Alcohol & Marijuana Control Office
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Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

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:	Micah Miller				
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 Plan Total pages 19

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.

Licensee:	Northern Lights Indoor Gardens LLC	**License Number:**	10138		
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 St.				
City:	Sitka	**State:**	ALASKA	**ZIP:**	99835

Primary Contact:	Mike Daly		
Main Phone:	747-5858	**Cell Phone:**	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:

All restricted areas (including cultivation, trimming, packaging, storage of materials, waste products and office areas) will be secured behind commercial grade, non-residential door locks accessible by licensed employees and management with a current marijuana handlers permit on record at the facility only. Entry doors to restricted areas will have signs that clearly read ' Restricted access area. Visitors must be escorted." and "No one under 21 years of age permitted". The signs will not be less than 12 inches long and 12 inches wide, with letters at least one-half inch in height contrast to the background of the sign.

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

Visitors will enter the business through the designated reception area in suite O. They will be required to show proof of age (21 years or older) by showing a valid government issued identification. All visitors will be required to sign and date a visitors log sheet located at the reception area. Visitors will be required to wear a visitor's badge containing the words "VISITOR" in large print while inside any restricted area. A maximum of 5 visitors at a time per escorting employee. Visitors will be in visible sight of the escorting employee at all times. Monitored security cameras will be recording all activity inside the restricted areas. Once the escorted visitors exit the restricted area with the employee they will return the visitor's badge and be allowed to exit the reception area at will.

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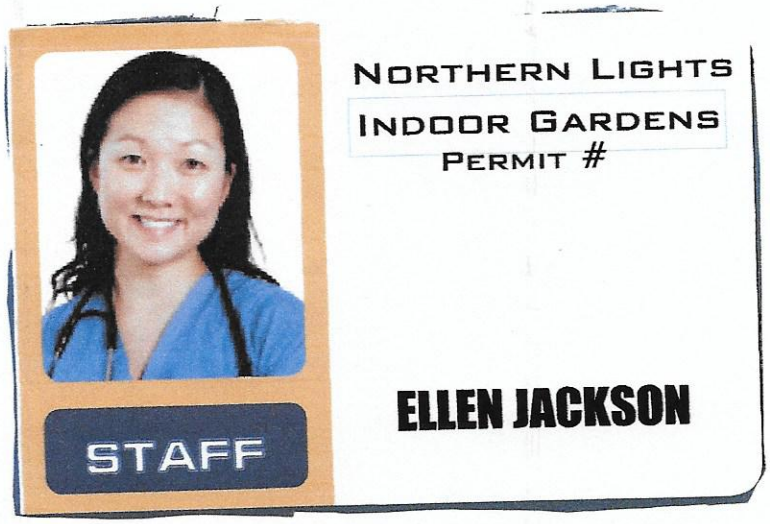
Describe your recordkeeping of visitors who are escorted into restricted access areas:

Visitors 21 years of age and older must sign and date a monthly log sheet that includes, the date, visitor's printed name, type of identification used, time entered into restricted area and time exited restricted area. The monthly log sheets will be stored in a Visitors Log Binder located in the locked fire proof cabinet in the locked office. At the end of 3 years the Visitors Log Book record will be scanned into an electronic record and kept as an electronic file in a fire proof safe. Video security camera footage of visitors will be kept in a fire proof safte located in the secured (locked) office for 40 days.

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: Lighting is located at every exterior exit including windows. Lighting will be at a minimum of 8 feet high from the ground. Ground floor exterior lights will illuminate approximately 20 feet from all exterior entrances. Cameras located at each exit will be positioned so lighting will enhance video surveillance and not cause a hindrance.

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

Every exterior entrance and window will be equipped within an alarm system. The alarm system includes a DSC NEO alarm panel with keypad, outdoor loud siren for the two front and two rear entrances, window and door contact alarms, Roll up door contact alarm, indoor motion detector for interior entry ways, glass break detectors for all windows. The system is monitored by LJ Alarm Systems located in Juneau Alaska.

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:

Alarm system is activated by keypad near the employee exit. Prior to exiting the building the managing employee will activate the alarm system using the key pad then will exit and lock the door. Management will be able to track whether the system is activated by using an APP on a cell phone.

