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:	Eden Management Group, LLC	**License Number:**	10647		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	ALASKA HERB GARDEN				
Premises Address:	6511 Arctic Spur Rd.				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99518

Mailing Address:	PO Box 90171				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99509

Primary Contact:	Lloyd Stiassny		
Main Phone:	907-230-6436	**Cell Phone:**	907-230-6436
Email:	stazz@msn.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:

To maintain the security of Alaska Herb Gardens facility and all marijuana products, access to the facility will be monitored and restricted. Access will only be granted with a lock smart system, and signage indicating that any members of the public are not allowed unescorted access will be clearly displayed on the door. The restricted access area door will remain locked at all times with a spring loaded hinge to ensure it closes behind persons as they either enter or leave the secured access area. Distinct and apparent cameras will be placed throughout and around the facility to encourage people to not attempt access. The facility will be equipped with 24 hour monitoring alarm system, video surveillance, and on on-site security. All entrances, exits, security doors, restricted access areas, windows,every portion of the office and safe room, and the exterior of the building will have security cameras installed to monitor and identify all activity adjacent to the facility. All members of the public who are allowed access to the facility must check in at the front entrance door and obtain a visitor badge, and are to be worn and clearly displayed at all times while on the premises. All entrants must provide government-issued identification with no exceptions to be held in security possession, and will be returned back to them once they have completed their visit. An Alaska Herb Garden employee will escort visitors at all times while on the premises, and collect the visitor badge prior to leaving. A visitor's log consisting of the visitors name, date, time, and purpose of visit will be noted by the escorting employee per each visitor to the facility. These logs will be made available to the MC Board upon request.

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

Access to the premises will be highly monitored and restricted to maintain all cannabis products and the security of our agents. All persons permitted into the facility will have numerous degrees of access. Owners, the Manager on duty, specially-defined agents, and emergency personnel during the time of an emergency, will be the only persons granted unrestricted access to the entire facility. Limited access will be permitted to other agents to include the break room and storage. All other visitors to the facility must remain in the common areas of the retail, land restroom facilities at all times. All visitors must sign into a log book indicating the date, time in and out of restricted space, and purpose of the visit, in order to gain escorted access to facility. These records will be stored as official business records and available to the MC Board upon request. Any persons wishing to gain escorted access to the facility must have a government-issued ID that will be taken and photocopied my Alaska Herb Garden staff. The visitors ID will be kept in security possession the entire time they are within the restricted access parts of the facility. Each visitor will be given a company-issued visitor's badge which they will be required to display around their neck at all times during their visit so it is clear to employees that they have restricted access permissions. When the visit has been completed, they will be given their ID and must escort the premises promptly.

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

The escorting employee on duty at Alaska Herb Garden will be required to record and log all information related to the visitor's presence, as well as recording any reportable activity or behavior during the visit. Information that will be logged includes, but is not limited to, (1) date, (2) time in and out of restricted space, and (3) purpose of the visit. A photocopy of the visitors ID will be taken and stored on-site as official business records. These records will be made available for the MC Board upon request.

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

Matching, colorful lanyards will be worn with the badge to easily identify an employee from any angle.

Uncle Herbs Employee Identification Card

Alaska Marijuana Retail Store License No. 10648

6511 Arctic Sour Rd. Anchorage, AK 99518

Employee: Lloyd Stiassny

Marijuana Handler Card Number: 00000000000

*Or similar format and 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:

Exterior lighting will be distinctively designed and positioned to keep the premises well lit and visually secure. Our surveillance system with be capable of depicting individuals within twenty (20) feet from all entry points of the facility. Alaska Herb Garden will use will use extremely bright lights to deter crime and ensure maximum visibility. The lights being used will be mounted in inaccessible places and have robust housing and lenses helping to ensure them being vandal proof. All lights will be of commercial grade and style and will be checked daily by management to ensure each light is well placed for visibility and operational. The lights will also be used to deter loitering and any unauthorized presence on the premises. Alaska Herb Garden plans to install sufficient exterior lights that will be distributed evenly and affixed to the facility, and sufficient lights equipped around the outer perimeter of the property.

