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:	Top Hat Concentrates, LLC	**License Number:**	10271		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	TOP HAT CONCENTRATES, LLC				
Premises Address:	2315 Industrial BLVD, Suite B				
City:	Juneau	**State:**	**Alaska**	**ZIP:**	99801

Mailing Address:	PO Box 20842				
City:	Juneau	**State:**	**Alaska**	**ZIP:**	99801

Primary Contact:	John Nemeth		
Main Phone:	313-318-5322	**Cell Phone:**	313-318-5322
Email:	john@thcalaska.com		

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Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

Describe how you will prevent unescorted members of the public from entering restricted access areas:

The facility only has 2 secure access doors for entry/exit. One on the south side of the structure that is for main entry/exit and one located inside neighboring structure that is used for deliveries only. Both are steel, solid core doors with RFID secure deadbolt access. The main entry has a lobby with another secure access RFID door. Guests will wait in the lobby behind the second secure door while guest admission SOP is completed. Both of these doors are also monitored by camera, door sensors, and interior motion detectors. Main entry also has a motion sensor security light to ensure proper visuals 24/7. No member of the public will be allowed through these doors without management escort and without following the guest admission SOP. This processing facility is also behing another labeled and RFID secure access door.

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

Non-employee welcomed guests will be allowed to enter the lobby while information from their state or federal picture ID is recorded by owner or manager, ensuring they are over the age of 21. The guest then signs the log sheet next to their information and is presented with a "visitor badge" filled out with their information. All visitors must be accompanied at all times by a manager or owner of the facility. Regular full or part time employees are not allowed to escort guests or permit them into the facility.

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

Log for all guests will be kept on file. Log includes the dates begining/ending at the top of the page with the following information for each guest: Name, date, employee guide name, age, ID issuing authority/#, time in/out, signature of guest, initials of employee.

*see page 4 for example

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

Each employee will have a RFID identification badge complete with picture, name, company logo and position. Each card will be set with corresponding access ablilties for each employee. Guests and agents will use fillable "visitors" badge after completing sign-in process. All employees will wear this badge on a lanyard around their neck with their marijuana handlers permit card stored behind it.

*see page 5 for examples of visitor and employee badges

TOP HAT VISITOR SIGN-IN SHEET

Date Beginning:	**Date Ending:**
	Log Sheet #

Visitor Name/ID#	Age	Employee Guide	Time In	Time Out	Date	Employee Initials

YOUR LOGO HERE

VISITOR

Name:

Destination:

Visiting:

Date: Time In: Time Out:

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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 placed above the 2 entrance doors and will be motion activated so that it is only in use when needed. There will also be another 180 degree motion activated light on the SE corner of the facility to cast light on the east and south faces of the structure. The 3 fixtures will shine at 2000 lumens to provide ample lighting for cameras to capture imaging on the 2 sides of the building where potential breaches could occur. There is no need for lighting on the W and N sides of building as there are no doors, windows, utility connections, or access to those parts of the property.

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

Security system will be locally monitored for more efficent results if needed. ALL doors will have sensors monitoring opening and closing. Motion sensors will also be in every area of the facility. There will be one panel for arming/disarming located in the lobby next to main entry door. Panic buttons will be placed in office, extractions room, and work room nearest the entrance. There is also a panic feature on the main panel.

*see attached security diagram on page 7

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:

The 2 entry doors will have door sensors and motion sensors tied into security system. When last person/s exit the facility they will arm the system for the "closed" period. Notifications of system activity are sent immediately to cellular devices of owners. Therefore, if after hours a notification has not been recieved of the arming of the system, contact will be made to facility. If it's been deemed that nobody is present through camera viewing and attempted contact, the system can be armed remotely and employee corrective action will be taken.

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

Cameras cover 100% of work spaces. The only area not covered by camera coverage is the bath room area. All employees are subject to search if suspected of diverting product. Upon discovery of theft employees are immediately terminated with no chance of rehire and depending on the level of theft could stand criminal charges.

