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

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

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

What must be covered in an operating plan?

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

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

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment Information

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

Licensee:	SE Moog Droog LLC	**License Number:**	10814		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	SE Moog Droog LLC				
Premises Address:	Lot 13D Jeff Berg Subdivision				
City:	Petersburg	**State:**	ALASKA	**ZIP:**	99833

Mailing Address:	PO Box 375				
City:	Petersburg	**State:**	ALASK	**ZIP:**	99833

Primary Contact:	Gary Morgan		
Main Phone:	907-650-7650	**Cell Phone:**	907-650-7650
Email:	webmail@moogdroog.com		

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Section 2 – Security

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

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

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

The entire interior of the facility will be a restricted access area. There is only one entry door to the facility. This door will be posted with a sign stating " "Restricted Access. Visitors must be escorted. 21+ Years of Age Only". An employee will not be given an entry code unless he/she has a current Alaska Marijuana Handlers Card, is 21+ years of age and has reviewed and signed SE Moog Droog LLC's Standard Operating Procedures manual.

The entry door will require a personal code to unlock which will be unique to each employee. There will be an alarm panel outside the door that is required to be disarmed by either of the two license holders (Gary or Kim Morgan) prior to unlocking the door. The door will not unlock until the alarm panel has been disarmed. The entry door automatically locks itself when in the closed position. An unescorted member of the public can not gain entry without the security alarm being disabled and without possession of a door code.

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

Company policy will require licensee approval of any visitors and will also require an employee escort at all times. The entire interior of the facility will be a restricted access area. Visitation will be by appointment only. All visitors will be required to show photo ID and proof of age (21+years of age or older) prior to entering the facility. The employee who escorts a visitor(s) shall enter into a logbook the visitors name, type of photo identification, the photo identification #, the visitors date of birth, The time of entry/exit, and the purpose of the visit.

The employee escort will inform the visitors of any rules of conduct while on the premises, and any sanitation requirements such as overalls, face mask, hairnet, and nitrile gloves. Visitors will be given a visitors badge to be be worn at all times during the visit. The employee escort will observe visitors during the entire visit and make sure they comply with conduct and sanitation requirements at all times. There shall not be more than five visitors per employee escort at any time.

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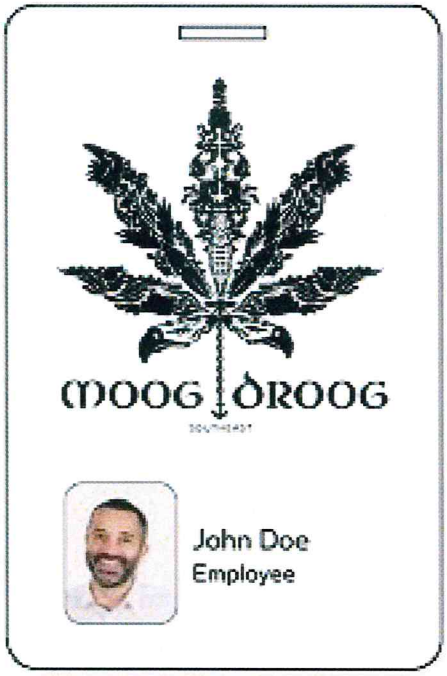
Describe your recordkeeping of visitors who are escorted into restricted access areas:

All visitors will be required to show photo ID and proof of age (21+years of age or older) prior to entering the facility. The employee who escorts a visitor(s) shall enter into a visitor logbook the visitors name, type of photo identification, the photo identification #, the visitors date of birth, time and date of entry/exit, and the purpose of the visit. Visitor information will be entered onto a computer spreadsheet and updated monthly. This electronic spreadsheet will be kept as a permanent record and stored indefinitely on site.

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:

There will be flood light fixtures installed on the exterior walls of the cultivation facility. The purpose of these lighting fixtures will be to clearly illuminate the perimeter of the facility extending 20 or more feet from the entrance. The lighting shall be sufficient to provide clear and certain identification of any person and activity in the area at all times. The lighting will be controlled by a photocell, which will turn the lights on whenever there is a low light condition.

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

An alarm system will be installed in the facility which will monitor the building 24/7. A key code panel on the exterior, adjacent to the main entrance will allow the disarming of the main entry door and interior motion sensors. Motion sensors will be used inside the building, located in foot traffic areas. Additionally a panic button will be located inside the facility adjacent to the entrance/exit. The alarm system will activate if the door is forced open without disarming the alarm. The alarm will also activate if it senses movement from the interior motion sensors while the alarm is armed. Communication monitoring of the system will be by cellular carrier, and a battery backup system will provide a minimum of 12 hours of backup power in an electrical utility outage. When the alarm or panic button is tripped a siren/strobe mounted on the exterior of the building will activate. The license holders and law enforcement will be notified automatically by a pre-recorded message sent by a cellular dialer.

