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Phone: 907.269.0350

Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

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

Licensee:	Absolem's Garden, LLC	**License Number:**	12612		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	ABSOLEM'S GARDEN				
Physical Address:	13247 East Wycoff Drive				
City:	Palmer	**State:**	AK	**Zip Code:**	99645
Designated Licensee:	Lorrie Moffitt				
Email Address:	absolems.garden@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ-01 – Operating Plan

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OFFICE USE ONLY					
Received Date:		Payment Submitted Y/N:		Transaction #:	

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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

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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:	Absolem's Garden, LLC	**License Number:**	12612		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Absolem's Garden, LLC				
Premises Address:	13247 E Wycoff Drive				
City:	Palmer	**State:**	ALASKA	**ZIP:**	99645

Mailing Address:	PO Box 521163				
City:	Big Lake	**State:**	ALASKA	**ZIP:**	99652

Primary Contact:	Lorrie Moffitt		
Main Phone:	(907) 575-9807	**Cell Phone:**	(907) 575-9807
Email:	absolems.garden@gmail.com		

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Form MJ-01: Marijuana Establishment Operating Plan

Section 2 – Security

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

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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:

Unescorted members of the public will be prohibited from entering restricted areas as required by 3 AAC 306.710, and will not have access past the main entrance/office area.

A locked security door will prevent unauthorized access to restricted areas. Signs stating "Restricted Access Area, Visitors must be escorted" will be posted identifying areas that have restricted access.

Guests will be escorted at all times, and will be required to wear; in plain sight, a "VISITOR PASS" for the duration of the visit.

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

Visitors will be admitted through the main entrance into the uncontrolled office area. There, they will be required to sign the Visitors register with their name, age and form of identification (such as Driver's License or State ID). Visitors will be issued a Visitor's Pass to be worn in plain sight, and will be accompanied by an authorized person in accordance with 3 AAC 306.710 (3) at all times while they are in the restricted area.

The Visitor's Register will be kept in the locked storage cabinet when not in use.

No escort will be responsible for more than 5 persons at a time.

