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:	ForgetMeNot Enterprises, Inc.	**License Number:**	13217		
License Type:	Marijuana Retail Establishment				
Doing Business As:	Glacier Valley Shop				
Premises Address:	8505 Old Dairy Road, Suite 1				
City:	Juneau	**State:**	ALASKA	**ZIP:**	99801

Mailing Address:	10672 Kenai Spur Highway, 112 PMB 908				
City:	Kenai	**State:**	ALASKA	**ZIP:**	99611

Primary Contact:	Norvin Perez		
Main Phone:	907-419-0094	**Cell Phone:**	
Email:	info@forgetmenotak.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 retail store premises will be equipped with outdoor lighting, 24 hour video surveillance, an alarm system, and multiple signs stating that the premises is secured and monitored. Signage will be posted at each entrance to a restricted access area indicating that access is restricted and the public is not permitted to enter. The retail store's restricted access areas include the marijuana storage areas, the area behind the sales counter and the door leading to the office, which is in the co-located and co-owned manufacturing facility. The doors leading to the marijuana storage areas and to the office will be commercial grade doors with commercial grade locks and will remain locked at all times. There will be a half door blocking the public from entering the area behind the sales counter and will be clearly marked with a restricted access area sign. An employee will be behind the sales counter at all times when the store is open to prevent members of the public from attempting to access. The interior of the retail store will have security cameras installed for 24 hour monitoring of the entire retail store with cameras placed conspicuously to deter individuals from attempting to access restricted areas. The exterior of the building will have 24 hour surveillance cameras recording activity around the premises. All members of the public who are allowed access to the restricted access areas, must check in at the front entrance of the retail establishment and obtain a visitor badge to be worn and clearly displayed at all times while on the premises. All visitors must be preapproved by management (with the exception of AMCO agents and law enforcement) - there should be no unscheduled and unexpected visitors to the restricted access areas. Visitors will be required to provide valid government-issued photo identification, with no exceptions.

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

All visiting individuals who are permitted access to restricted areas must be accompanied by an escort at all times. All visitors will enter through the front entrance door and check in with an employee in the ID check area. Valid government-issued, photo identification will be required with no exceptions - all visitors must be preapproved and over the age of 21. The visitor will sign into a log with the date, time in and out of the restricted space, and note the purpose of their visit. The log will be kept and stored as a business record and will be made available to AMCO upon request. All visitors will be given a visitor badge to be displayed on their person at all times and returned upon exit. Visitors will be escorted by an employee (no more than 5 visitors per one supervising employee) while in the restricted access areas, and once the visit has concluded, the visitor must leave the restricted access area immediately, after returning the visitor badge and signing out on the visitor log.

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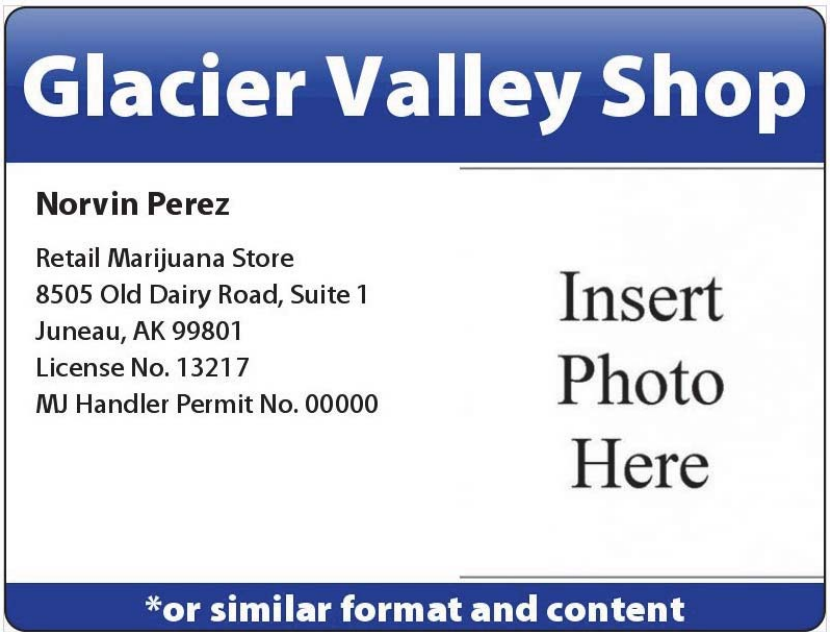
Describe your recordkeeping of visitors who are escorted into restricted access areas:

In order to be escorted into restricted access areas a visitor must sign into the visitor's log indicating the date, time in and out of the restricted space, and purpose of the visit. All visitors will be required to sign in, and to provide valid, government issued, photo identification proving they are at least 21 years of age. The visitor's log will be kept and stored as official business records. The hard copy of the log will be scanned into the computer system to ensure an electronic version is kept. The visitors will be escorted by an employee at all times while in the restricted access area. The escorting employee will record all information related to the visitor's presence, including any reportable activity or behavior during the visit. This visitor log will be made available to AMCO upon request. The records will be stored on the company's computer server, hard original copy will be stored in the secured locked office located within the co-located and co-owned manufacturing licensed premises (connected by a locked commercial grade door). After 7 years the hard copy may be destroyed. At this time Glacier Valley Shop does not intend to destroy any electronic copies.