Absolutely NO marijuana or related product will enter the possession of Top Hat Concentrates, LLC unless it is state tested and tracked. Same goes for all products produced and sold by Top Hat, LLC.

Describe your policies and procedures for preventing loitering:

The premises is on private property shared with another company. There is little, to no, foot traffic on Industrial BLVD. There will be "No Loitering, Private Property" signs posted near the entrance to facility. Cameras and monitors in facility will ensure active monitoring of traffic outside.

This facility will also remain inconspicuous and have no exterior signage to reflect the business within, further minimizing risk.

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:

As mentioned above there will be portable panic buttons in the office, extraction room, and in the lower floor workspace. There is also a panic button on the key pad nearest the entrance. There will be a monitor in the office, extraction room, and lobby to view cameras before opening exterior doors. Full camera monitoring will also be viewable from the cellular devices of the owners and management team.

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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:

If system is triggered during closed hours there will be a system in place to alert the 3 owners in numerical order. If John, Ben, or Tracy can't be reached memebers of the management team in order of title will be notified by alarm company. As soon as notified they will immediately meet law enforcement officials at the facility to assess the situation.

In the event of alarm during normal business hours while facility is occupied employees will be instructed to do whatever is asked of them until law enforcement arrives and controls situation.

An incident report log will be kept for all security breaches and notifications.

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:

Wide view cameras will be placed above entrances to survey the courtyard area of facility as well as around the east corner of the property. Main entry door will also be equiped with forward facing, eye level camera to gain full frontal/facial images. Corners in every room as well as centered 360 cameras will be in place throughout the facility to capture every angle. In the RFID access extraction room there will be a monitor so extraction employee/s can view who is outside before opening the door.

*please see attached security floor plan on page 7 for camera locations

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 video surveillance and security system equipment will be housed in a locked cabinet inside the always locked office area. Owners, John, Ben, and Tracy will be the only people with access to this cabinet and office itself. Inside the cabinet will be a log that must be filled out with the information of whom accessed the cabinet, time, and date. Law enforcement and agents will be granted access immediately upon request. Cabinet will be a metal, locking structure making security breaches close to impossible.

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

All vital records and data will be stored in locked filing cabinets inside the locked office. Access will only be granted to licensed owners and other authorized employees.

-Marijuana products will be tracked in duplicate. MJ Freeway will be used for MJ tracking, project management, and financial tracking. This system works in partnership with with the state required Metrc system. Both systems are cloud based with the highest security practices. All data will also be backed up to owners computer.

-Paper documents and accounting documents will be locked and stored on site, and duplicates will be stored at accounting firm that will manage the monthly/yearly accounting.

Even in the case of full facility loss the triplicate back up of all data will prevent it from ever being lost.

www.mjfreeway.com

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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:

Top Hat Concentrates, LLC will use Metrc by Franwell and a duplicate, redundant system provided by MJ Freeway. The Metrc system communicates openly with the State of Alaska. State officials and agents will have access any time desired through open internet connectivity to the system.

The Metrc system tracks the marijuana through it's full life cycle. From seed to sale the plant is tracked and batched up until it is transfered to another licensed marijuana facility for processing and/or retail sale. Where it is then continually tracked by those facilities until purchased by legal consumer.

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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:

Each employee will go through a strick compliance training program. They will recieve full training on the tracking system, security SOP's, and job responsibilites. All team members will have to sign an acknowledgement statement of the employee handbook and above mentioned guidlines. All employees will possess marijuana handlers permit cards in their security lanyards around thier necks and copies will be on site. Expiration dates will also be stored in MJ Freeway and will not allow employees with expired cards to clock-in. This system will also notify the employee months in advance of approaching expiration. Top Hat Concentrates, LLC has a ZERO tollerance for drug and alcohol use during work or within 50ft of the facility. Employees suspected of being intoxicated during work will be taken immediately to testing facility by cab. Upon discovery of use or refusual of test is grounds for immediate termination

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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:

After being logged and stored for the required 72 hour period. Solid cannabis related plant waste will be finely ground in a spice or botanical grinder and mixed at a 50/50 ratio with used soil medium, locked in a refuse container, and stored until transported to local dump weekly by employees of Top Hat, LLC. Waste transport logs will be kept and maintained on premises. Providing whom and times waste was taken along with reciept from waste facility. In the future we'd like to be able to sell our hemp related materials or use it in on site compost so nothing is wasted. There is no liquid waste expected as a result of cultivation or processing. Water run-off from watering (if any) will flow into floor drains into municipal sewer system. (per the guidlines defined in our CBJ Conditional Use Permit) We use no environmentally harmful fertilizers or pesticides in the cultivation process. Therefore there is no public health risk

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

Used soil medium used for cultivation by onsite cultivation facility.

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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:

Cannabis waste will be properly logged in Metrc as it becomes "waste", stored securely for the 3 day notice period required by state, shown to the cameras as it is ground, and added to used soil mixture to become unuseable. Marijuana waste generated during daily operation will be ground to a fine/unuseable consistancy and mixed with used soil medium. This will be completed as soon as the 3 day period is complete to ensure no waste is just "sitting around" to minimalize diversion risk.

The waste will simply look like soil when this process is complete and there will be no way of telling cannabis is even a part of the soil waste.

Grinder Used for Destroying Waste Cannabis Materials

Home > Products > Machinery > Food & Beverage Machinery > Other Food Processing Machinery (714999) Subscribe to Trade Alert

See larger image

Add to My Cart Add to My Favorites

Commercial Chinese herbs grinder,electric corn grinder machine

FOB Price:	US $1,000 - 1,600 / Set | Get Latest Price
Min.Order Quantity:	1 Set/Sets
Supply Ability:	2000 Set/Sets per Month
Port:	shanghai,guangzhou
Payment Terms:	L/C,D/P,T/T,Western Union,MoneyGram

Contact Supplier Start Order

Chat Now! Request Sample

Trade Assurance

Place order online and pay to the designated bank account to get full protection.

- Payment protection
- On-time shipment
- Product quality protection

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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:

Top Hat Concentrates will begin operations creating 4 primary extraction products. Oil vapor cartridges, shatter, coconut oil capsules and wax. Before packaging all batches of products will be tested in accordance of state requirements. Oil cartriges will be sold in 3 mil plastic, tamper resistant bags and shatter and wax products will be inside silicone containers then also placed in 3 mil plastic, tamper resistant bags. Capsules will be in small, child proof, pill bottles with no more than 5mg of THC per capsule and no more than 10 count per bottle. All packaging will meet state requirements for labeling and child safety.

Extraction will take place inside the secure access extraction room. When processing is complete final packaging will take place inside the secure facility packaging/trimming area. All products awaiting transport to retail facilities will be stored in safe.

*further details and diagrams included with supplemental plan MJ-05.

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

Vehicle used will convert storage area under floor of cargo area into a lockable compartment. All marijuana products will be locked in this compartment, which is part of the vehicle, while in transport. Additional "tuff box" lockable containers will be added and afixed to the vehicle floor with bolts to provide additional space for marijuana transport. Locks will be key operated and in the posession of the driver.

* See attached example on next page

View Product Family

CONTICO

Portable Tool Box, Structural Foam, 37" Overall Width x 21" Overall Depth

Price
$96.50 / each

1 Add to Cart

+ Add to List

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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:

NONE. No reason to advertise this space. This is also to minimalize risk.

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:

NOBODY is allowed inside the cultivation/processing facility unless they are a MJ Handlers card carrying employee or escorted by a manager/owner of the company. In order for a non-employee to gain access they have to be let into the "lobby" waiting area to have their state or federal ID checked and logged on the visitor registry. This area will also have the state required warning and underage notice signs framed and posted. Absolutely nobody will be allowed access without proper identification and accompaniment of owner/manager.

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

John S. Demeth

Printed name

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

STATE OF ALASKA
OFFICIAL SEAL
Amy F. Roemer
NOTARY PUBLIC
My Commission Expires 12/25/17

Amy F. Roemer

Notary Public in and for the State of Alaska.

My commission expires: 12/25/17