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

We will be installing an approved monitoring alarm system that will have 24 hours a day, 7 days a week monitoring to ensure the safety of both our agents and assets. The monitoring system will be capable of detecting any unauthorized intrusion or activity, and able to notify local law enforcement if necessary. Our alarm system will be tested every six (6) months to ensure the equipment is working properly. Alaska Herb Garden will contract with a third party alarm system that will be responsible for the instillation and maintenance of all alarm system equipment, as well as being in direct contact with local law enforcement and our on-site manager. In the case of an unauthorized intrusion or attempted intrusion, the alarm system will send an automatic, electronic alert to both ownership and local law enforcement. We will have motion detectors to monitor all areas of the building including the roof and attic areas during closed business hours. Each morning the daily manager who is the first to arrive, will be responsible for disabling the alarm system and examining all security cameras and tapes to ensure they are operating correctly. The last agent to leave the facility each night will be responsible for activating all over night security devices, and making sure to lock all doors and windows.

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:

Censors will be installed on all doors and windows through the third party security monitoring center, and activated during all closed business hours. The alarms will register all activities, and any attempt of intrusion will initiate a response.

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

Video surveillance will continuously monitor storage, processing and packaging areas, and the office (which includes the safe, inventory storage, and money counting areas). All inventory will be diligently tracked through Metrc and weighed frequently to ensure there is no diversion happening through Alaska Herb Garden employees or managers. In the invent that an employee is caught illegally distributing marijuana, or caught stealing, the company will cooperate as needed with local City or State law enforcement. Employees found to be diverting marijuana could be arrested and punished to the fullest extent of the law, and the Company will cooperate with all law enforcement detectives. Employee found Inventory tracking will be taken weekly and stored as official business records. Surveillance cameras will be strategically placed to be visible and provide a full view of the room, entryway, safes, money counting area, and product counting area. All employees will be trained to recognize potential theft, and will be required to immediately notify either ownership or management if they suspect theft is occurring. Shall any theft occur, or suspected theft occur, ownership will contact local law enforcement immediately. Once a theft is reported to law enforcement, ownership will update the product records into Metrc to maintain an accurate and comprehensive accounting for all marijuana inventory activity. Any reports and documentation concerning a suspected or actual theft will be maintained by the company for five (5) years and made available to the MC Board upon request.

Describe your policies and procedures for preventing loitering:

Alaska Herb Garden will have a "No Loitering" sign clearly posted on the exterior of their facility. If an employee suspects that a person is loitering outside the establishment, they will be given a verbal warning that law enforcement will be notified and asked to leave the premises by a company agent. Agents will maintain a regular and noticeable presence around the property to deter any unauthorized entrance.

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 motion detector lights will be installed allowing for any additional security measures during closed business hours, and to ensure the outside cameras are capable of clearly identifying any persons approaching the premises. The company will have motion detectors monitoring all areas of the building including, the roof, attic areas, and inside the facility. All unauthorized intrusions or attempted intrusions will send an electronic alert to local law enforcement, ownership, and the third party security company. Panic buttons will be placed strategically around the premises with easy access for employees if an emergency shall arise. The panic buttons will be tested every six (6) months, and will have direct correspondence with local police and 24 hour monitoring company whenever pressed.

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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:

Shall a dangerous, threatening, or unauthorized situation arise in our around the facility, the electronic notification system will alert local law enforcement to head to the location of breach. Employees will be trained to know to leave the location, meet in a safe locations, and not return until informed by law enforcement it is safe to come back. In the event there are visitors present on premises they 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 operating hours that either threatens the facility or the safety of employees or visitors, Management will be trained and ready to evacuate the building of all people. Employees will be properly trained to look for any property damage, verify cash, and verify inventories. A police report will be filed for anything missing or damage. All video surveillance will be downloaded and given to law enforcement for further investigation.

