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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:	Enlighten Alaska, LLC	**License Number:**	10021		
License Type:	Retail Marijuana Store				
Doing Business As:	ENLIGHTEN ALASKA, LLC				
Physical Address:	2600 Spenard Road				
City:	Anchorage	**State:**	AK	**Zip Code:**	99503 - 8934
Designated Licensee:	Jane B. Stinson				
Email Address:	janebstinson@gmail.com				

Section 2 – Attached Items

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

Attached Items:	Form MJ-01 Marijuana Establishment Operating Plan

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

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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:	Enlighten Alaska, LLC	**License Number:**	10021		
License Type:	Retail Marijuana Store				
Doing Business As:	Enlighten Alaska, LLC				
Premises Address:	2600 Spenard Road				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99503

Mailing Address:	9130 JUPITER DR				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99507

Primary Contact:	Jane Stinson		
Main Phone:	907-301-2428	**Cell Phone:**	907-301-2428
Email:	janebstinson@gmail.com		

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Alaska Marijuana Control Board

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.

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:

• In a restricted access area, any and all Enlighten Alaska licensees, employees, and agents shall wear a current identification badge bearing the person's photograph. A person under the age of 21 may not enter any restricted areas unless they are duly appointed government official in pursuit of their duties (i.e. Fire Marshall performing an inspection). (306.325/306.725/306.735).
• Each entrance to a restricted access area shall be marked by a sign that says, "Restricted access area. Visitors must be escorted." (306.325/306.710)
• During the hours that the legal premises is open to the public over the age of 21, an Enlighten Alaska employee will be present at the entrance to the public access area of the licensed premises to assure that no unauthorized person gains entry in accordance with the Restricted Access Areas policy. There shall be locked and secured self-closing metal security door between the public access area. All other entrances to the licensed premises will remain locked unless being used by an Enlighten Alaska employee in strict compliance with all applicable regulations.
*Continued on EXHIBIT A – Supplemental Page Document

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

Visitor Policy:
• Any visitor to a restricted area must:
  o Show valid identification, as specified herein, to prove that person is not under the age of 21;
  o Supply required information for the Visitor Log;
  o Obtain a visitor identification badge before entering the restricted access area; and
  o Be escorted at all times by a licensee, an employee or an agent of Enlighten Alaska.
• The number of visitors in a restricted access area shall not be more than five visitors for each licensee, employee, or agent of Enlighten Alaska who is actively engaged in supervising those visitors. (306.325/306.710)
• At no time should an unknown, suspicious, or threatening person(s) have physical access to the facility. If a threatening person is witnessed, staff will take preemptive lockdown security measures to include the initial, outside doorway.

Valid Identification Policy:
• All visitors to a restricted area will be required to show a valid form of identification to an employee before being allowed to enter a restricted area. A valid form of identification includes:
  o An unexpired, unaltered passport;
  o An unexpired, unaltered drivers license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a providence of Canada; or
  o An identification card issued by a federal or state agency authorized to issue a driver's license or identification card. (306.350)

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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

EXHIBIT A – CONTINUED FROM PAGE 2
LICENSE NO. 10021

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

• Enlighten Alaska shall restrict access to any part of the licensed premises where marijuana or a marijuana product is displayed, dispensed, stored or stocked. (306.325/306.710)
• No person under the age of 21 shall be allowed onto the licensed premises unless that person is a government official on the legal premises in the course of their occupational duty (i.e. a Fire Marshall performing an inspection).
(306.325/306.710/306.725/306.735)
• Each entry to the legal premises shall be posted with a sign that says, “No one under 21 years of age allowed.” The sign shall not be less than 12 inches long and 12 inches wide, with letters at least one half inch in height in high contrast to the background of the sign.
(306.325/306.710)
• The location will display a 24” x 24” sign on the front door, waiting room and all sides of the outside of the building. The lettering of the sign will be no smaller than one inch in height reading, “This property is under video surveillance. All Activity is recorded.”
• Enlighten Alaska will not conduct any business on, or allow any consumer to access licensed premises between the hours of 12:00 p.m. and 8:00 a.m. each day.
(306.310/AO2016-3(S)21.05.055(4)(b)(1)).

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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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

• All visitors to a restricted area shall be required to show a valid form of identification to an Enlighten Alaska employee (see Valid Identification Policy) before being allowed to enter a restricted area.
• Visitors shall be required to sign-in on a Visitor Log prior to entering the restricted access area. The visitor will supply the following information:
  o Visitor name
  o Date and time of check-in and checkout
  o Affiliation
  o Reason for visit
• The visitor log will be regularly updated and maintained in an excel spreadsheet according to the Enlighten Alaska Business Records policy.
• Visitors shall be escorted by an Enlighten Alaska employee at all times while in a restricted access area.

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

Enlighten Alaska Employee Identification Card

Alaska Marijuana Retail Store License No. 10021

2600 Spenard Road, Anchorage, AK 99503 – Licensed Premises

ENLIGHTEN
ALASKA

Employee: Leah Levinton

Marijuana Handler Card Number: 00000000000

*Or similar format and content

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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:

• All entrances and windows will be fully illuminated during the hours of darkness to a minimum of 500 lux to facilitate video surveillance. Additionally, motion activated lighting will be available for illuminating exterior doors and windows. All other areas of the facility exterior will also be illuminated at all times to facilitate video surveillance. (3 ACC 306.715).
• Motion activated lighting will be installed to enable proper surveillance during the hours of darkness. The cameras do not require motion activated lighting as they are equipped with infrared to allow for low or no light settings.