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:

The entire exterior of the building will be well lit. Exterior lighting will be specially designed and positioned to help visually secure the premises and allow the surveillance system to depict individuals up to twenty (20) feet from all entry points. Motion censored lights will be mounted in inaccessible places and have sturdy housings and lenses to help make them vandal proof. All lights will be commercial grade and will be checked daily by management to ensure that each light in the system is operational and well-placed for visibility in security footage and to deter loitering or otherwise unauthorized presence on the premises.

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

A third party security company will install the alarm system, maintain the equipment, test the devices every six (6) months, and continuously monitor the facility's electronic notification signals to ensure the safety of the property and to detect unauthorized activity. The alarm system will be set up to monitor for intrusions with motion detectors in all areas of the building during closed hours. Designated Employees will be trained to know how and when to set alarm, test alarm, and turn off alarm. All owners and managers will be educated on proper use, troubleshooting, and control of the alarm system. Each morning, the on-site manager will disable the overnight alarm system and check the surveillance cameras and recordings to ensure the system is functioning as expected. The last facility agent to leave the facility each night will activate the overnight devices and sensors, and lock all doors and windows that are not self-locking. All entry points, including windows, shall be equipped with alarm sensors to detect unauthorized entry.

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:

Sensors will be installed and maintained on all potential entry points, including all doors, and windows to monitor for motion, intrusion, or activity when the alarm system is activated. The last employee to leave the facility each day will lock all doors and windows, and will activate the overnight security devices and sensors. The alarm system will be active at all times that the facility is closed, and any attempted intrusion will initiate an immediate and electronic notification to the off-site security center. Each morning, the on-site manager will disable the alarm system, and inspect the security cameras and recordings to ensure that the system is functioning as expected.

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

Glacier Valley understands that diversion of marijuana and marijuana products can happen in two ways - inversion and diversion - and both manners of diversion can be profitable. The two manners of diversion are diverting product out of the legal system and diverting product from the illegal system into the legal market. In the event that theft or diversion is suspected, all employees will alert management immediately. In the event that an employee is caught stealing marijuana/profits, OR infusing the facility with non-regulated black market product, Glacier Valley will notify local law enforcement immediately, comply with all directives, and provide all necessary information and records for the investigation. Ownership will take the necessary steps to ensure that illegal conduct by an employee does not compromise the facility's license and legitimate business operations. All employees will be trained to recognize potential theft, and are required to notify ownership or management if they suspect such activity is occurring. Marijuana products will be stored in a secured locked area during closed business hours. Restricted access is granted only to specific personnel to these locked areas. These secured locked areas will have 24 hour video surveillance and video back up for all video footage and will be stored for a minimum of forty (40) days. When the business is open, all products will be on display in specific areas, unreachable to customers. Cameras will be visible and provide a full view of the room, including the entryway, safes, money counting area, product storage and product accounting area. Security monitors and video recording equipment will be located in the safe room. Mandatory inventory counts will be taken weekly and stored as official business records. Strict inventory accounting procedures will be implementing, tracking and inventorying marijuana and product at the point it is received from producers to the marijuana retail store, and throughout the internal stocking and storage in the retail establishment. All reports and documentation concerning a suspected or actual theft will be maintained by the company for five (5) years and made available to AMCO upon request. If any suspected or actual theft occurs, ownership will contact local law enforcement immediately. Once a theft is reported to law enforcement, ownership will update the product records in the marijuana inventory control tracking system to maintain an accurate and comprehensive accounting for all marijuana inventory activity. Ownership will also comply with any and all directives, inquiries, and investigations lodged by AMCO.

Describe your policies and procedures for preventing loitering:

Glacier Valley will have one to two employees check the surrounding area on the premises by conducting random walk around the facility which will assist in securing the premises and escorting all loitering individuals off the premises. The exterior will be well lit and equipped with 24 hour video surveillance and "No Loitering" signs. Employees of Glacier Valley will have a noticeable presence around the property to monitor for and deter loitering and unauthorized entrance. The facility will have a single marked entrance to a maintain order. Any individuals found loitering outside the building will be asked to leave the premises or law enforcement will be notified. Once a customer has completed a purchase and no longer has a purpose inside the retail area they must exit the premises and will be asked to leave if they continue to loiter. Agents will politely state that the company has a “No Loitering” policy and request that the customer exit the retail area and wait for any other parties outside. Company agents will contact local law enforcement for assistance when necessary. Agents will maintain a regular periodic check around the property to deter any unauthorized persons.