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, inside and outside, at multiple angles and at a height that will provide a clear, unobstructed view. Cameras will be carefully placed to prevent any blockage from lighting hoods, fixtures, or other equipment. To ensure clear views for identity, the company will use high definition security cameras with extra upgrades to prevent vandalism. 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 entrance door of the facility as well as the exterior emergency exit door 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. All exterior corners of the space will have cameras installed to facilitate monitoring of all activity on each side of the building. The parking lot and entrance will have video coverage. 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 will be stored in a secured, locked room with an advanced, reinforced security door. The door will only be accessible by authorized personnel and will a smart lock, and spring loaded hinge to ensure closing. Data will be stored on the security system's DVR for a minimum of forty (40) days, and will include a time and date stamp. In case of a pending criminal, civil, or administrative investigation, the data has the ability to be uploaded on a separate hard drive to maintain records longer. The security system will be accessible by password only, given to authorized individuals only, to ensure there will be no data tampering. All recordings will be available to the MC Board 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:

On top of storing all hard records at the facility, Alaska Herb Garden will have an external server to copy documents to prevent any loss due to computer malfunctions. These files will be accessible to ownership, management, designated government authorities, as well as the MC Board. 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. Records within the facility will be stored in the secured office, separate from all storage of marijuana products and currency by reinforced security walls. Only ownership, management, and authorized agents will have access to the office and all safes inside.

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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:

Alaska Herb Garden will be using the required marijuana inventory tracking and control system, Metrc. Metrc will record and store all completed sales, conversions of manufactured products, and disposal of unusable inventory. All employees will be trained in using the system to ensure that: (1) all marijuana received on the premises is identified and tracked from the time of arrival through its sale, transfer, or destruction; (2) all establishments transacting to purchase or otherwise receive marijuana products from the facility are licensed; and (3) any loss or theft of marijuana products is promptly reported. Employees will record data at several stages, including: (1) during sale, sample, and transport; and (2) during disposal, destruction, and theft. The facility will enter all inventory tracking information into Metrc. Employees will record all sales in the system as they are processed. All marijuana used to prepare and package samples for the purpose of testing or for negotiating sales will also be recorded, 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. For each batch, employees will record all transportation arrangements and will generate a transport manifest to accompany the batch in transit. Employees will use the system to verify and record each sale and shipment, and the identity of all individuals who arrive at the facility to conduct business. In the event that marijuana products are flagged for disposal, the facility will record the disposal in Metrc at least three (3) days prior to taking any disposal action. In addition to notifying the appropriate local and/or state authorities, any destruction, loss, or theft of marijuana will be promptly recorded in Metrc to give notice to the MC Board.

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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:

All employees will be required to obtain a marijuana handler permit card prior to employment. 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. Meetings with all company personnel will be held monthly to provide updated information and procedures. Managers will be trained in all aspects of the company business. They will be trained in opening procedures and become experts in the inventory tracking system. Managers must know all quality control procedures, all inventory control procedures, and all sanitation procedures. Managers will know how to keep accounting records and be responsible for overseeing the general running of the store. Ownership and managers will be responsible for ensuring that agents are capable of performing all assigned positions and tasks. Agents 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. Agents will be trained on how to check identification and how to use the inventory tracking system. Agents 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:

Alaska Herb Garden has prepared a disposal plan for disposing of all marijuana that does not meet state testing requirements and the company's internal quality standards for any reason, including, but not limited to, contamination, disease, infestation, and mishandling. The following is a list of the expected waste that the Company 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, containers, or other related materials which arrive at the facility with marijuana products that have been disqualified for quality; (3) waste from marijuana flowers and plant material; (4) run off water from inventory preparation for retail; and (5) any other materials or containers in contact with marijuana products that risk contamination. Rendering marijuana unusable before disposal will ensure that marijuana and marijuana products are safely kept away from the public. The Company will ensure that all marijuana waste is rendered unusable prior to leaving the facility. Management will maintain a log on the status of all marijuana waste, tracking the type of waste, the date of disposal, the date it was rendered unusable, and the date that it was picked up by the disposal company. All marijuana marked for disposal will be stored in a secured bin, separated from all other products and materials, until it can be rendered unusable. Marijuana waste will be rendered unusable a minimum of once per day, before the facility closes. Once rendered unusable, marijuana will be securely stored in locked containers located on the premise. All locks will comply with the highest UL standards. Only authorized personnel will have access to the keys that lock and unlock the disposal containers. The disposed marijuana will not be stored outside the facility at any time. Twice a week, a waste truck will collect the waste and dispose of it. To ensure tracking and to ensure that no diversion occurs, a manager will meet with the waste truck driver and collect a signature and the name of the waste truck driver, the date, time, and the type of marijuana waste being collected. This information will be entered into a log by the manager, which will be securely stored and made available to the MC Board upon request.