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

The licensed premises will have, and fully use, the following features:
• A panic alarm system located in each area of the licensed premises (public access, limited access and secured access) to alert the alarm company of any problems within the establishment (see Alarm Features herein more details). (306.325/306.710)
• A self-closing secured metal security door between the public access area (non-Restricted Access Area waiting room) and the restricted access area (Restricted Access Area where marijuana will be sold). Only escorted visitors in accordance with the Visitor Policy will be allowed through the security door.
• A Secure Storage area for all marijuana and marijuana products. This Secure Storage area shall constitute a Restricted Access Area. (see Secure Storage and Restricted Access Areas herein for more details).
• Constant video surveillance for the interior of the licensed premises in accordance with the Video Surveillance policy herein. (306.720)

*Continued on EXHIBIT B- Supplementary Space Form

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:

• All doors, windows and other exterior entry points to the facility will have commercial grade, non-residential locks. These locks will be in use at any time the entry point is not being actively utilized. (306.715)
• All exterior doors will be constructed of solid metal and the hinges will be reinforced. The exterior door will be reinforced with metal plates to prevent manipulation of locks from the outside.
• The back up battery of the alarm system will last over 24 hours. An electronic log of employees and their associated key card serial numbers will be kept on cloud storage.
• All exterior doors and windows will be alarmed and secured against entrance or breakage (see Alarm Features herein for more details). (306.715)
• A key holder to the business will be available to respond at any time to any breach of the business.
• Access to the licensed premises' electrical service panels will be behind a locked barrier to prevent tampering.
• Enlighten Alaska's licensed premises will have large windows at the front of its retail space and the windows will be equipped with Alarm sensors to detect any break in attempt.

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(Additional Space as Needed):

EXHIBIT B – CONTINUED FROM PAGE 4
LICENSE NO. 10021

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

Electronic Alarm:

• Enlighten Alaska shall use a functioning electronic alarm system to detect unauthorized intrusion. The system is capable of alerting law enforcement, or someone immediately capable of contacting law enforcement, upon detection in an intruder. This electronic alarm system will have the following features:
• Monitoring of all external doors and windows of the licensed premises to alert against any unauthorized entry or breakage. (306.715)
• Monitoring of the door to the Secure Storage of the licensed premises to alert against any unauthorized entry or breakage.
• Internal motion alarms to detect unauthorized access during the hours the facility is closed.
• All passwords and alarm codes for this system will be changed as necessary to ensure security. Access logs will be audited at least once a quarter to search for patterns of unauthorized access.
• A failure notification device that provides notification of any failure in the electronic monitoring system.
• The back up battery of the alarm system will last over 24 hours. An electronic log of employees and their associated key card serial numbers will be kept on cloud storage. The alarm system is designed to send a signal or polling to the alarm company at least every 200 seconds to ensure that the system is in good working order and transmitting to the alarm company. The alarm system will be continuously monitored by a third party security system.

Panic Alarm:

• A panic alarm system located in each area of the licensed premises (public access, limited access and secured access) to alert the alarm company of any problems within the establishment (see Alarm Features herein for more details).
(306.325/306.710)

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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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

Anti- Diversion Policies
• In an effort to ensure a minimal risk of diversion, both from the black market into the regulated market, and from the retail facility to unauthorized persons, Enlighten Alaska will limit the number of employees transacting retail sales of marijuana or marijuana product to the minimum necessary to practically conduct sales.
• Whenever possible, there will be only one marijuana or marijuana product point of sale (POS) area in use where cash will be exchanged. An additional three POS areas will be available as needed during a larger than normal influx of customers.
• No personal bags, purses, backpacks, or items that can be used to conceal large amounts of cash, marijuana or marijuana products will be allowed in any area where large amounts of cash, marijuana or marijuana products are present. Should an employee suspect any sign of theft, they will immediately follow the Escalation Procedures as specified herein.
*Continued on EXHIBIT C Supplemental extra space form

Describe your policies and procedures for preventing loitering:

• Loitering will not be allowed on Enlighten Alaska property. All employees, including the security employee stationed at the public entrance to the licensed premises, will be instructed to inform a manager if any loitering is observed. All unauthorized persons who are on Enlighten Alaska property will be asked to leave by a manager as soon as loitering is observed or reported.
• If the person refuses to leave, the manager will inform the person that law enforcement will be called and they may be prosecuted for trespassing. If the person continues to refuse to leave, the manager will then contact law enforcement and ask them to send an officer to remove the trespasser immediately. (306.715). Enlighten Alaska employees shall document any loitering related incidents in the business records, and will record the date, time, description of incident, disposition, and notify management of the same.
• The Enlighten Alaska building has a common wall with the business next door to the south. The east and west sides of the building are front and back doors (only entrances into the building). The north side is located on 26th Avenue. Enlighten will have security cameras around all three sides. As theses cameras are monitored from inside, the business will be able to promptly deal with loitering on three exposed sides.

