labels on lot bins

- 7.4. Proper flower handling
- 7.5. Proper cleaning of bins
- 7.6. proper cleaning of dry rooms
- 8. **UV Light treatment**
 - 8.1. Proper PPE
 - 8.2. Properly application of light
- 9. **Scouting**
 - 9.1. Knowing cannabis deficiencies
 - 9.2. Checking and Identifying any problems in rooms
 - 9.3. Knowing different growing stages
 - 9.4. Proper water in medium
 - 9.5. Checking set points in rooms
- 10. **Sulfur Burning**
 - 10.1. Setting up burners
 - 10.2. Shutting down system
 - 10.3. Shutting down all fans
 - 10.4. Timing burning hours
 - 10.5. Making sure everything's back to normal
- 11. **PPE Training**
 - 11.1. How to properly wear all PPE equipment
 - 11.2. Proper use of all PPE equipment
 - 11.3. Proper disposal of PPE equipment
- 12. **Cleaning**
 - 12.1. Cleaning up after yourself in rooms
 - 12.2. Cleaning front house
 - 12.3. Cleaning main halls
 - 12.4. Cleaning utility sink area
 - 12.5. Opening dumpster
 - 12.6. Proper green and regular garbage removal

SANITATION TRAINING

- 1. **Foot Baths**
 - 1.1. Grow Room foot baths
 - 1.2. Foot Bath Arenas
- 2. **Sweeping**
 - 2.1. Broom storage
 - 2.2. Hall Sweep
 - 2.2.1. Deep Sweep
 - 2.2.2. Spot Sweep

3. Mopping

- 3.1.** Mop storage
- 3.2.** Mop bucket cleaning
- 3.3.** Dirty Mop storage
- 3.4.** Dry Room Mop
- 3.5.** Mother/Clone/Veg Area
- 3.6.** Hall Mop
 - 3.6.1.** Deep Clean
 - 3.6.2.** Dry Mop
 - 3.6.3.** Wet Floor signs
 - 3.6.4.** Grow Room Mop

4. Grow Room Cleaning

- 4.1.** Spot Sweep/Mop
- 4.2.** Post Prune Sweep
- 4.3.** Post-Harvest Cleaning
- 4.4.** Spill/Feed Line Leak

5. Octobubblers

- 5.1.** Assembly/Storage
- 5.2.** Octo Parts Cleaning/Storage
- 5.3.** Usage/Placement
- 5.4.** Feed Line Flush
- 5.5.** Octo Riser Replacement
- 5.6.** Feed Line Repair/Replacement

6. Waste

- 6.1.** Weighing waste
- 6.2.** Entering waste weight into BioTrack
- 6.3.** Waste Storage
- 6.4.** Use of scale
 - 6.4.1.** Waste Disposal Procedures
 - 6.4.2.** Comprehension of RCW 314-55-097
- 6.5.** Chipper Use
 - 6.5.1.** Proper Usage
 - 6.5.2.** Storage
 - 6.5.3.** Cleaning
 - 6.5.4.** Maintenance

7. Filters

- 7.1.** Knowledge of HVAC Filter size/location
- 7.2.** Monthly Filter Swap
- 7.3.** Processing/Front of House weekly Filter Swap
- 7.4.** Name/Date on Filter
- 7.5.** Rooftop Filter Swap

- 7.6. Storage areas
- 8. Inventory**
 - 8.1.** Personal Protection Equipment (PPE)
 - 8.2.** Use/Application
 - 8.3.** Storage
 - 8.4.** Cleaning/Disposal
 - 8.5.** Tasks
 - 8.5.1.** Location of task board
- 9. Proper radio use/storage**
- 10. Stay busy**

Mother room

- 1. Cloning**
 - 1.1. Cutting clones
 - 1.2. Plugging clones
 - 1.3. Proper sanitation
 - 1.4. mother plants to plugging stage
- 2. Planting**
 - 2.1. Using PPE
 - 2.2. Knowing pots and mediums
 - 2.3. Amending mediums
 - 2.4. Build and understanding build list boards
 - 2.5. Prep on veg plants
 - 2.6. Proper transplanting of all plants and sizes
- 3. Lights**
 - 3.1. Lower and raising lights (T5 & Gavitas)
- 4. All levels of pruning**
 - 4.1. Light leaf pull
 - 4.2. Heavy leaf pull
 - 4.3. Underbrush clean up
 - 4.4. Dead/Damaged leaf pull
- 5. Equipment care**
 - 5.1. Knowing where supplies are located
 - 5.2. Proper cleaning of all supplies
 - 5.3. Proper Clothing, scrubs, arm bands, gloves, head and beard hair protectors
 - 5.4. Taking care of all gear glasses, scissors, pumps, barrels, pots, face mask
- 6. Foliar Spraying**
 - 6.1. Using backpack sprayer properly
 - 6.2. Using atomizer properly
 - 6.3. Using right PPE equipment