The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

The alarm system will automatically arm the building at a preset time daily if not already armed. If motion sensors do not sense movement after 1 hour of inactivity it will automatically re-arm. The license holders will be responsible for making sure the building is armed and dis-armed each day. There are no windows in the facility and only one access doorway which is monitored by the alarm system.

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

New employee(s) will be given a Standard Operating Procedure manual, which they will be required to read and understand. Once the employee understands the policies and procedures they will be required to sign a statement that they read and understood all the policies and procedures written in the SOP. The employee will not be allowed to work until this has been completed.

Diversion will be the most important subject in the manual. There will be a zero tolerance policy, and it will be made clear that any diversion will be grounds for automatic dismissal, as well as mandatory reporting to the local police and the Alaska Marijuana Control Office.

Computer software will be implemented to track every plant and plant product from seed to sale, including the disposal of waste organic material. Multiple high definition cameras will track all activity within the facility and the license holders will periodically replay camera footage of employees to verify compliance. All dried and cured marijuana will be locked in a safe with only licensee access.

Describe your policies and procedures for preventing loitering:

The cultivation facility is located on a dead end private road, 12 miles outside the town of Petersburg. The location is very private with only two other properties sharing the same access road. Any loitering would be very noticeable as it's a very private setting with little to no traffic.

Any suspicious activity such as loitering would be cause for notifying law enforcement. It would also be cause for locking down the facility until police arrive to question the individual and remove him/her from the property.

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:

The facility will use motion detectors inside the building in foot traffic areas while the alarm is armed. When the alarm is disarmed additional motion detectors located on the front of the building will notify employees of any movement outside the entrance by a speaker that will play an alert sound when movement is detected. A video monitor will also display the camera footage of the multiple cameras located near the front entrance.

A panic alarm will be located near the front entrance (Inside) that can be activated any time an employee feels threatened or unsafe. The panic alarm will turn on the outdoor strobe/siren then automatically call the local police and license holders.

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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:

In the event of an unauthorized breach of security, all employees, agents and licensee should keep a distance from the facility until law enforcement arrives and clears the scene. The licensee may help law enforcement by accessing the surveillance cameras remotely and relaying any helpful information to the law enforcement dispatcher. After Law Enforcement has cleared the facility, a licensee shall perform an inventory and allow the law enforcement agency access to surveillance footage.

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 located inside the facility will be mounted on walls and ceilings in a variety of different positions in order to provide overlapping blanket coverage of the interior. The goal is to have two or more different angles within each monitored space.

Outdoors a camera will be located next to the entry door facing outwards to provide a 180 degree view of the property. This camera will offer substantially more distance than the required 20 feet from the entry. An additional camera will provide a top down view of the immediate area surrounding the front entrance. All video cameras will record in high resolution (HD) and provide adequate frame rates to produce a smooth video. The picture quality will be more than adequate to identify individuals and produce a clear view of the premise.

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 video, alarm and finished/packaged marijuana storage will be located within a locked cage located inside the facility. The cage will be made of heavy gauge welded steel and will have multiple shelves for storage. The door will have a heavy duty lock and licensee's will have keyed access. Licensee's will surrender the key to law enforcement or an agent of the board when 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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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:

All paper records will be scanned into electronic form. Paper records will be stored in a file storage box and retained offsite at the licensee's residence for a period no less than 6 years. All electronic records will be stored on a company computer located at the facility and copied to a cloud server twice daily. Backup copies of all files will occur automatically scheduled by the cloud server software.

The computer that is used for entering and storing records on site will have a Raid 1 hard drive configuration. This configuration consists of an exact copy (or mirror) of a set of data on two or more disks. This configuration sets up redundancy of data and increases the read time of the computer. If one hard drive fails the second hard drive will retain the exact same data and still continue to function.

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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:

I plan to use the "MJ Freeway - Grow Tracker Elite" software. MJ Freeway guarantees compatibility with M.E.T.R.C., and has a support team that can solve any technical issues that may occur. This company has been in business since 2010 and works with thousands of companies in the Cannabis industry across the United States. MJ Freeway has the experience and resources to backup their guarantee. I'm confident this software and support package will meet or exceed regulatory requirements.