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:

Panic Alarm:
In case of robbery or other threat of violence, Enlighten Alaska will use a silent electronic panic alarm system capable of alerting law enforcement of any emergency at the location. Panic buttons will be discreetly placed throughout the facility. When the panic button is pressed, it sends a silent alarm to the central monitoring station, where operators immediately notify local law enforcement of the emergency. In addition, all employees will be assigned a duress alarm code, which is used during a forced entry break-in, programmed to disarm the system while silently notifying the central monitoring station of an emergency situation. The alarm system also has a failure notification system that provides a text, or visual notification of any panic alarm system failure. Please see our Robbery Policy for details on the use of this panic alarm. A monitor will be placed in the secured access area of the licensed premises, which is not accessible to customers. This monitor will show the public access area and the limited access area of the licensed premises and will also have a panic button equipped nearby.
*Continued on EXHIBIT D – Supplementary Space Form

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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

EXHIBIT C – CONTINUED FROM PAGE 5
LICENSE NO. 10021
Describe your policies and procedures for preventing diversion of marijuana or marijuana product:
Loss prevention training will consist of a robust on-site external and internal theft awareness program dealing with internal theft prevention. Senior management will conduct on-site training classes for all employees to include the following:
• Reviewing Federal and State marijuana laws and regulations.
• Detection and preventing diversion of marijuana
• External marijuana theft awareness
• Internal marijuana theft awareness
• Cash theft awareness
• Safety Procedures
• Medical Emergencies
• Fire & Chemical Spills
• Armed Robbery
• Invasion
• Burglaries
• Other criminal incidents
• Standard security operating policies and procedures will include disciplinary action such as the immediate termination of employment of any employee or manager who has:
• Attempted misappropriation of marijuana or marijuana products. Enlighten Alaska shall report any such incident to law enforcement officials;
• Engaged in unsafe practices with regard to marijuana operations;
• Violated any safety standard;
• Entered, or causing to be entered, information which the employee knows to be false on any marijuana control document or record.
• Engaged in misconduct toward a customer, visitor, manager or coworker including but not limited to:
• Threatening, intimidation, coercing, fighting, engaging in any action that reasonably could result in injury or damage to persons or property
• Violating Enlighten Alaska policies on alcohol and drug use
• Intentionally destroying, damaging, misusing or taking company property or assets
• Engaging in disorderly or illegal conduct on Enlighten Alaska's premises
• Committing a criminal offense
• Sexually harassing an employee, customer or visitor on the Enlighten Alaska premises or while working

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(Additional Space as Needed):

EXHIBIT D – CONTINUED FROM PAGE 5
LICENSE NO. 10021

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:

Access Keypad Entry System

• Each employee will be given an access keypad card which will contain a picture of the employee and a unique serial number associated with the employee. This card will grant access for employees to enter specific authorized areas.
• An electronic log of employees and their associated key card serial numbers will be kept on the Network Video Recorder (NVR). Employees must visibly wear their access keypad card on their person at all times while on the premises. Any lost or stolen key cards must be reported to the Enlighten Alaska management team immediately.
• Enlighten Alaska's alarm system also works with employee key cards to promote accountability and tracking. Every time an employee uses their key card to enter an area, the alarm system will electronically record and maintain the employee's information, the time and date the employee entered the room, and how long the employee was in the room. The system will be flagged anytime a door is left open for longer than ten seconds. A log of all entries into facility, storage and security rooms will be maintained with the security records. Doors that do not require an access control system will have door key locks or touch access keypad locks.
• Each employee will sign a confidentiality agreement, the breach of which shall be cause for immediate termination. The confidentiality agreement, among other things, shall prohibit an employee from sharing the combination for the touch access keypad locks.

Testing of Security System

• Enlighten Alaska will inspect and test all security equipment at regular intervals, not to exceed 30 days. Enlighten Alaska will promptly respond to necessary repairs or replacement of any equipment that is found inadequate or not in good working order or condition.

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Form MJ-01: Marijuana Establishment Operating Plan

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:

Electronic Alarm Policy
Any Enlighten Alaska licensee, employee or agent who becomes aware that the facility's automatic or electronic notification system has alerted local law enforcement agency of an unauthorized breach of security will do the following:
• Immediately inform Enlighten Alaska Retail Manager of the breach.
• The Retail Manager will then contact the local law enforcement agency and request any information and to be notified when they can secure the licensed premises. They will provide the law enforcement agency with a key to the facility, if requested.
• Once notified by local law enforcement confirms reentry, the Retail Manager will immediately enter the facility and conduct a physical inventory audit and compare this to the Secure Storage Inventory and the Inventory Tracking System to ensure diversion had not taken place.
• The Retail Manager may also inform all appropriate personnel if there is a need to additional support or if there is a need to change normal business operations.
• The Retail Manager may also inform all appropriate personnel if there is a need for additional support or if there is a need to change normal business operation.
• Should a discrepancy be found during the audit, the Retail Manager will immediately begin following Escalation Procedures (see Escalation Procedures are available for AMCO's review upon request).

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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Form MJ-01: Marijuana Establishment Operating Plan

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:

• All required video cameras shall be placed in a way that produced a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises. (306.720)
• In order to ensure sufficient video surveillance, Enlighten Alaska will utilize 3 cameras located on the exterior perimeter and 6 interior cameras (see diagram of security plan).
• The video camera system will utilize cameras with a resolution of at least 5 to 12 megapixels and a recorded image frame rate between 10-12FPS during all times.

*Continued on EXHIBIT E - Supplementary Space Form

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 and safe room, with backups on site. The office and safe room will be accessible only by authorized agents, and will have an advanced, reinforced security door, locked at all times. The door will be equipped with a smart lock and a spring-loaded hinge. Ownership will have remote access to the surveillance recordings to monitor the secured area, and will archive in a format that prevents alteration of the recorded image. Recordings and surveillance data will be available to the MCB and local law enforcement upon request.