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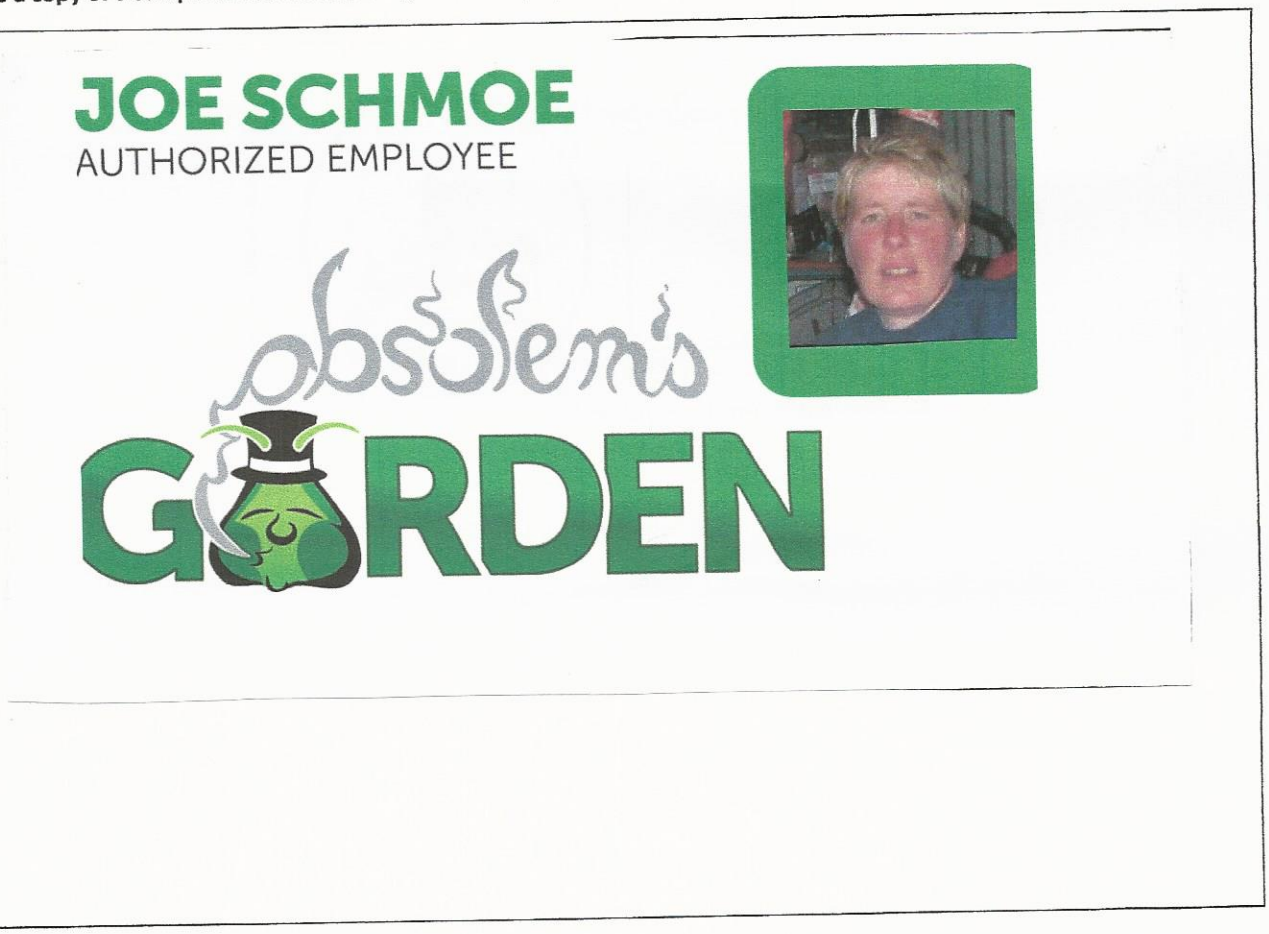
Describe your recordkeeping of visitors who are escorted into restricted access areas:

Visitor information will be recorded onto a paper log book and stored at the end of each operating day in a locked file cabinet in the safe room.

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



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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:

Motion detecting lights will be installed on the exterior of the building. Lights will be located such that the area for 25 feet surrounding each door will be illuminated. Illumination will be sufficient that persons approaching from any direction will be identifiable via security cameras at all hours.

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

There will be no windows and two doors into the facility. Pressure sensitive alarms will be installed on the doors. The alarm system will notify the owners via smart phone with the ability to alert local law enforcement.

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 activated by an agent, owner or employee upon exiting the building. The doors will be equipped with locks and will remain locked at all times.

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

All areas where marijuana product will be present will be controlled, and monitored via video surveillance. Records will be kept of plants at all stages using the Metrc software system. Owners and employees understand that this is a strictly controlled business, and not a homegrown operation.

All employees will be thoroughly vetted prior to hiring.

Should someone be caught stealing, their employment will be terminated and appropriate charges filed.

Describe your policies and procedures for preventing loitering:

The facility sits in the middle of a clear area which prohibits loitering. Signs will be posted indicating that loitering is prohibited. There are no other businesses in the immediate area to attract persons to this location.

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:

Motion detector alarms will be installed at each exterior door to alert employees inside that the door has been opened. Employees will have immediate access to cellular phones to contact emergency personnel should the occasion arise.

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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:

Safety First. Employees will be instructed to not confront aggressors and to relocate outside the building if able. They will contact law enforcement at the soonest possible opportunity.

Detailed incident reports will be generated and maintained in the locked safe room.

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:

See attached diagram for camera locations.

