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:	Arctic Greenery, LLC	**License Number:**	10286		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	ARCTIC GREENERY, LLC				
Physical Address:	1725 Richardson Highway, Suites 102 & 104				
City:	North Pole	**State:**	AK	**Zip Code:**	99705
Designated Licensee:	Sherry Gilbert				
Email Address:	sgilbert@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 Operating Plan

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:	Arctic Greenery, LLC	**License Number:**	10286		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Arctic Greenery, LLC				
Premises Address:	1725 Richardson Highway, Suites 102 & 104				
City:	North Pole	**State:**	ALASKA	**ZIP:**	99705

Mailing Address:	PO BOX 58663				
City:	North Pole	**State:**	ALASKA	**ZIP:**	99710

Primary Contact:	Sherry Gilbert		
Main Phone:	907-687-0763	**Cell Phone:**	907-687-0763
Email:	sgilbert@gci.net		

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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:

Unescorted members of the public will be prevented from entering restricted access ares including those areas in which cannabis is grown, processed, tested, stored or stocked by having a sign on the door which clearly states "Restricted Access Area, Visitors Must Be Escorted.", security fences, adequate lighting and video surveillance, and security doors with commercial locks. All visitors age and identity will be verified before entering our restricted access areas. Visitors must present a valid state or federally issued form of photo identification, passport or drivers license. Identifications which are tampered with or expired will not be accepted as valid forms of identification. Visitors under 21 years of age will be denied access to the property and asked to leave.

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

Visitors who have proper identification and are 21 years of age or older must sign into the visitors log, recording their personal information, and will be granted access to the premise. Prior to entering any restricted access areas on the premises, approved visitors must receive a visitor identification badge. All visitors will be escorted by a licensee or employee at all times while the visitor is on premise. An owner or employee may not escort more than five visitors at a time and must supervise them at all times. All owners, employees, and visitors are required to carry a current identification badge that includes their full name and photo before they can enter a restricted access area.

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

A record of all visitors who are escorted through restricted access areas will be kept on premises for a minimum of six months and in archives for a minimum of three years. For all visitors permitted into a restricted access area; a licensee or employee will record the visitor's name, date, and arrival/departure time, state the purpose of their visit, and collect their visitor identification badge prior to the visitor leaving.

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

See Attached.

Arctic Greenery LLC
~~Chena Cannabis~~

Larry Benz
Licensee

- MMJ Permit Number
  #####
- Contact Number
  ###-###-####

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Security Alarm Systems and Lock Standards (3 AAC 306.715):

Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

The facility will have motion sensor flood lights placed around the perimeter of the facility to ensure there is a clear and quality video of anyone who approaches within 20 feet of any exterior entrance.

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

We will place an externally monitored system on all exterior doors and windows. We plan to utilize Vivint Security for security alarm monitoring services.

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:

At the close of each day all security alarms will be activated on all exterior windows and doors. Security system alarms will remain activated until the next opening of business.

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

Diversion of all cannabis products will be effectively prevented by using video surveillance systems in all restricted access areas as well as throughout the entire premise. Motion sensors, flood lights, and security systems will also aid in the overall safety and security of all cannabis products. An owner or employee will document and record all transitions of cannabis products. Complete daily reviews of records to ensure all all records are accurate and accounted for. Additionally, employees are not allowed to enter any cannabis storage areas where tested product, untested product, or waste product is stored without supervision. An owner or manager must supervise employees in these areas at all times. Employees and visitors may not bring personal bags, backpacks, purses, or containers of any kind inside restricted access areas. No photographs or video may be taken by employees or visitors in order to prevent malicious activity. Visitors are not permitted to touch any cannabis products or equipment for any reason, and will be escorted off premises if so.

Describe your policies and procedures for preventing loitering:

Signs will be clearly positioned on the exterior of the premises stating "No Loitering" in order to prevent groups of people from gathering near the premises. Additionally, law enforcement will be notified if vocal warnings are not effective.

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:

In addition to the security alarm system, fence, and camera systems that will be installed, there will be motion detectors, flood lights, and barb wire affixed on top of the perimeter fencing. Owners and Managers are responsible for the maintenance and operation of all security devices and security features on premise.

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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:

If local police are notified of a breach of security from our security systems then all owners, employees, and agents will fully cooperate with local law enforcement and ensure that they themselves are in a safe and secure environment.