*Continued on EXHIBIT F - Supplementary Space Form

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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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

EXHIBIT E – CONTINUED FROM PAGE 7
LICENSE NO. 10021

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:

• Video cameras will be placed in any area where marijuana or marijuana product is packaged, displayed, sold or destroyed, and in all Restricted Access Areas. There will be camera placement in the room facing the primary entry door, and in the adequate fixed positions, at a height which will provide a clear, unobstructed view of the regular activity without a sight blockage from lighting hoods, fixtures, or other equipment, in order to allow for the clear and certain identification of any person and activity in the area at all times. (306.720)
• All cameras will be installed at a height that provides an optional vantage point, and will cover all entrances and exits from both indoor and outdoor points.
• The surveillance system's cameras are capable of identifying persons, license plates, vehicles, activities within any area of the facility and within also twenty feet of all entry and exit points to and from the premises. Motion activated lighting will be installed to enable proper surveillance during hours of darkness at all entry points and where all exterior cameras are located. (306.720)
• The facility's video cameras cover all areas and all points of ingress/egress through all interior and exterior doors and pathways, all exterior areas and fencing, the parking lot and receiving area and all point-of-sale (POS) terminals. Cameras in the main entrance vestibule will record individuals every time they enter the facility and the Embedded Network Video Recorder (ENVR) will take photos from these recordings, so that up-to-date photos of employees, customers and visitors are maintained. The cameras covering POS terminals will be capable of recording and identifying the employee conducting the sale, the individual making the purchase, information on the computer monitor and the transaction as a whole. (306.720)
• Security Cameras will record 24 hours per day, 7 days per week and all video recordings will clearly and accurately display the correct date and time. The facility's security system will use an ENVR/Cloud interface, which functions as the security system's central hub. The ENVR will be accessible at all times through a secure web portal for corporate management and law enforcement. Remote accessibility will permit management to view live footage and review security logs form the facility at any time. This will allow management and local law enforcement to verify that the facility is following all applicable security and procedural requirements. (306.720)

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Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

EXHIBIT F – CONTINUED FROM PAGE 7
LICENSE NO. 10021

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:

• Secure Storage will be in the secured access area of the licensed premises.
• Secure Storage will be kept separate from all toxic or flammable materials.
• Secure Storage will be fully enclosed and kept locked at all times that marijuana or marijuana products are not being actively removed according to the procedures herein, expect as may be required by fire codes or other applicable laws.
• Secure Storage will only be accessible to law enforcement officers, members or agents of the MCB, authorized Enlighten Alaska employees, and authorized visitors who are escorted at all times in accordance with our Visitor Policy.
• Secure Storage shall not be visible from outside the building.
• Secure Storage shall be sealed when its door is closed so that no odor is emitted or detectable from outside the building.
• Secure Storage will be part of the permanent structure of the building.
• All removals and placements of marijuana or marijuana products form Secure Storage will be noted in the Secure Storage Inventory and kept as part of the regular business records and available for the AMCO inspection upon three-day notice.
• Only the owners and a designated manager shall have the key capable of unlocking this secured storage area – furthermore there will be a log that must be complied by the person who is entering the second storage area indicating the date, person, reason, and time in and out of the secured storage area for every entrance into the storage area. An agent of the board, AMCO personal or law enforcement agent shall provide proof of identification and then one of the owners and/or designated manager shall have that person complete the required entry and exit log in sheet and then grant the authorized person entry into the second storage area. Said log will be a part of the company's regular business records and shall be produced to AMCO upon request.

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Form MJ-01: Marijuana Establishment Operating Plan

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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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:

• Enlighten Alaska will maintain, in a format that is readily understood by a reasonably prudent business person, the following information:
o 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 shall be maintained on the marijuana establishment's licensed premises; older records may be archived on or off premises;
o A current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the licensed premises;
o The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;
o Records related advertising and marketing;
o A current diagram of the licensed premises including each Restricted Access Area;
o A visitor log recording the name, date and time of entry of each visitor permitted in a restricted access area; all records normally retained for tax purposes;
o Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from receipt until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed; and
o Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f). This includes:
o They type, amount and weight of marijuana or marijuana product being transported;
o The name of the transporter; the time of departure and expected delivery;
o The make, model and license plate number of the transporting vehicle;
o The inventory tracking number of each batch or lot as it is designed in the inventory tracking system;
o A copy of each Alaskan Marijuana Control Board transport manifest associated with the transport. (306.755)
• Enlighten Alaska shall provide any record required to be kept on the licensed premises to an employee of the Alaska Marijuana Control Board upon request. Any record kept off premises shall be provided to the Alaska Marijuana Control Board's employees within three business days after a request for the record. (306.755)
• Enlighten Alaska shall exercise due diligence in preserving and maintaining all required records. Enlighten Alaska understands that a loss of records and data, including electronically maintained records, will not be considered an excuse for a violation of this rule and may be interpreted as a license violation affecting public safety. As such, Enlighten Alaska will make redundant copies of all electronic and paper records on a regular basis, and shall store these redundant copies either outside of the legal premises or in an electronic cloud memory system.

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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:

Inventory Tracking System:
A. Enlighten Alaska shall use an Inventory Tracking System (Franwell Metrc) as required in 3 AAC 306.730 to ensure all marijuana and marijuana products are identified and tracked from the time Enlighten Alaska receives any batch of marijuana or lot of marijuana product through the sale, transfer to another licensed marijuana establishment, or disposal of the batch of marijuana or lot of marijuana product through the sale, transfer to another licensed marijuana establishment, or disposal of the batch of marijuana or lot of marijuana product. (306.730/306.330)
B. Enlighten will be capable of sharing information with the system that Metrc implements to assure all purchases, transfers, sales or disposals are identified and tracked from the time the marijuana or marijuana product is propagated from seed or cutting, through transfer to any and all licensed marijuana establishments or use in manufacturing a product, to a completed retail sale of marijuana or marijuana product or the disposal of the marijuana or marijuana product. (306.730/306.330)
*Continued on EXHIBIT G Supplemental Space Form

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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

EXHIBIT G – CONTINUED FROM PAGE 10
LICENSE NO. 10021

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:

C. Enlighten Alaska will have a computer system at the premise and will have continuous connection to high-speed Internet connection series via GCI or Alaska Communications. Each employee will be adequately trained on how to work the Metrc and trained on how to ensure the Metrc will share information with the State's system.