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 detectors will be rigged to the exterior lighting system, in addition to the stationary lights, to allow for additional security measures during closed hours and provide extra lighting for all surveillance recordings. The alarm system will monitor for intrusions with motion detectors on all access points, including doors, and windows during closed hours. Any unauthorized or attempted intrusion will prompt an automatic, electronic alert to the security company who will then contact local law enforcement and ownership. All alarm systems and devices will be tested every six (6) months

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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:

During emergencies, management will evacuate the building and agents of the company will await the arrival of local emergency officials in a safe and accessible location. All customers present on the premises will be escorted immediately to the nearest exit in a safe and organized manner. When any dangerous/threatening situation, or unauthorized activity is reported to local law enforcement, employees will comply with directives and remain in a safe location while the incident is being addressed. After the emergency is resolved, employees will look for property damage, verify cash and inventory, and submit all necessary documentation to law enforcement officials for a police report. Surveillance footage will be downloaded and submitted to police officials to aid in their investigation, and authorized officials will be given direct phone numbers to ownership and agents to ensure a good working relationship. Any situation like this would also require management to do a write up of the situation, identifying all employees who were present, any damage or stolen goods. This write up would be provided to enforcement at AMCO and made a business record.

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:

Surveillance cameras will be positioned along the building with ample lighting, and checked regularly to prevent obstructions and to get the facial image recognition of anyone within twenty (20) feet of all possible access points. Video surveillance cameras will be placed strategically to record all areas of the facility inside and outside, at a variety of angles. All doors, safes, and all points of sale areas and display counters will have video coverage to clearly identify the faces of those present. Cameras at the external corners of the facility will record activity on each side of the building. The parking lot will have video coverage to identify vehicles. A failure notification system will be installed to provide audible and visual notification of any failure in the surveillance system so that it can be immediately resolved. 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 can 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 and footage will be stored in the office with hard drive backups on site and off site - every six months the desktop will be backed up to the off and on site external hard drive. The office room will be accessible only by authorized agents (licensees and designated managers). The door will be equipped with a smart lock (only accessible by authorized personnel) and a spring-loaded hinge to ensure closing. The security system will only be accessible with a password (given to only authorized individuals), so no tampering with data will be possible. Data will be stored on the security system's DVR for a minimum of forty (40) days. Data has the ability to be uploaded to a separate hard drive to maintain records for longer than forty (40) days if there is a pending criminal, civil, or administrative investigation. These recordings will include the time and date stamp, and will be archived in a format that does not permit alteration of the recorded image. Recordings will be available to AMCO 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:

All business records, including operational and regulatory documents, recordings, surveillance, financial books, inventory and employment records, logs, manifests, and communications, will be stored in the locked and secured office which is in the co-located and co-owned manufacturing facility. Only ownership and designated agents will have access. Facility records will be managed by authorized agents in accordance with standard policies to ensure that business records are stored in a consistent and searchable manner.
Every 6 months the company will do a manual backup to an external hard drive. The hard drive will be locked in the record cabinet located in the office. Hard copies of documents will be kept for at least 7 (seven) years and the company has no intention of destroying any electronic copies of the business records.

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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:

Glacier Valley will use the Metrc inventory tracking system to increase product security, ensure accurate inventory and state reporting, track the movement of products, and minimize diversion and illegal practices. Glacier Valley will also utilize a point of sale system that integrates with Metrc to ensure proper sales records are accounted for and inventory accounting is accurate. Data will be recorded at: (1) delivery received to Glacier Valley from a licensed cultivator or manufacturer; (2) sale, sample, and transport; and (3) disposal, destruction, or. All employees will be trained to use the Metrc system and the point of sale software. Employees shall also be trained to ensure that: (1) all marijuana prepared and packaged is identified and tracked through its sale, transfer, or destruction; (2) all establishments transacting to purchase or receive marijuana products are licensed; and (3) any loss or theft of marijuana products is reported immediately. Employees will record sales and transportation arrangements in the system and generate a transport manifest to accompany products in transit. Marijuana samples received from a cultivator or manufacturer to the Glacier Valley retail store for the purposes of negotiating a sale shall be recorded and accounted for in the following manner: (1) employees shall record the amount of each sample; (2) the facility that transmitted the sample; and (3) the disposal of the sample. Products marked for disposal will not be destroyed until enforcement is notified via email at least three (3) days prior to any disposal action, and will then be recorded in 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:

Employees will be given all necessary education and training upon hiring to be proficient in their jobs, as well as a three (3) month probationary period during which time they will receive training and evaluation. All qualified employees and agents must obtain their marijuana handler permit prior to employment per 3 AAC 306.700. Each employee will be provided with any written materials generated by the company regarding procedures and State Laws and Regulations.