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

After giving the MC Board at least a three (3) day notice in the Metrc tracking system, the marijuana waste will be ground up with other compostable materials such as food waste, yard waste, vegetable oils, or non-food waste such as paper waste or cardboard.

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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 the company 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:

Marijuana to be transfered to another marijuana establishment will be packaged and labeled in accordance with 3AAC 306.470. For all transports of products the establishment will create a Trip Manifest generated through Metrc. All Trip Manifests will be sent with the products, and an additional copy will be stored and filed on the premises as official business records. The Manifest documents will clearly have the strain name, type of product, batch number, weight, name of the transporter and handlers ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. All marijuana product will be in a sealed package or container not exceeding more than five (5) pounds and then stored in a locked storage compartment within the transport vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops and at no time during transit will marijuana products be directly visible. All marijuana packaging will have a label stating that a licensed testing facility has tested each batch in the shipment. All packaging materials that will be sold to marijuana establishments for sale to consumers will be child-proof and unappealing to children. Plastic packaging will be four (4) millimeters or more in thickness and will be heat-sealed without an easy-open tab, dimple, corner, or flap so that it is difficult for a child to open as a tamper proof measure. All packaging done at the facility will be performed in a specific 24 hour surveillance monitored area and will then be packaged in a uniform matter with labels secure and clearly displayed. Packaged marijuana will be stored in a secured area until ready for display or transport, and will be inspected, accepted or rejected, and recorded in QCU log. The QCU log will check all packaged to make sure that they will keep all marijuana from contamination and will check to make sure that the packages will not impart any toxic or deleterious substance to marijuana. Alaska Herb Garden will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility. Reports will be available upon request for the MC Board.

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

All marijuana products will be secured and locked at the cultivation facility and will remain secured until transport is completed. Any vehicle transporting marijuana products will be unmarked and inconspicuous. All employees will be trained and will understand that under no circumstances shall a sealed package containing marijuana be opened during transportation. The vehicle storage box will be made of steel, hard plastic or similar equivalent. It will be locked at all times during transport via combination lock or key lock that has a key marked do not replicate and said key shall remain in the possession of the transporting authorized agent and/or owner and management.

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

Alaska Marijuana Control Board

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Section 7 – Signage and Advertising

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

Alaska Herb Company will have1 of sign with the business name visible to the general public. The facility will display all required postings on, around, and within the facility. Required postings that will be fixed and displayed are: (1) operating hours, (2) certificate of occupancy from the city and/or borough, (3) the State of Alaska marijuana establishment license certificate, (4) approval to operate a cultivation facility, (5) "No Loitering" sign, (6) "Surveillance Cameras In Use" sign, (7) "Restricted Access" signs, and (8) and any required postings by the local jurisdiction such as Exit and Fire Extinguisher signs. No sign shall exceed 4,800 square inches, and at no time will any signs, postings, or advertisements that are not approved be used.

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:

At no time will a person under the age of twenty one (21), or any person who does not produce a form of valid identification be permitted inside the facility or remain on the premises. A valid form of identification includes: (1) an unexpired, unaltered passport; (2) an expired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a providence of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. Shall an employee suspect a customer is under the age of twenty one (21) at any time, the employee will refuse access and have the individual escorted off the premises. All Alaska Herb Company employees will be thoroughly trained to recognize the inconsistencies of forged identifications, and will be given an ID guide to help distinguish IDs from other states and countries. The Company will have one designated employee that will request from all customers for government-issued identification and will throughly examine ID for all members before allowing entrance.

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

LLOYD H. STIASSNY
Printed name

Subscribed and sworn to before me this 26 day of July, 2016.

Jim R. Cassel Jr.
Notary Public in and for the State of Alaska.

My commission expires: 01/26/2019

JIM R. CASSEL JR. NOTARY PUBLIC STATE OF ALASKA

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(Additional Space as Needed):