Alcohol & 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

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:	Northern Lights Indoor Gardens, LLC	**License Number:**	10138		
License Type:	Retail Marijuana Store				
Doing Business As:	NORTHERN LIGHTS INDOOR GARDENS, LLC				
Physical Address:	1321 Sawmill Creek Road Suite O and P				
City:	Sitka	**State:**	AK	**Zip Code:**	99835
Designated Licensee:	Michael Daly				
Email Address:	dalys@gci.net				

Section 2 – Attached Items

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

Attached Items: MJ-01	Marijuana Establishment Operating Plan Total pages 20 including Cover Sheet

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

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Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

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.

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License Type:	Retail Marijuana Store				
Doing Business As:	Northern Lights Indoor Gardens LLC				
Premises Address:	1321 Sawmill Creek Road, Suite O & P				
City:	Sitka	**State:**	ALASKA	**ZIP:**	99835

Mailing Address:	501 Charteris Street				
City:	Sitka	**State:**	ALASKA	**ZIP:**	99835

Primary Contact:	Mike Daly		
Main Phone:	907-747-5858	**Cell Phone:**	907-738-2242
Email:	dalys@gci.net		

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Form MJ-01: Marijuana Establishment Operating Plan

Section 2 – Security

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

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:

Store: customers will remain in front of the display cabinets at all times. Access to behind counter will be blocked with gates

Office: Will be secured behind two locking doors accessible only by licensed employees.

Other restricted access areas: will be secured behind lock doors with signs stating RESTRICTED AREA.

All restricted areas will be monitored via security camera system.

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

Store: No customer will be allowed behind display cabinets. Gates will remain closed during business hours only accessible by licensed employees.

Guest inside restricted areas other than store will be asked to show ID, sign visitors log, wear visitors ID badge, follow all instruction by guiding employee, remain in site of guiding employee at all times, be signed out by the guiding employee once they leave the restricted area.

A maximum of 5 guests per escorting employee will be allowed.

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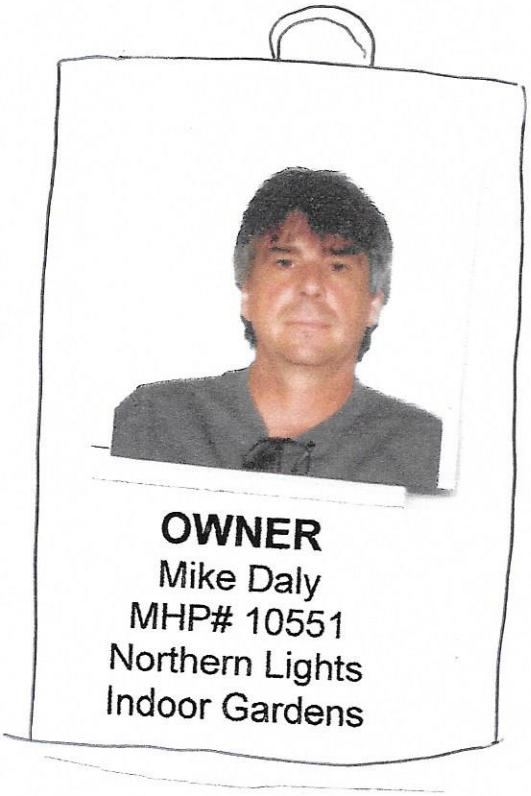
Describe your recordkeeping of visitors who are escorted into restricted access areas:

Visitor log kept at the entryway of the restricted area and will be filled out prior to any escorted visitor entering. Filled log sheets will be kept for a minimum of 3 years in a Visitor Log binder within the secured office.

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:

Each exterior exit including window areas have lighting. All lighting has sensors and come on automatically. Lighting illuminates approximately 20 feet from all exterior entrances. Cameras located at each exit are positioned in order for the lighting to enhance video surveillance

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

Alarm system is activated by all exterior exits including front and rear door, and all windows. Alarm system also has an activated motion detector for exiting areas during closed hours. when doors area locked. Alarm keypad is located by employee exit, and is activated prior to leaving the building. If alarm system is triggered a alert will go to 1. the security firm 2.the owners listed on this application 3. the local police department 4. local fire department.