Additionally, Management and Ownership shall attend all Franwell Metrc trainings offered to obtain as much education and information prior to commencement of operation.

D. All documents and records created and kept pursuant to the Metrc requirements shall be maintained in accordance with Enlighten Alaska's Business Record Policy. (306.755)

E. The Inventory Control System will document:

1. Enlighten Alaska's total inventory of marijuana and marijuana products, accurate in real time.
2. Each sale of marijuana or marijuana products.
3. Each purchase or transfer of any marijuana or marijuana product.
4. Destruction of marijuana or marijuana product.
5. The salvage of any marijuana or marijuana product.
6. The status of any sample of marijuana provided by a licensed marijuana cultivation facility.
7. Any and all other required records, including financial records. (306.730/306.330)

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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

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

Marijuana Hander Permit:	Yes	No
Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment	■	☐
Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	■	☐
Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired	■	☐

Describe how your establishment will meet the requirements for employee qualifications and training:

• All owners, agents, employees will be at least 21 years of age. No owner, employee, or agent will be hired if they have a felony conviction involving theft, drug distribution, or providing alcohol to persons under 21.
• All owners, employees and agents who will be physically on the premises of the facility shall be required to possess a valid and current marijuana handler's card. To obtain the marijuana handler card, each owner, employee and/or agent shall successfully complete a state licensed marijuana handler's permit course that shall at a minimum include the education of on the following topics: (1) AS 17.37, AS 17.38, and 3 AAC 306; (2) effects of marijuana and MJ productions; (3) methods of how to identify an impaired person in regards to both marijuana impairment and alcohol impairment; (4) how to determine valid identification; (5) how to prevent unlawful marijuana consumption and diversion; (6) the penalties for unlawful acts by marijuana business owners, employees and agents of the marijuana establishment.
*Continued on EXHIBIT H – Supplementary Space Form

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EXHIBIT H.1 – CONTINUED FROM PAGE 11
LICENSE NO. 10021

Describe how your establishment will meet the requirements for employee qualifications and training:

• Employees, Agents and owners of the Enlighten Alaska will keep their handler's card valid and current at all times.
• A designated owner of Enlighten Alaska shall act as the facility's manager and shall ensure compliance with all applicable laws, regulation and employee educational requirements, along with continued education requirements.
Enlighten Alaska, LLC is committed to effectively training its workforce in multiple ways.
A. Before beginning work, each employee will receive a written job description and/or employment contract that will designate:
1. The employee's duties, authority, responsibilities, and required qualifications;
2. A list of immediate supervisors or other positions with supervisory authority over the employee;
3. Any employee positions over which the employee has supervisory authority;
4. An outline of the company's disciplinary action plan;
5. Information about the company's periodic employee performance evaluations: and
6. A list of the company's required trainings, including the written Emergency Action Plan and the Fire Prevention Plan.

B. Before an employee begins work, they must hold a valid Marijuana Handler Permit Card from the State of Alaska. (306.425/306.700)

C. Before an employee begins work, the employee will be trained by his or her immediate supervisor or by a designated training employee in:
1. All security measures for the prevention of theft of products;
2. All security measures for the prevention of loss of diversion or products;
3. Procedures and responses to emergency situations, including robberies;
4. The written Emergency Action Plan
5. The written Fire Prevention Plan
6. Alaska statutory and regulatory laws related to the marijuana industry, including AS 17.37, AS 17.38, 3 AAC 306 and the penalty for an unlawful act by a licensee, and employee, or an agent of a marijuana establishment;
7. The different strains of marijuana
*Continued on EXHIBIT H.2 Supplementary Space Form

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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

EXHIBIT H.2 – CONTINUED FROM PAGE 11
LICENSE NO. 10021

Describe how your establishment will meet the requirements for employee qualifications and training:

8. The different methods of using marijuana smoking, edible, tinctures, and topical;
9. The effects of consumption of marijuana and marihuana products
10. Identifying persons impaired by the use of marijuana,
11. Intervention methods to prevent unlawful marijuana consumption;
12. Waste disposal polices; and
13. Food safety requirements. (306.700)

D. Before beginning work, and employee will take a mandatory certification course from the State of Alaska and receive a Marijuana Handlers Permit Card. (306.425/306.700)

E. Before beginning work, an employee will take a mandatory Enlighten Alaska employee training course. The Alaska regulations have been meticulously incorporated into the relative content of Enlighten Alaska LLC's training materials. The two-day mandatory training is supported by the Standard Operating Procedures Manual which details the specifics around traceability, security, safety, reporting, etc.