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:

Camera's with will be placed throughout the premises. Each camera will be placed in a fixed position at a height which will provide a clear, unobstructed view of the regular activity without sight blockage. The positioning, in addition to the adequate lighting, will allow for the clear and certain identification of any person and activity in that area 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 video surveillance recording equipment and records will be located in our office/surveillance room on premise. It will be secured by a steel overhead door with commercial locks. The video surveillance recording equipment and records will be housed in a locked, metal security cabinet. An owner or other authorized personnel will be available during all business hours to allow access of these records to law enforcement personnel or an agent of the board.

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 records will be adequately maintained and secured within the office. All paper records will be scanned and saved as electronic documents. All electronic or digital records are backed up by external secured hard drives which are then secured in a locked cabinet. Records are held in the office to ensure the lowest risk of being lost, stolen, or destroyed. The Licensee will have keys to all locks and secured cabinets, as well as passwords for protecting the electronic and digital records, security systems, and alarm systems.

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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 on using METRC, the state prescribed software to track all cannabis from seed to harvest. All other systems I use will be capable of connecting to and integrating with METRC.

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Section 4 – Employee Qualification and Training

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

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

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

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

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

All owners and employees will submit finger prints and pass a criminal background check at a state approved location, successfully complete training through an approved marijuana handler's permit course, and receive a marijuana handler permit. Monthly reviews will be completed to ensure all owners and employees identification and permit(s) are currently valid and identifying which will be expiring within the next month to allow adequate time for appropriate renewal of permits. New employees will be coached and trained before being able to work their position alone. A specific training plan will be created for each individual

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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:

A majority of our solid and liquid waste will be disposed of through compost processes that are approved by the Marijuana Control Board and the State of Alaska. All local and state laws will be followed regarding composting practices and requirements. Any solid or liquid waste materials that are non-compostable will be housed and secured in a holding tank on premises and will be disposed of at a state licensed facility. All marijuana waste will be managed and recorded through house and state marijuana tracking systems. Marijuana waste product will be mixed with at least an equal amount of non-marijuana product to render it unusable.

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

In order to make marijuana waste unusable it will be mixed with at least equal parts of compostable materials including food waste, yard waste, and vegetable-based grease or oils and/or non-compostable materials including paper, cardboard, plastic, oil or other waste materials approved by the board.

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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:

Once marijuana product is determined to be unusable it will be seperated from the usable supply of product and it will be submitted through the marijuana tracking system for disposal at least three days prior to the planned disposal of marijuana waste. The majority of marijuana plant waste will be made unusable by grinding the marijuana plant waste and mixing it with at least an equal amount of compostable materials which may include food waste, yard waste, vegetable-based grease or oils, or other compostable materials approved by the board. The remainder of marijuana plant waste will be ground and mixed with at least an equal part of non-compostable materials and delivered to a permitted solid waste facility, or other approved facility. A record of the final destination of all disposed marijuana product will be kept.

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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:

All cannabis to be transported will be properly packaged in materials that are secure, child safe containers that are clearly labeled. These packages will not be greater than one ounce if they are intended to be sold directly to consumers in the retail store or in whole sale bundles that are no greater than five pounds. All packaging used will protect the marijuana from contamination and will not impart any toxic or damaging substance to the marijuana. All packages will be affixed with appropriate labels as outlined by 3 AAC 306.475. The transported product will be recorded into the marijuana tracking system and accompanied by proper transportation manifest documents. Information recorded will include the type od product, name of product, time of expected arrival, name of employee who accepted the delivery, and the license plate number, make and model of the vehicle used for transportation.

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

All marijuana packages will be placed into a secured, locked, and tagged security tote with all proper documentation and placed within a fully secured, locked, and hinged steel cage within the vehicle that is transporting the product. All products will remain sealed and secured 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:

I plan to put a 2' by 10' sign with our company name on the front side of the perimeter fence, facing Richardson Highway

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:

Our property will be 100% ID check. There will be signs posted "No One Uner 21". If an employee obseves in real time or on camera, a minor on the property, they will be told to leave.

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.

Sherry Gilbert
Signature of licensee

Sherry Gilbert
Printed name

Subscribed and sworn to before me this 21st day of September, 2016.

Joseph C. Blanchard II
NOTARY PUBLIC
MY COMMISSION EXPIRES: May 22, 2019
STATE OF ALASKA

J. C. Blanchard
Notary Public in and for the State of Alaska.

My commission expires: 05/22/2019