6.4. How to properly mix sprays

7. Watering

7.1. Making nutrient tanks

7.2. Proper watering for each room and pot size

7.3. Knowing proper watering amounts

7.4. Checking mediums moist level

7.5. Proper root drench and flush

7.6. Bucket head on trays over flow

8. UV Light treatment

8.1. Proper PPE

8.2. Properly application of light

9. Scouting

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12. Cleaning

12.1. Cleaning up after yourself in rooms

12.2. Cleaning front house

12.3. Cleaning main halls

12.4. Cleaning utility sink area

12.5. Opening dumpster

12.6. Proper green and regular garbage removal

12.7. Cleaning tanks, bed liners, planting tables, lights, fans

Processing

1. Trimming

- 1.1. Trimming
- 1.2. Trim Master
- 1.3. Trimminator
 - 1.3.1.using taking apart/putting back together cleaning

2. Joint Nation

- 2.1. Twisting
- 2.2. Tubing
 - 2.2.1.Grinding
 - 2.2.2.filling barrels and running tables
 - 2.2.3.loading/unloading barrels

3. Label Land

- 3.1. Printing Labels
- 3.2. Printing Barcodes
- 3.3. Creating/editing custom labels
- 3.4. Labeling lids/bottom of jars
- 3.5. Using Joint label machine
- 3.6. Using Jar label Machine
- 3.7. Switching Label machine cartridges
- 3.8. Big boxing jars
- 3.9. Oil kits (packaging, sealing, and boxing oil)

4. Scales

5. Oil

- 5.1.1. Checking in and organizing
- 5.1.2. Weighing/packaging
- 5.1.3. making panda pebbles

6. Processing orders

- 6.1. Updated online shared spreadsheets
- 6.2. Writing Box labels
- 6.3. Using BioTrack to create conversions
- 6.4. Use BioTrack to create manifests
- 6.5. use BioTrack to transfer orders
- 6.6. Building joint/oil kits

7. Dishes - cleaning and boxing jars into flats

8. Inventory Tracking

- 8.1. Shipments of supplies coming in, current inventory(building/kline) and ordering new supplies

Plumbing

- 1. Room Tutorial. How the system works
- 2. Cutting & Fitting PVC

3. Cutting and Fitting PEX
4. Drain line assembly and repair
5. Octo-bubbler install and maintenance
6. High pressure feed line install and maintenance
7. Pump and valve control systems
8. Sump system

Metal work

1. Cutting steel
2. Building bed frames
3. Welding
4. Proper PPE

Hand tools

1. Using all hand tools
2. Storage and care
3. Safety practices
4. Proper PPE

Power tools

1. Proper use and care
2. Proper PPE
3. Safety practices

Replacing parts

1. Pumps
2. Lights
3. Valves
4. Hose maintenance
5. Fans
6. Filters

Lights

1. Light track
2. Replacing bulbs
3. Safety considerations

Folk lift

1. Certified
2. Trained

Pallet jack

1. Proper Use
2. Be aware of surroundings

Alarms

1. Arming and disarming
2. Knowing how to check alarm
3. Using doors with alarm
4. Dumpster use
5. Bay doors

Safety Precautions

1. Using proper gear
2. Checking surroundings
3. Precautionary statements

Building

1. Fans
2. Bed frames
3. General labor
4. Piping
5. Water lines

Equipment care

1. Taking care of equipment
2. Putting equipment away
3. Cleaning equipment proper
4. Using right gear for project

Tanana Herb Company
Interview Questions

- 1) How did you hear about us?
- 2) Why do you want to work with us?
- 3) Do you have any experience with growing cannabis?
- 4) Tell me some signs of a sick plant.
- 5) Tell me about a health plant.
- 6) Tell me about sulfur and PM control.
- 7) Tell me about pruning.
- 8) Tell me about cloning.
- 9) What is your favorite media to grow in and why?
- 10) What is important to you?
- 11) What can we do to provide the best workplace for you?
- 12) How do you feel about working long hours on your feet?
- 13) Have you ever used a backpack sprayer?
- 14) Tell me about a normal day off?
- 15) Tell me about your normal working day?
- 16) Do you have reliable transportation to and from work?
- 17) Do you have a 3-5 year plan?
- 18) What do you prefer; working alone or with a group?
- 19) Do you have any hobbies?
- 20) Have you ever been convicted of a felony?
- 21) Will you consent to a background check?

Tanana Herb Company Daily Sign in Sheet

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Alaska Marijuana Control Board

Operating Plan Supplemental Form MJ-04: Marijuana Cultivation Facility

What is this form?

This operating plan supplemental form is required for all applicants seeking a marijuana cultivation facility license and must accompany the **Marijuana Establishment Operating Plan (Form MJ-01)**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 4** of the **Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of those 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 and 3 AAC 306.420(2).