The training experience will continue as employees spend time on-the-job training. New employees will be partnered with experienced professionals and will continue to have frequent interaction with peers and supervisors regarding questions and for feedback before they are permitted to proceed unattended. This training is also mandatory for Supervisors. Special instructions are referenced herein as reinvent subject matter is presented. Supervisors will also undergo specialized training in topics such as coaching, escalation, HR responsibilities, safety, ect. (306.425/306.530/306.700)

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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:

Waste Removal and Destruction
A. Enlighten Alaska shall store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation production, processing or retail sales, in compliance with applicable federal, state, and local laws and regulations. (306.740)
B. Litter, waste, and rubbish shall be properly removed in accordance with the Enlighten Alaska's sanitation, destruction, and fire prevention policies. (306.740)
C. Enlighten Alaska's waste disposal equipment shall be maintained and adequate to:
1. Avoid contamination any area where marijuana or any marijuana product is stored, displayed, or sold; and
2. Prevent causing odors or attracting pests; (306.740)

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

Marijuana plant waste shall be made unusable by grinding the marijuana plant waste and mixing it with at least an equal amount of other compostable or non-compostable materials. Material that may be mixed with the marijuana waste include:
1. Food waste, yard waste, vegetable based grease or oils, or other wastes approved by the Alaskan Marijuana Control Board when the mixed material can be used as compost feedstock or in another organic waste method such as an anaerobic digester with approval of any applicable local government entity; or
2. Non-compostable materials including paper waste, cardboard waste, plastic waste, oil, or other wastes approved by the board when the mixed material may be delivered to a permitted solid waste facility or other facility with approval of any applicable local government entity. (306.740)

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Form MJ-01: Marijuana Establishment Operating Plan

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:

A. Enlighten Alaska shall ensure that any marijuana or marijuana product that has been stored beyond its useable life, or was stored improperly, is not salvaged and returned to the marketplace. In this section, "stored improperly" means the product was exposed to extremes in temperature, humidity, smoke, fumes, pressure, or radiation due to natural disaster, fire, accident, or equipment failure. If Enlighten Alaska does not have reliable information about the age or storage conditions of marijuana or marijuana product in its possession, Enlighten Alaska shall salvage the marijuana only if:

1. A licensed marijuana testing facility determines from quality assurance testing that the marijuana or marijuana product meets all applicable standards of moisture, potency, and contaminants;
2. Inspection of the premises where a disaster or accident occurred shows that the marijuana or marijuana product stored there was adversely affected by the disaster or accident; and
3. Enlighten Alaska maintains a record of the salvaged marijuana or marijuana product in our marijuana inventory tracking system, including the name, lot number and final disposition of the marijuana or marijuana products. (306.735)

B. If marijuana or marijuana product is unsalvageable, it shall be destroyed per Enlighten Alaska's Marijuana Destruction Policy. (306.735)

Marijuana Destruction Policy

A. All waste shall be stored, managed and disposed of in accordance with all applicable federal, state and local laws and regulations. (306.740)

B. Marijuana waste shall be rendered unusable for any purpose for which it was grown or produced before it leaves the legal premises. Marijuana waste included:

1. Marijuana plant waste, including roots, stalks, leaves, and stems that have not been processed with solvent;
2. Solid marijuana sample plant waste; and
3. Other waste as determined by the Alaska Marijuana Control Board. (306.740)

C. Enlighten Alaska shall give the Alaska Marijuana Control Board at least 3 days' notice in the marijuana inventory tracking system before making the waste unusable and disposing of it; except that the Director of the Alaska Marijuana Control Board may authorize immediate disposal on an emergency basis. (306.330/306.740)

D. Enlighten Alaska shall keep a record of the final destination of marijuana waste made unusable. (306.740)

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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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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Form MJ-01: Marijuana Establishment Operating Plan

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

A. Marijuana or marijuana product transported from Enlighten Alaska's legal premises shall only be transported in strict adherence to all preparation, security, traceability, and transport policies.
B. Enlighten Alaska shall only transport marijuana or marijuana product to another licensed marijuana retail establishment. (306.750)

Transporting Packaging Requirements

A. During transport, any marijuana or marijuana product must be in a sealed package or container in a locked safe, and secure storage compartment located inside of the vehicle transporting the marijuana or marijuana product. The sealed package containing the marijuana or marijuana product may not be opened during transport. (306.750)
B. At least 2 copies of the complete, printed transport manifest on a form prescribed by the Alaskan Marijuana Control Board shall be kept with the marijuana product at all times during the transportation. Enlighten Alaska will retain one copy of the manifest, while the other copy is given to the receiving marijuana establishment in accordance to the Business Record policy. (306.750)

* Continued on EXHIBIT I – Supplementary Space Form

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

The overall goal of Enlighten Alaska is to ensure the marijuana transportation is safe for the employees and safe for the community, and that the physical contents of the marijuana delivery are logged, tracked, and inspected for accuracy and safety.

A. All employees or licensees who transport marijuana or marijuana product are required to have a marijuana handler permit card on their person during the entire transport process as provided in 3 AAC 306.700. (306.700/306.750)
B. All employees or licensees shall have a proven familiarity with Enlighten Alaska's transportation policies before being allowed to transport marijuana or marijuana products.
C. Only employees with a valid driver's license and a good driving record (no more than one minor driving infraction in the last calendar year and no major infractions in the last 5 years) shall be allowed to transport marijuana or marijuana products.
D. All employees or licensees who transport marijuana or marijuana product are required to have a functioning cellular phone and charging device with GPS tracking enabled for communicating with Enlighten Alaska's Retail Manager. This phone must be functioning, powered on and capable of instantaneous communication during the entire length of time that the transport is taking place. The Retail Manager will monitor and record all communications with delivery employees including check-ins after each successful deliver, reports on any deviation from the planned route, and reports on any unforeseen problems with monitor and record all communications with delivery employees including check-ins after each successful delivery, reports on any deviation from the planned route, and reports on any unforeseen problems with the delivery.