In accordance with 3 AAC 306.720 (3) (b), cameras will be placed to provide clear field of view of each entrance door such that any person will be identifiable within 20 feet of the building. Cameras will be located to record from both sides of each door.

In areas where marijuana is present, cameras will be placed below the ventilation and lighting equipment to provide unobstructed views of all areas of the facility, such that any person or activity is easily identifiable at all times.

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 surveillance recording equipment will be kept in the safe room as indicated on the premises diagram.

This room is robustly constructed, and accessible by one locked door. This room will be locked at all times and accessible only to owners, authorized employees and authorized personnel as described in 3 AAC 306.720 (3) (d).

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:

Absolem's Garden will utilize Metrc as our Marijuana Inventory Tracking System (MITS). The system will be backed-up daily and stored on site. A redundant back-up will be generated to a USB flash drive and will remain with one of the owners off-site.

Financial accounting will be preserved in Quickbooks. Paper records will be entered into Quickbooks, scanned onto a flash drive, and retained in a filing cabinet. The flash drive will be stored in the safe room. Quickbooks will be backed up daily, with a redundant copy to remain with one of the owners off site.

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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:

Absolem's Garden will utilize Metrc as our MITS. This system is compatible with the system utilized with the 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:

Every owner, agent and employee of Absolem's Garden will maintain a current marijuana handler's card. Copies of these documents will be kept in the secure filing cabinet on premises.

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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:

Solid waste; leaves, stems, stalks will be shredded and mixed with depleted growing medium (coco coir). The material will be composted on site. Sugar shake or any other plant matter that would be bought by a processor will be dried and stored in the cure room until sale.

Agricultural wastewater will consist of unabsorbed nutrient water not utilized by the plants; it will be disposed of into the on-site septic system.

Domestic wastewater generated by the restroom facility will also be disposed of through the on-site septic system.

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

The ground marijuana waste will be mixed with the spent growing medium. Absolem's Garden will use Canna Coco Bricks. As the compost pile evolves, the waste will be mixed into the pile to further enhance composting.

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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:

Marijuana waste will be ground in a commercial shredder and mixed with the spent grow medium and other compostable wastes such that it is rendered unusable for the purpose for which is was grown in accordance with 3 AAC 306.745 (d).

Per 3 AAC 306.745, the board will be given no less than 3 days notice before any waste is made unusable for disposal. Records will be kept of all waste disposed, including type, amount and location.

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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:

When the marijuana is ready for distribution to testing or retail facilities, Absolem's Garden will package our own product for shipment in heat sealed, tamper proof packaging. Each package will be clearly labeled with the type of product, amount and weight and any testing data that is appropriate and available.

Shipping manifests will be generated to include the above information, the name and Marijuana Handler's Card number of the person transporting the material, the make, model and license number of the vehicle being used, and the time of departure and estimated time of arrival at the destination facility.

A copy of the manifest will be retained on site, and the original will accompany the shipment.

Marijuana from Absolem's Garden will only be transported to either an authorized testing facility, or a retail sales facility.

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

The marijuana will be secured in a locked container in the transport vehicle. The container will be placed in a secure location within 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:

There will be one small sign 12" x 12" at the entrance door reading:

"Absolem's Garden
Restricted Access
No-one under 21"

The other door will be posted
"Exit Only".

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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Form MJ-01: Marijuana Establishment Operating Plan

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

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

Absolem's Garden will not employ persons under 21 years of age. Any person under the age of 21 years will not be admitted to the facility. Identification of all persons requesting access will be verified prior to 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.

Lorrie Ann Moffitt
Signature of licensee

Lorrie Ann Moffitt
Printed name

NOTARY PUBLIC
SHAUNE E. O'NEIL
STATE OF ALASKA
My Commission Expires June 14, 2021

Subscribed and sworn to before me this 6 day of August, 2017.

Shaune E. O'Neil
Notary Public in and for the State of Alaska.

My commission expires: June 14, 2021

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(Additional Space as Needed):

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