What additional information is required for cultivation facilities?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Prohibitions
- Cultivation plan
- Odor control
- Testing procedure and protocols
- Security

This form must be submitted to AMCO's main office before any marijuana cultivation facility license application will be considered complete.

Section 1 – Establishment Information

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

Licensee:		License Number:	
License Type:			
Doing Business As:			
Premises Address:			
City:		State:	
		ZIP:	



Alaska Marijuana Control Board

Operating Plan Supplemental Form MJ-04: Marijuana Cultivation Facility

Section 2 – Prohibitions

Applicants should review 3 AAC 306.405 – 3 AAC 306.410 and be able to answer “Agree” to all items below.

The marijuana cultivation facility will not:

Agree Disagree

Sell, distribute, or transfer any marijuana or marijuana product to a consumer, with or without compensation

☐ ☐

Allow any person, including a licensee, employee, or agent, to consume marijuana or marijuana product on its licensee premises or within 20 feet of the exterior of any building or outdoor cultivation facility

☐ ☐

Treat or otherwise adulterate marijuana with any organic or nonorganic chemical or compound to alter the color, appearance, weight, or odor of the marijuana

☐ ☐

Section 3 – Cultivation Plan

Review the requirements under 3 AAC 306.420, and identify how the proposed premises will meet the listed requirements.

Describe the size of the space(s) the marijuana cultivation facility intends to be under cultivation, including dimensions and overall square footage. Provide your calculations below:



Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-04: Marijuana Cultivation Facility

Describe the marijuana cultivation facility's growing medium(s) to be used:

Describe the marijuana cultivation facility's fertilizers, chemicals, gases, and delivery systems, including carbon dioxide management, to be used:

Describe the marijuana cultivation facility's irrigation and waste water systems to be used:



Alaska Marijuana Control Board Operating Plan Supplemental Form MJ-04: Marijuana Cultivation Facility

Describe the marijuana cultivation facility's waste disposal arrangements:

Section 4 – Odor Control

Review the requirements under 3 AAC 306.430, and identify how the proposed premises will meet the listed requirement.

Describe the odor control method(s) to be used and how the marijuana cultivation facility will ensure that any marijuana at the facility does not emit an odor that is detectable by the public from outside the facility:



Alaska Marijuana Control Board

Operating Plan Supplemental Form MJ-04: Marijuana Cultivation Facility

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

Section 5 – Testing Procedure and Protocols

Review the requirements under 3 AAC 306.455 and 3 AAC 306.465, and identify how the proposed premises will meet the listed requirements.

Applicants should be able to answer “Agree” to the item below.

I understand and agree that:

Agree Disagree

The board will or the director shall from time to time require the marijuana cultivation facility to provide samples of the growing medium, soil amendments, fertilizers, crop production aids, pesticides, or water for random compliance checks

☐☐

Describe the testing procedure and protocols the marijuana cultivation facility will follow:



Alaska Marijuana Control Board

Operating Plan Supplemental Form MJ-04: Marijuana Cultivation Facility

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Anchorage, AK 99501

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Phone: 907.269.0350

Section 6 – Security

Review the requirements under 3 AAC 306.430 and 3 AAC 306.470 – 3 AAC 306.475, and identify how the proposed premises will meet the listed requirements.

Applicants should be able to answer “Agree” to the two items below.

The marijuana cultivation facility applicant has:

Agree Disagree

Read and understands and agrees to the packaging of marijuana requirements under 3 AAC 306.470

☐☐

Read and understands and agrees to the labeling of marijuana requirements under 3 AAC 306.475

☐☐

Restricted Access Area (3 AAC 306.430):

Yes

No

Will the marijuana cultivation facility include outdoor production?

☐☐

If “Yes”, describe the outdoor structure(s) or the expanse of open or clear ground fully enclosed by a physical barrier:



Alaska Marijuana Control Board

Operating Plan Supplemental Form MJ-04: Marijuana Cultivation Facility

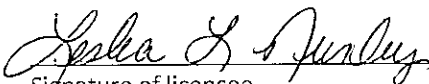
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<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Describe the method(s) used to ensure that any marijuana at the marijuana cultivation facility cannot be observed by the public from outside the facility:

There are no windows on the first floor to see into the building.
The front door will have a security window to see visitors but will have mirrored film on the glass for one way viewing.

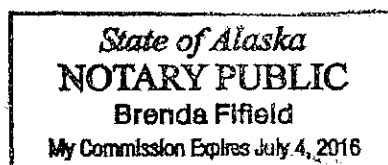
I certify that as a marijuana cultivation facility, I will submit monthly reports to the Department of Revenue and pay the excise tax required under AS 43.61.010 and 43.61.020 on all marijuana sold or provided as a sample to a marijuana establishment, as required under 3 AAC 306.480.

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

LESLIE L. NUNLEY
Printed name

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




Notary Public in and for the State of Alaska.

My commission expires: July 4, 2016