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

All marijuana and marijuana products will be kept in a secured locked (restricted) areas. All marijuana plants will be in compliance with the state approved marijuana inventory tracking system, METRC. METRC is a hosted, real-time system that uses serialized tags with barcode, human-readable and Radio Frequency identification (RFID) tags attached to every plant, and labels attached to wholesale packages to track marijuana inventory. Each tag will be attached to a plant when they reach 8 inches in height to facilitate tracking through different stages of growth, as well the drying and curing process. Marijuana products will be stored in the water and fire proof safe in locked office located in the restricted area. Al marijuana product inventory record keeping including plant, tracking, and products will be kept in a water/fire proof safe in the locked office located in the restricted area for a the current year and three previous calender years. These records will then be scanned into electronic files and kept in the water/fire proof safe for future reference.
Diversion of marijuana and marijuana products will aso be prevented with use of video surveillance cameras located throughout the facility ensuring coverage of all entrances, point of sale and restricted areas. Video footage will be stored in a locked cabinet inside the locked office in the restricted area for 40 days.
Visitors will be limited to 5 per employee and must be escorted a all times when inside the restricted area. Customers in the retail area will be personally assisted and products will be kept behind restricted counters.

Describe your policies and procedures for preventing loitering:

"No Loitering" signs will be posted at external doors. Surveillance camera with adequate lighting located at the external doors will be monitored by licensed staff during business hours for possible loitering. Any suspected loiterers will be asked to leave by licensed staff. If the loitering party refuses to leave the local law enforcement 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 will be activated using the security key pad at the employee exit during non business hours. Motion detectors will be located at each interior area around the windows and doors monitoring unauthorized motion during non business hours 20 feet from the windows and doorways.

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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:

Once the alarm system is activated by unauthorized breach of security management and local law enforcement will be notified by L.J. Alarm System. A secured knox box will be accessible for police or other emergency personnel to gain access to business if they arrive prior to management. All personnel will work with local authorities to assist in any investigation deemed necessary. Management will notify the state marijuana control board of the unauthorized breach of security with in 24 business hours. Management will ensure full inventory will be assessed and reported to the authorities and the state marijuana control board. A quality control review of security measures will be conducted and proper steps to correct any deficiencies in the security plan will made.

Video Surveillance (3 AAC 306.720):

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

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

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

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

Cameras will be mounted on ceilings and upper area of walls to ensure clear views of all operations and identify any individual inside the licensed facility. Multiple cameras may be used in larger areas in order to ensure clear views of activity within the room. Outdoor cameras will be placed to ensure clear view within 20 feet of entrances. A camera will be placed above the second story windows with clear view of both the windows and the area below including the main entrance way and at least 20 feet around the main entrance. Video footage will have a clear time and date displayed at all times.

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

The locked and secured area will be the office. It will be secured by a commercial grade non residential locking mechanism accessible by management only. the surveillance recording equipment will be locked in a cabinet within the office. Records will be kept housed and stored in a fire proof safe within the secured office. The office and fire proof safe will be accessible to management only. In the event law enforcement or an agent of the board requires access to the office, records, video surveillance recording equipment or any other contents within the fire proof safe or office area the management staff will accommodate their wishes and assist in gathering any information requested.

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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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:

Records including inventory, testing results, quality control and quality assurance, accurate and comprehensive inventory tracking data, bookkeeping for each business transaction, employee list, business and vendor contacts, advertising and marketing, diagrams of licensed premise, waste management, and visitor's log. Records will keep the above mentioned records on the licensed premise for the current year and three proceeding calender years. Records will secured in a water and fire proof safe in the secured office located in the restricted area. Records will be provided to the state marijuana control board for inspection no later than three business days after a written request as been made. After the proceeding three years records will be scanned records into electronic files and house them in a fire proof safe in the secured office located in the restricted area.
Original records will not be permitted to leave the site for the current year and three proceeding years preventing any possibility of being lost or stolen.

