Alcohol and Marijuana Control Office
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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:	R & S Enterprises	**License Number:**	10126		
License Type:	Retail Marijuana Store				
Doing Business As:	The Herbal Cache				
Premises Address:	158 Holmgren Place, Suite 101				
City:	Girdwood	**State:**	ALASKA	**ZIP:**	99587

Mailing Address:	PO Box 204				
City:	Girdwood	**State:**	ALASKA	**ZIP:**	99587

Primary Contact:	Ronda Lambert		
Main Phone:	907-242-5807	**Cell Phone:**	907-242-5807
Email:	ronda@thcofak.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:

All restricted access areas will have signs clearly posted stating "Restricted Access Area. Visitors must be escorted." by each place of access to a restricted area. The Herbal Cache's restricted areas include behind the retail counters, which will have a barrier gate, and the security/storage room (which will be locked at all times and only accessible with electronic key cards. Only the licensee, employee, or agent of the licensee will have access to these areas and will be required to have their identification badges visible at all times in the restricted area. All restricted access areas will have video monitoring as required by 3 AAC 306.720. The doors with entrance and exit access to the establishment will be monitored with an alarm system.

See Valkyrie Security Packet page 2-3

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

Visitors will be admitted into the restricted access areas by providing identification as required in 3 AAC 306.350 verifying they are not under the age of 21. The licensees, employee, or agent of the licensee will verify their identification and provide them with a visitor identification badge, and escort them at all times in the restricted access area (no more than 5 visitors at a time per authorized employee). The Herbal Cache will maintain a visitor record per 3 AAC 306.755(6) to include name, date, time in and out, copy of identification and signature of supervising employee. Visitors will be given instructions regarding not touching products or taking pictures unless authorized by management. Marijuana establishments delivering or picking up marijuana will be required to provide a valid marijuana handlers permit, and their marijuana establishments identification badge and then receive a visitors pass.

See Valkyrie Security Packet page 3-4

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

All visitors will be logged in a visitor record sheet, providing the following information: name, date, time in and out, valid identification number and the signature of the supervising employee. These logs will be retained for three years and kept on the premises for at least 6 months, and then may be archived off premises. This log will be available for inspection upon request.

See Valkyrie Security Packet page 5

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

See Valkyrie Security Packet page 5-6

Visitor passes will be provided to individuals over the age of 21 (with valid identification) accessing the building due to marijuana related business. Marijuana establishments delivering or picking up marijuana will be required to provide a valid marijuana handlers card, their marijuana establishments identification badge, will receive a visitors pass and will be escorted by authorized personnel at all times. Visitor Badge sample below:

Identification badges, visitor passes, keys and security codes are issued through the ownership or management team, are the sole property of The Herbal Cache. and can be revoked at any time due to inappropriate use. Identification badge may not be duplicated or loaned to anyone at any time.

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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:

The exterior of the building is lit by outdoor light fixtures to provide illumination that allows the exterior video surveillance cameras to record video during perids of low light and darkness. The lights will be routinely checked to make sure they are working. There will be two cameras (Vivotek USA Inc FE8181/81V Fisheye Network Cameras on the exterior of the store which have infrared technology for night time recordings. The positioning and lighting will be evaluated in coordination with the security system monitoring agency (AlarmWATCH) and adjustments will be made upon recommendation.

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

Pursuant to 3 AAC 306.715(c)(2) The Herbal Cache will have a Honeywell Intrusion Security Package installed consisting of the following equipment: a) 1-6160 keypads (located on the main entrance to the building), 1-Aurora PIR motion detector, Wave2 2-tone sounder, 467 battery, 620 jack and 621 cord and panic buttons will be remotely located within the licensed premises for added security; b) 1 Honeywell sensors with: Advanced ASIC-based processing, split-zone optics technology, totally silent relay operation, immune to pets up to 40 lbs, tamper proof design, PIR motion sensor with an ultra-low current; c) monitoring by a third party monitoring agency 24/7. In the event of an alarm activation local law enforcement and the business owner will be notified.