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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:

Glacier Valley Shop retail store anticipates the following marijuana waste; (1) marijuana or marijuana product that is deemed by the licensee or manager as unfit for sale or consumption (2) expired marijuana products (3) other waste as determined by the board or director. Marijuana waste will be stored away from all other products in a locked container on the licensed premises and will be rendered unusable prior to leaving the facility for disposal. A notice will be sent to AMCO Enforcement via email not later than three days prior to rendering any marijuana or marijuana product unusable or taking any disposal action. Marijuana plant and marijuana product waste will be rendered unusable by grinding and mixing the materials with other solid compostable and non-compostable materials until the resulting mixture is no more than fifty percent (50%) marijuana waste. The waste mixture will be picked up by the Juneau solid waste facility truck and delivered to the solid waste facility for disposal. Management will maintain a log to track the final destination of all marijuana plant and marijuana product waste.

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

Marijuana plant and marijuana product waste will be ground and mixed with at least fifty percent compostable waste such as; food waste, yard waste, vegetable oils, or with non-compostable waste such as; paper waste or cardboard waste after giving AMCO at least three (3) days notice to Enforcement via email and recorded in metrc.

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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, Glacier Valley 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. Employees will use paper waste, plastic waste, cardboard waste, soil, food waste, yard waste, and/or vegetable-based grease or oils. Management will inspect the resulting mixture to ensure it is composed of no more than fifty percent (50%) marijuana by volume, and will record the composition of the mixture in the disposal log. All marijuana waste will be secured in waste storage within the facility, separate from all other marijuana products, storage, and waste, and will then be taken to the waste 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:

For all transports of products the establishment will create a Metrc generated Trip Manifest. 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. All packaging and receiving (including inspection by employees for inventory and quality control purposes) will be 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/products will be stored in a secured area until ready for display or transport, and will be inspected, accepted or rejected, and recorded in an official log. The company will check all packages 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. Glacier Valley will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility. Reports/registration documents will be available upon request for AMCO.

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

Any vehicle transporting marijuana products will be unmarked and inconspicuous. Vehicles that will be used for transportation of marijuana samples will contain a secure and sanitary area affixed to the inside of the transportation vehicle that will lock and will ensure the marijuana products can not be seen by anyone from outside of the transportation vehicle. The secure storage area within the transportation vehicle will be sanitized before and after each use. All employees will be trained and will understand that under no circumstances shall a sealed package containing marijuana be opened during transportation and that the most direct route of transport must be adhered to unless there is an emergency justifying diversion from that route. In the case of an emergency, AMCO will be altered of the alternate route and reason for the diversion from the original trip manifest route. The vehicle storage box will be a large industrial container mounted and secured within the vehicle, accessible by a combination or key lock. The structure will be a large capacity heavy duty storage box that is lockable and equipped with wheels.

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:

There will be no more than three signs with the business name on it visible to the general public, and each sign will not exceed 4800 square inches. The planned signs, postings, logos, and advertisements will be developed by ownership. The facility will display all required postings around and within the facility, and maintain the visibility and quality of such signs with up to date information, including: (1) operating hours, (2) certificate of occupancy from the city, (3) the State of Alaska marijuana establishment license certificate (to be displayed prominently), (4) approval to operate the facility, (5) "No Loitering" sign on the front door, (6) "Surveillance Cameras In Use" signs, (7) "Restricted Access" signs, and (8) any required postings by the local jurisdiction such as Exit and Fire Extinguisher signs. The operating hours will be prominently displayed on the front entrance door.

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) be permitted to remain on the premises. All entrants will be directed to enter through the front entrance door where they will check in for age verification by an employee. A sign will be posted on both the front entrance door and on the door leading into the retail area stating "No one under 21 years of age permitted". At the ID check area, customers will be required to present valid government-issued photo identification showing that they are twenty one (21) years of age or older. A valid form will include: (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. Glacier Valley will refuse entrance to all persons who fail to produce valid photo identification, regardless of how old they appear. If at any time an employee suspects that a visitor is under twenty one (21), the employee will refuse access and have the individual escorted off the premises. Employees will be trained to spot inconsistencies and signs of forgery in IDs.

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

Norvin Perez

Printed name

Subscribed and sworn to before me this 1 day of July, 2017.

COLLEEN MCKENZIE
Notary Public, State of Alaska
Commission # 151111001
My Commission Expires
November 11, 2019

Notary Public in and for the State of Alaska.

My commission expires: 11.11.19

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(Additional Space as Needed):