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Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

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

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

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

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

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

All marijuana plants will be in compliance with the state approved marijuana inventory tracking system, METRC by Franwell. METRC is a hosted, real-time system that uses serialized tags with barcode, human-readable and Radio Frequency identification (RFID) tags attached to every plant, and labels attached to wholesale packages to track marijuana inventory. Each tag will be attached to a plant when they reach 8 inches in height to facilitate tracking through different stages of growth, as well the drying and curing process.
This system is the state recommended system and the system the Alaska Marijuana Control Board has contracted for its marijuana inventory tracking needs.

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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.
The marijuana handler permit number will be located on the employee's badge. A copies of all employee and agent handler permits will be kept locked in the office. Each employee will keep their handler permit on their person for inspection at any given time.

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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:

Marijuana plants will be grown in soil. Used soil will be mixed at a minimum ratio of 50:50 with ground up waste product, (roots, stocks, leaves, and stems that have not been processed with solvents). Product waste prior to grinding will be stored in an contained area (large tote with cover) within restricted area under video surveillance, and documented weight will be recorded in the inventory tracking system and will be kept on record in a water/fire proof safe in the locked office for the current year and 3 previous calender years.
3 days prior to grinding waste product the Alaska Marijuana Control board will be notified before making the waste unusable and disposing of it by giving it local gardeners. A record of the final destination of marijuana waste made unusable will be kept in a water/fire proof safe in the locked office.
Waste water as been approved by the local waste water authority to be disposed of through drains located within the facility. No special treatment deemed not necessary.
Retail sales waste (paper and typical business waste) will disposed of in trash receptacles and transported to the local waste facility. Any sensitive waste will be first shredded prior to disposal in trash receptacles. Marijuana product waste will documented. Any expired edible marijuana or marijuana products will be disposed of by best means possible including grinding, mixing with other mediums such as used soil in order to make it unusable for human consumption. The waste will then be disposed of by taking it to the local waste department and disposed of.

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

Used soil from the same harvest that does not contain solvents

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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 the three business day wait all marijuana waste material (including, roots, stock, leaves, stem) will be ground up using a commercial wood grinder. End product will then be thoroughly mixed with used soil at a minimum ratio of 50:50. Local gardeners will be notified when mixture has been deemed ready use for growing or composing purposes.

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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:

Marijuana and marijuana products will be stored in airtight glass jars located in water/fire proof safe located in secured office within the restricted area. Once an order has been made by a licensed manufacturing facility or licensed marijuana retail store. within the restricted area the products will be packaged in sealed child resident packaging weighing no more than 5 pounds and containing a single strain or a mixture of strains as identified on the package. Each package will be identified by a tracking label generated for tracking. The packages will be placed in a secured locked tote. The tote will be sealed with secure seal which must remain intact until opened at the receiving facility. A manifest including the type, amount and weight of marijuana or marijuana products, name of individual completing the transporting of marijuana and marijuana products, the time of departure and expected delivery, make model, and license plate number of the transporting vehicle will be recorded for business records and in the marijuana inventory tracking system.
The transport manifest will remain with the marijuana at all times while being transported. The tote will remain in site of transporting licensed employee until secured inside the secure location of the transporting vehicle.

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

The sealed and secured package containing marijuana products wieghing no more than 5 pounds will be placed in a locked trunk of licensed employee vehicle. or secured utility box with with lock in the back of a licensed employee truck. Once the product is placed in the vehicle the vehicle can not be left unattended by that employee. The sealed and locked package will not be opened during transport. The vehicle transporting marijuana or marijuana products must travel directly from our facility to the licensed marijuana facility receiving the shipment. Accompanying transport manifest will be verified by the transport licensed individual and the receiving licensed facility, a signed receipt copy given to the receiving agent for their records.

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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:

Outdoor signs: one sign above front entrances to the facility includes the company name: Northern Lights Indoor Gardens.
Dimension of the sign will not exceed 4800 square 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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Form MJ-01: Marijuana Establishment Operating Plan

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

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

Sign outside front entrance "No one under age of 21 years allowed". Valid government issued identification checked at the front entrance in the reception area of the business. All employee entrances will remained locked and under video surveillance at all times.

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

Micah Miller

Printed name

Subscribed and sworn to before me this 4TH day of MAY, 20 16.

ERIN AVILA NOTARY PUBLIC STATE OF ALASKA

Notary Public in and for the State of Alaska.

My commission expires: 05/21/2019

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

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(Additional Space as Needed):