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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:

Per 3 AAC 306.700 all potential employees of the marijuana cultivation facility will be required to have both completed a marijuana handlers education course from a vendor approved by the state, and successfully applied for and received a marijuana handlers permit. Those who do not meet these requirements will be considered unqualified for working within the facility. Individuals interested in applying to work within the facility shall be directed to an approved marijuana education course vendor to partake in an approved training course.

During orientation new employees will receive a copy of the company's Standard Operating Procedures (SOP). The rules, regulations and policies required by the State of Alaska and SE Moog Droog LLC will be discussed and the employee will be required to sign that they understand and will comply with these requirements. Quarterly meetings will be held to re-iterate and review these policies.

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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:

Liquid waste including wastewater will be collected in a 300 gallon IBC tote. The tote will be hauled using a an F-350 Ford truck to the Petersburg Waste Water Treatment facility for treatment and disposal.

Solid organic waste will be collected in tightly sealed 55 gallon trash cans and stored inside the facility. After giving the board the required three day notice, it will get ground up using a chipper/shredder. The ground up material will be collected and mixed with wood chips (1:1 ratio). This mixture will then be mixed with chopped seaweed (25:1 ratio) to create a compost heap. A location on the property will be designated for the compost heap and the mixture will get piled in this location. Eventually this compost will be used by the licensee as a fertilizer and soil amendment for vegetable gardening.

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

Wood chips and seaweed will be used to mix with the ground marijuana waste. Both materials are readily available, and will eventually get repurposed as a fertilizer/soil amendment for the licensee's vegetable gardening.

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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:

Solid organic waste will be collected in tightly sealed 55 gallon trash cans and stored inside the facility. After giving the board the required three day notice, it will get ground up using a chipper/shredder. The ground up material will be collected and mixed with wood chips to create at least a 1:1 ratio. This mixture will then be mixed with seaweed (25:1 ratio) to create a compost. A location on the property will be designated for the compost to be heaped. Eventually this compost will be used by the licensee as a fertilizer and soil amendment for vegetable gardening.

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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:

SE Moog Droog LLC will offer licensed retail marijuana stores prepackaged bud/flower in a package not exceeding one ounce for resale to consumers without additional handling by the retail marijuana store except to add the retail marijuana store's own identifying name or logo; and license number; or in a wholesale package not exceeding five pounds for repackaging by the retail marijuana store.

When packaged for a licensed marijuana manufacturing facility, the bud/flower will be packaged in a wholesale package not to exceed five pounds. It will consist of a single strain or a mixture of strains as identified on the label.

All packaging will protect the product from contamination and will not impart any toxic or damaging substance to the marijuana. Pre-packaged marijuana for retail stores will not have any images, including cartoons that would specifically target persons under 21 years of age.

Each package prepared will be identified by a tracking label generated by SE Moog Droog LLC's inventory tracking system and packaged within a sealed, tamper-evident shipping container. A label in compliance with 3 AAC 306.475 will be affixed to the container and a transport manifest will be placed inside the container. An additional copy of the transport manifest will be given to the receiving licensee on arrival.

All package labeling for retail or manufacturing licensees will be in compliance with 3 AAC 306.475. All packages will be secured in a locked, hard shell, waterproof, transport case.

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

SE Moog Droog LLC will use either a Pelican 1615 Air Case (Large case) or a Pelican 1620M Mobility Case (Medium case). Both cases are made of a hard shell composite material and have stainless steel hardware and dual padlock rings. The case will be stored inside the cab of the vehicle and will have two locks installed during transport.

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Section 7 – Signage and Advertising

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

There will be no sign posted with the business name.

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	☐	☐

N/A

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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	☐	☐

N/A

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)	☐	☐

N/A

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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:

No minors are permitted at Southeast Moog Droog LLC. All visitors will provide photo identification as proof of age. Our cultivation facility is purposely designed to keep people out using automated locks and alarms. Surveillance cameras coupled with motion sensors and backup electricity systems are meant as a deterrent not just for minors but all individuals from unauthorized entry.

It's very important to the licensees to make sure the building is locked up and alarm turned on when no work is being performed, To account for human error the entry door will always automatically lock itself, after each use, and the alarm system will automatically arm itself when motion sensors do not sense any movement after a designated period of time. These extra measures will help assure the building is always protected from unauthorized entry.

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

Gary J. Morgan
Printed name

Subscribed and sworn to before me this 18TH day of August, 2016.

Elizabeth A
Notary Public in and for the State of Alaska.

My commission expires: 9-21-19

ELIZABETH AMANECER
NOTARY PUBLIC
MY COMMISSION EXPIRES September 21, 2019
STATE OF ALASKA

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

(Additional Space as Needed):