See Valkyrie Security Packet 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 alarm system will be monitored by a third party agency. AlarmWATCH certifications include IQ Certified Central Station (One of first in the nation), UL Certified Facility, UL Certified operators, SIA certified operations, SIA Central Station Trained instructors, APCO certified operatores and FARA and Federal UL 2050. Supporting Alarm Communications and Interactive Service from every major manufacturer. The list includes: Connect 24, C24 Interactive, AlarmNET, AES, Uplink, DMP Internet, Tellular, Alarm.com. Based in Maryland with monitoring ceners nationwide that are staffed 24 hours a day, 7 days a week. During non-business hours monitoring of all devices (motion detectors, door contacts and GE glass break detectors) within the system will be active and monitored. In the event of a security breach of the licensed premises an exterior as well as interior sounder will be activated immediately, an alarm signal will be received by the monitoring center who will notify security, local law enforcement and the licensee.

See Valkyrie Security Packet page 7

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

The Herbal Cache will have a zero tolerance policy on the diversion of Marijuana (3 AAC 306.715(c)(1)). THC will use software in conjunction with METRC as tracking systems to ensure diversion does not occur. If the tracking systems show potential diversion of product, authorized personnel will initiate an investigation that will include: talking to employees on shift, assessing the last log-ins to the system and product in question, notifying the MCB and reviewing video feed. If diversion has occurred, management will supervise all visitors and require them to remain in the building until law enforcement arrives and restrict access to restricted areas. Consequences for diversion include notifying law enforcement, immediate termination, visitor access removal and prosecution of crimes. In addition, authorized personnel will randomly check video feed for potential diversion once weekly.

See Valkyrie Security Packet page 7-8

Describe your policies and procedures for preventing loitering:

The Herbal Cache staff/security will perform routine unscheduled patrols of the premise. Loiterers will be asked to leave when discovered and law enforcement will be called if loitering persists. THC will operate under a "no loitering" policy that will limit individuals from standing or waiting without purpose on the premises pursuant to 3 AAC 306.715(c)(2) during business hours. Employees will be provided training on the importance of limiting loitering and learn skills to verbally remove individuals from the premises. If individuals are unwilling to leave the premises or continue to loiter in the general area, law enforcement will be notified and employees will follow the recommendations of law enforcement. Employees will not engage in discussion with minors or other individuals outside the building about the The Herbal Cache, or promote marijuana use to individuals under the age of 21 years. The store will have a "No Loitering" sign placed by the public entrance.

See Valkyrie Security Packet page 8

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:

1.) Motion detectors are utilized for after hours monitoring of the licensed premises.
2.) Duress and panic switches are easily accessible to facilitate a response by public safety and security in an efficient manner and will be utilized by licensee, employees and agents during business hours. These devices are silent alarms and will be activated in the event of a security breach in progress such as robbery, or in the event of an assault on the premises.
3.) All key pads will be programmed with a silent medical and fire duress option to alert medical personnel or fire fighters in the event of a medical emergency.
4.) any use of the duress or panic buttons will notify the monitoring center by silent alarm, giving the appropriate agency information that a security breach is in progress and to use extreme caution.

See Valkyrie Security Packet page 8

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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:

The licensee, all employees and agents shall assist in any way to help law enforcement by providing detailed descriptions of person/persons and events leading up to the breach in security. The licensee, employees and agents shall protect and preserve any evidence or area where the breach occurred, locking the business doors, ceasing operations and restricting access to the area and not disturbing anything until law enforcement arrives.

See Valkyrie Security Packet page 8

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:

Cameras will be installed to insure a 360-degree coverage of the secure areas. All security cameras will be positioned in such a manner as to get the most identifiable view of anyone within 20 feet of their line of sight at each entrance and along the exterior and interior of each "Restricted Access" area. Cameras will be placed at a height of 10 feet or more to insure unobstructed viewing of all product and persons insuring all are captured on a maximum clear sight picture. All cameras will have a recording resolution of at least 1920x1080(2mp)-2560x1920(5mp), and will have the ability to see at night using infrared technology for night time recordings.

See Valkyrie Security Packet page 9

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:

The secure room, housing all supporting security and camera equipment will be locked by Access control and Hess electric strikes to insure the integrity of all security supported hardware for The Herbal Cache. The entry points will have Access control supported with LED and buzzer options. Within the secure room, there will be a fish-eye camera for a 360 degree view. Outside the secure room entrance point will be a dome network camera.