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:

During closed business hours the alarm system will be set on active mode. If the alarm system is triggered by attempted break in via window or door the alarm system will be automatically activated and the above mentioned will be notified immediately. Proper post break in procedures will be followed. If the door is unlocked the alarm must be manually deactivated with in one minute before automatic activation alarm commences.

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

Marijuana products received from a licensed cultivation will be kept in a locked safe in the locked office. All marijuana inventory will be tracked via METRC system and Green Bits POS. the two inventory systems will track inventory from receiving the products, inventory storage, to point of sale. Manual inventory counts will be conducted at the start of the work day and the end of the work day. Spot inventory counts will be conducted at various times throughout the day. These manual inventory counts will be verified using the two tracking systems. Cash out and end of day inventory report will be generated by Green Bits and submitted to METRC, a daily report will be generated and submitted to the state. Inventory with in the store will be kept locked behind the store display cabinets. All employees must sign into the POS system with each transaction. Employees are not allowed to keep personal belongings in the office or behind the store display cabinets. Security camera system will be monitored and video footage stored for 40 days in a locked cabinet with in the locked office.

Describe your policies and procedures for preventing loitering:

"No Loitering" signs are posted at all exterior doors. Surveillance cameras with adequate lighting are located at all exterior entrances and will be monitored during business hours. Any suspected loiterers will be asked to leave the store area by licensed staff. If the loitering party refuses to leave the area the local police will be notified.

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 are automatically activated during non business hours ~~upon activation by the last exiting employee~~. Motion detectors area located at each exterior exit including windows. Motion detectors detect motion 20 feet from the inside of the exterior exits. All windows have security alarm sensors that are automatically activated if the glass is broken.
Panic button is kept behind the counter and is activated if necessary by licensed employees.

Policy:
1. Arm alarm system prior to exiting at end of day.
2. During business hours a minimum of two staff members must be in the building at all times.
3. Panic button must remain behind the counter and accessible for quick activation at all times.

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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:

Non Business Hours: Once the alarm system s activated by unauthorized breach of security the monitoring alarm company will notify the local police, fire department and owners A knox box is located outside of the main entrance for quick access by the local authorities if they arrive at the scene first. All personnel will work with the local authorities to assist in any investigation deemed necessary. The owners will notify AMCO of the unauthorized breach of security with in 24 business hours. Full inventory count will be conducted and verified using the METRC.
Business Hours: If the alarm system is activated a managing employee will verify the source of the alarm by reviewing the key pad display. The front door will be secured by the store employee until initial investigation is completed and all business areas deemed clear. Camera footage will be inspected, local authorities will be alerted if unauthorized breach is found to be true. Inventory will be kept secured, until inventory count is verified using METRC.

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	✓	
Both the interior and exterior of each entrance to the facility	✓	
Each point of sale area	✓	

Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	✓	
Clearly and accurately displays the time and date	✓	
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	✓	

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Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Cameras are mounted on the ceilings and upper area of walls to ensure clear views of all operations and identify any individual inside the licensed facility. Multiple cameras are used in larger areas including store area, and entrance areas for multiple angles of footage. Outside cameras area positioned to ensure clear view within a minimum of 20 feet of all entrances. Video footage will have a clear time and date display at all times.

Describe the locked and secure area where video surveillance recording equipment and records will be housed and stored and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the board:

Video surveillance recording equipment including backup is secured in a locked cabinet with in a locked office, behind locked restricted area doors. Key to the locked cabinet is kept in the locked safe accessible by managers and owners only.

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 electronic business records will be backed up daily.

Hard copy business records including personnel files, invoices, financial records, and log books will be stored in a locked cabinet in the secured office within the restricted access area.