*Continued on EXHIBIT J – Supplementary Space Form

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(Additional Space as Needed):

EXHIBIT I.1 – CONTINUED FROM PAGE 15
LICENSE NO. 10021
Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

Transporting Packaging Requirements
C. Enlighten Alaska shall prepare marijuana or marijuana product for transport or transfer to another marijuana establishment by:
1. Placing marijuana or marijuana product packaged in accordance with Enlighten Alaska's packing policy within a sealed, tamper-evident shipping container;
2. Affixing a label in compliance with Enlighten Alaska's Labeling Policy to the shipping container; and
3. Generating a transport manifest from the Enlighten Alaska marijuana inventory tracking system. The transport manifest must remain with the marijuana or marijuana product at all times while being transported, and a copy must be given to the licensed marijuana establishment that receives the shipment. (306.750)
D. Enlighten Alaska shall only sell marijuana or marijuana product to a retail marijuana store, either
1. In a package not exceeding one ounce; or
2. In a wholesale package not exceeding five pounds for re-packaging by the retail marijuana store. (306.470)
E. All marijuana sold or transported as a wholesale to another retail marijuana establishment shall have a label affixed to the shipping container showing that a licensed marijuana testing facility has tested each harvest batch in the shipment as provided in 3 AAC 306.645. The label must include the licensed marijuana testing laboratory's test results, including at a minimum the following information:
1. The marijuana's cannabinoid profile expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana within the last three months:
2. A statement listing the results of microbial testing required by 3 AAC 306. 645(b)(2);
3. A statement listing the results of residual solvent testing required by 3 AAC 306.645(b)(3) if applicable;
4. If being shipped to a retail store, a statement listing any of the following contaminants for which the product was tested:
a) molds, mildew and filth, in addition to the testing required by 3 AAC 306.645(b)(2);
b) herbicides, pesticides, and fungicides; and
c) harmful chemicals

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EXHIBIT I.2 – CONTINUED FROM PAGE 15
LICENSE NO. 10021
Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

Transporting Packaging Requirements

F. If Enlighten Alaska ships wholesale marijuana from a harvest batch that has not been tested for each contaminant listed in this section, the label for that batch must include a statement identifying each contaminant listed in this section for which the harvest batch has not been tested. (306.470)
G. Whenever Enlighten Alaska transports a marijuana product to a retail marijuana store, it shall affix a label to the shopping container showing that a licensed marijuana testing facility has tested each lot of marijuana product in the shipment and giving the test results, including the following information:
1. A cannabinoid potency profile expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that production lot within the last three months:
2. A statement listing the results of microbial testing required by 3 AAC 306.645(b)(2);
3. A statement listing the results of residual solvent testing required by 3 AAC306.645(b)(3). If applicable;
4. A statement listing any of the following contaminants for which the product was tested:
a) Molds, mildew and filth, in addition to the testing required by 3 AAC 306.645(b)(2);
b) Herbicide, pesticides, and fungicides, and
c) Harmful chemicals.
5. If a marijuana product manufacturing facility ships wholesale marijuana product from a production lot of marijuana product that has not been tested for each contaminant listed in (d)(4) of this section, the label for that lot must include a statement identifying each contaminant listed in (d)(4) of this section for which that lot has not been tested. (306.565)

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EXHIBIT J.1 – CONTINUED FROM PAGE 15
LICENSE NO. 10021
Describe the type of locked, safe, and secure storage compartments that will be used in any vehicles transporting marijuana or marijuana product:
E. All employees or licensees who are actively transporting marijuana or marijuana product will be trained by Enlighten Alaska's policies on what to do in the event of a robbery or accident during transportation.

Transportation: Locked, safe, and secure compartment in transportation vehicle requirements:
A. Any vehicle used to transport marijuana or marijuana product shall have identification relation to marijuana visible from the exterior of the vehicle at any time.
B. Any vehicle used to transport marijuana or marijuana product is required to have a secured and locked compartment that is permanently affixed to the vehicle with proper hardware in such a way that it would require access to the inside of the locked compartment and the use of tools to remove the locked compartment from the vehicle. All marijuana or marijuana product will be transported in this secured and locked compartment affixed to the vehicle. (306.750)
C. This compartment must be cleaned with non-toxic sanitizing cleaner twice daily on any day that is used to transport marijuana or marijuana product. These cleanings must occur before the first daily use and after the last daily use of the storage compartment.
D. This compartment must have a functioning lock built into the door, which will leave its hinges to the interior of the compartment. The compartment must be secure against theft or tampering while locked.
E. This compartment will be clearly identified as containing marijuana or marijuana product in the event of an accident or robbery. Instructions on the compartment shall indicate the responders to leave the compartment sealed or, if the container has been opened, to secure the products inside the compartment. A contact number for Enlighten Alaska will also be noted, along with a request to immediately inform Enlighten Alaska of the situation.
F. If any marijuana product that requires a temperature controlled environment is transported in this compartment, the compartment will be artificially cooled to ensure that the products remain within acceptable temperature boundaries as specified by State regulations. A functioning thermometer will be used to ensure that the product is within acceptable temperatures upon delivery, and the temperature of the product upon delivery will be recorded. If at any time the marijuana product's temperature goes outside the required storage limit, the delivery will be canceled, the retail manager will be immediately informed via electronic communication, the Alaska Marijuana Control Board will be updated, the licensed retail facility receiving the shipment will be updated and the product will be returned to the Enlighten Alaska licensed premises, where the policy on improper storage will be followed.