See Valkyrie Security Packet page 9-11

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:

The Herbal Cache will utilize seed to sale software for tracking and and its point of sale system, ensuring accurate and comprehensive inventory tracking records. The business records will be maintained in a locked file cabinet on the premises. Digital archives will be maintained in a password-protected storage device.

The Herbal Cache will maintain records on the premises, available for inspection upon request, for at least 6 months. Older records may be archived off premises.
Business records include:
1.) a current employee list with handler number
2.) the contact information on our vendors for our video surveillance and alarm systems
3.) records related to advertising and marketing
4.) log of visitors to restricted access areas
5.) tax records:
6.) transportation records 3 AAC 306.750(f)

Security camera video and electronic access control data archives will be stored off-site by the security system provider, Valkyrie Security and Asset Protection Inc. (See Security Plan at ***

All security video and access data systems will be programmed with password-protection and redundant password lockout to prevent unauthorized access.

See Valkyrie Security Packet page 11

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Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

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

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

Applicants should be able to answer "Yes" to all items below.

Marijuana Tracking and Weighing:	Yes	No
A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used	☒	☐
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	☒	☐

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

The Herbal Cache will use an inventory tracking point of sale software (seed to sale) that will integrate with METRC. Currently we are in negotiations with MJ Freeway and Agrisoft. Both have represented that their software will be able to share information to METRC.

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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:

The Herbal Cache will require all employees to have their marijuana handler permit card prior to being employed. If they do not have one, they will be required to take a State approved marijuana handler's permit education course. The Herbal Cache will require their employees to have their permit with them at all times while working. The Herbal Cache will also keep a copy of each employee's marijuana handler's permit. To insure that the permits remain current, The Herbal Cache will schedule on the main calendar when each permit will expire and set a notification prior to the expiration.
The Herbal Cache believes in continuing education for our employees in our field and will provide opportunities for their employees when it is available.

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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:

The Herbal Cache does not anticipate having any large volume of waste. Marijuana waste will be ground up and mixed with an equal amount of compostable material in a restricted access area under camera surveillance and then disposed of at the landfill or into a garden. The Herbal Cache will notify the state via METRC 3 days prior to any disposal of marijuana waste in compliance with 3 AAC 306.740.

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

Sawdust
grass/yard clippings
coffee grounds
tea bags
shredded newspaper, cardboard and paper

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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:

Any waste will be accumulated in a container on premises. The Herbal Cache will notify METRC three days prior to grinding up any waste. The waste will be mixed with equal parts compostable material. This material will be recycled into a garden or disposed of at the Girdwood dump transfer station.

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Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to all items below.

Marijuana Transportation:	Yes	No
The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700	☒	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle	☒	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport	☒	☐
During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport	☒	☐
Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment	☒	☐
When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received	☒	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	☒	☐

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

The Herbal Cache will make sure that packages will be sealed and not in excess of five pounds for repackaging by another retail facility or in a package not exceeding one ounce if packaged by another marijuana facility. All packages will be identified by a METRC tracking label. All packages will be sealed in a tamper-evident shipping container labeled in compliance with 3 AAC 306.475. A manifest will be kept with the marijuana at all times.

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

The Herbal Cache plans on transporting marijuana and marijuana product in a sealed package with in a heavy duty, locked aluminum storage box. The box will be in the back of the owner's vehicles. The storage case cannot be opened without a key and cannot be lifted from the cargo area as they will be attached to the vehicle.

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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:

The Herbal Cache intends to put up one temporary "banner" sign with the business name. It will be approximately 10' x 3'. We anticipate a permanent sign of approximately the same size.

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:

All persons entering The Herbal Cache will be required to show valid I.D. (i.e. State Drivers License, State issued I.D. card, Government I.D., passport) An employee or security for The Herbal Cache will be required to make sure that the I.D. is valid and that the person is 21 years or older prior to entering the store. Any person without a valid identification or one that is presumed to be fake or not belonging to the person will not be allowed in The Herbal Cache or any secured areas of The Herbal Cache.

See Valkyrie Security Packet page 12

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

Ronda Lambert
Printed name

Subscribed and sworn to before me this 10th day of June, 2016.

Notary Public in and for the State of Alaska.

My commission expires: 3/23/18

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

(Additional Space as Needed):