All records are accessible for inspection for up to three years on site. After that time period records may be scanned into electronic files and kept off site.

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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:

All marijuana products will be tracked using Green Bits POS integrated with METRC by Franwell the contracted tracking system for the State of Alaska. Throughout the business day Green Bits interfaces with METRC to ensure product inventory control. Daily sales and inventory reports from Green Bits to METRC will be submitted to the state. The reporting requirements to the state will be managed more efficiently using the two programs together.

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Section 4 – Employee Qualification and Training

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

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

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

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

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

Every applicant or agent must attend a marijuana handler course and show completion prior to hiring. During the year continued education of staff includes, ID verification, impairment identification, and product education.
All permit and education records will be kept in the personnel files.

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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:

Typical store waste will be disposed of using city garbage.
Marijuana product waste will be contained in a locked box in the secured area until a minimum of three business days after contacting the AMCO regarding its disposal. Products will also be logged into METRC as waste prior to disposal. After the minimum three business days the marijuana products will be ground using a commercial grinder or chipper and mixed with coffee grounds and other organic material rendering it unusable for public consumption. The finished waste product will be taken to the local garbage collection site and disposed of.

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

organic material including:
Coffee grounds, used soil, compost

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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:

After a product has been deemed as waste it will be ground using a grinder (after being ran through a chipper first if necessary). The ground waste will then be mixed with organic material to a ratio of at least 50:50. The mixture containing the ground waste will be bagged in an unmarked bag and taken to the local garbage disposal area and placed in the city garbage compactor to be compacted and disposed of.
Waste record will be kept in the secured office with in the restricted access area.

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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:

Received wholesale marijuana will be in contained plastic bags weighing no more than 5lbs. Each wholesale bag will have a METRC tracking label attached. All received wholesale marijuana bags will be tracked via METRC system utilizing a manifest. All wholesale packages will be contained in a locked safe in the secured office within the restricted area. Packaging of the retail products will be done in the restricted area using a certified scale for weights of product. Product will be packaged using child proof opaque containers, sealed with shrink wrap. The packages will be inventoried in Green Bits and METRC and stored in a locked safe in the secured office within the restricted area. Once the product is needed for our store inventory we will electronically transfer the package from status of inventory to store product and transfer it directly to the locking store display cabinet. We will not ship any of our store marijuana products outside of our own facility.

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

We will receive our wholesale product from our cultivation company that is located at the same location. The transfer consists of writing up a manifest using METRC from our cultivation license number to our retail license number, transferring the actual product from the cultivation safe to the retail safe and documenting via METRC and Green bits the transfered wholesale product was received under the retail license number. We will not transfer viable retail marijuana product from our store to any other location.
If for some reason we do need to transport marijuana or marijuana product we will have the product in a locked tamper resistant container with a METRC issued manifest attached. This locked container will be placed in a locked trunk of the owner's vehicle and driven directly to the receiving location. The container will not be left unattended at any time prior to completing the transfer.

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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:

store front: 76" x 39" sign above front door with our name and logo
NOTHERN LIGHTS INDOOR GARDENS
store front Widow: our logo 30"x30"
Sign at the entrance to the parking area visible from the main roadway, Sawmill Creek Road
our company name on plaza directory sign. 24"x60"

No advertising of marijuana products in any sign.
Every sign is less than 4800 sq inches.

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:

Clearly visible sign located outside front entrance "No one under age 21 years allowed". Valid government issued identification checked upon entering the store and at check out. All restricted area will remained behind locked doors or behind gates within the store. Employees will have continued education devoted to ID verification.

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

MIKE J DALY
Printed name

Subscribed and sworn to before me this 19th day of December 2016.

JESSICA C. CABICO NOTARY PUBLIC MY COMMISSION EXPIRES AUGUST 29 2020 STATE OF ALASKA

jccabico
Notary Public in and for the State of Alaska.

My commission expires: August 29, 2020

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(Additional Space as Needed):