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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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EXHIBIT J.2 – CONTINUED FROM PAGE 15
LICENSE NO. 10021

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

Transportation Procedures:

A. Records of all marijuana or marijuana products shipped from or received by Enlighten Alaska shall be kept as required in 3 AAC 306.755 (see Business Records Policy)
B. Deliver Vehicles will be loaded using the following procedure:
1. Delivery vehicles will be backed into a parking spot reserved for the loading and unloading of delivery vehicles. This parking spot will be in the back of the facility, directly in front of the exterior access to the secured access portion of the licensed premises. A camera will be pointed and angled so that all loading activity is recorded. (306.720)
2. The Retail Manager will select and account for all marijuana or marijuana product that will be transported form within Secure Storage. He or she will then place the items into an opaque bag. He or she will note all items in the bag on Secure Storage inventory (see Secure Storage herein)
3. The driver of the delivery vehicle will scan the area outside of the entrance for any visible thread if no threat is found, the driver will open the vehicle's storage compartment while ensuring that the facility video camera has a good shot of this compartment. The driver will then signal the Retail Manager that all is ready, stand back from the compartment and continue to scan for threats. If a threat becomes apparent at any time, the Retail Manager will take all steps necessary to protect human life and prevent diversion of marijuana or marijuana product.
4. The Retail Manager will transport the items in the opaque bag from Secure Storage into the delivery vehicle's storage compartment as – making sure not to block the surveillance camera from recording the items stored in storage compartment. The Retail Manager will show the inventory list to the driver who will sign the list acknowledging that all items are in the storage compartment. The Retail Manager will seal the compartment and approve the driver to begin delivery. The inventory list will be scanned and uploaded into the Enlighten Alaska's digital files kept in accordance with the Business Records policy. (306.755)

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marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

EXHIBIT J.3 – CONTINUED FROM PAGE 15
LICENSE NO. 10021

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

Transportation Procedures (continued):

5. Any vehicle transporting marijuana or marijuana product must travel directly from Enlighten Alaska's legal premises to the receiving marijuana establishment, and must not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at another licensed retail marijuana establishment. Enlighten Alaska shall keep records of all marijuana or marijuana products shipped from or received by the company. (see Business Records Policy). (306.755)
6. Whenever possible, the route planned by the Retail Manager will be followed exactly by the delivery driver. Any deviation from the route, including to the predetermined alternative route, requires approval from the base operation and then will be noted by the Retail Manager.
7. Drivers will be required to check in with the retail manager via electronic communication at least once every hour during the time that the delivery vehicle is transporting marijuana or marijuana product. Drivers will also check in whenever a delivery is made, or if a problem occurs.
8. Upon arrival, the employee will request that the person who is accepting delivery provide a valid marijuana handler permit card showing they are an employee of the licensed marijuana establishment to whom the marijuana or marijuana product is being delivered. The person accepting the delivery will then be asked to sign a copy of the transportation manifest in order to acknowledge delivery of the marijuana or marijuana product. This copy will be retained by Enlighten Alaska in accordance with its business records polices and a different copy of the transportation manifest will be given to the customer.

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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:

Advertising
A. Enlighten Alaska shall have no more than three signs visible to the general public from the public right of way, that identifies the store by its business name. A sign shall be placed in the stores window or attached to the outside of the licensed premises. The size of each sign will not exceed 4800 square inches. (306.360)
B. All Enlighten Alaska advertisements for marijuana or marijuana product will not contain any statement illustration that
1. Is false or misleading;
2. Promotes excessive consumption;
3. Represents that the use marijuana has curative or therapeutic effects;
4. Depicts a person under the age of 21 consuming marijuana; or
5. Includes an object or character, including a toy, 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. (306.360)
*Continued on EXHIBIT K Supplemental Space Form

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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Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

EXHIBIT K – CONTINUED FROM PAGE 16
LICENSE NO. 10021

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

C. Enlighten Alaska shall not place an advertisement for marijuana or a marijuana product:
1. Within one thousand feet of the perimeter of any child-centered facility, including 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;
2. On or in a public transit vehicle or public transit shelter; or
3. On or in a publicly owned or operated property;
4. Within 1000 feet of a substance abuse or treatment facility; or
5. On a campus for post-secondary education. (306.360)

D. Enlighten Alaska shall not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products. (306.360)

E. All advertising for marijuana or any marijuana product must contain the following warnings:
1. “marijuana has intoxicating effects and may be habit forming and addictive”
2. “marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence”
3. “there are health risks associated with consumptions of marijuana”
4. “for use only by adults twenty-one and older. Keep out of reach of children;” and
5. “marijuana should not be used by women who are pregnant or breast feeding”

F. All signs shall comply with state regulation and Anchorage Municipal Code chapter 21.11 and no temporary sings shall be used. (21.05.055(B)(4)(b))

G. No outdoor storage or displays of any product (non-marijuana) shall be permitted. (AMC 21.05.055(B)(4)(b))

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Form MJ-01: Marijuana Establishment Operating Plan

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:

Maintaining the security of all marijuana products requires that access to the premises be monitored and restricted.

All people who are allowed access to the retail store will have to check in at the front entrance door to gain access to the display area.

All entrances must provide state-issued or passport identification with no exceptions.
Enlighten Alaska employees and management will refuse entrance to any person who does not produce a form of valid photo identification showing that person is twenty-one (21) years of age or older.
A valid form of identification includes:

A. An unexpired, unaltered passport;
B. 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 providence of Canada; and
C. An identification card issued by a federal or state agency authorized to issue a driver's license or identification card.
At no time will a person under the age of twenty-one (21) be permitted to remain on the premises or purchase marijuana products or other paraphernalia. If any time a Dispensary agent suspects that a sale is being made on behalf of a minor, the agent may refuse to complete the sale and have the individual attempting the purchase escorted off the premises.

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.

Jane Stinson
Signature of licensee

Jane Stinson
Printed name

Subscribed and sworn to before me this 8th day of June, 20 16.

Notary Public in and for the State of Alaska.

My commission expires: 3-10-2020

MS. KIRSTEN GUSTAFSON NOTARY PUBLIC STATE OF ALASKA