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:	Northlink, LLC	**License Number:**	11051		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	NORTHLINK, LLC				
Physical Address:	1550 cushman				
City:	Fairbanks	**State:**	AK	**Zip Code:**	99701
Designated Licensee:	Travis Fraser				
Email Address:	travisfraser00@yahoo.com				

Section 2 – Attached Items

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

Attached Items:	Form MJ-01: Marijuana Establishment Operating Plan

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

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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:	Northlink, LLC	**License Number:**	11051		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Northlink, LLC				
Premises Address:	1550 Cushman, Suite B				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99701

Mailing Address:	P.O. Box 10974				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99710

Primary Contact:	Travis Fraser		
Main Phone:	(907) 457-6141	**Cell Phone:**	(907) 378-7437
Email:	travisfraser00@yahoo.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:

All restricted access areas will have a coded access lock labeled "Restricted".

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

Any admitted visitors will be required to show ID. We will take a copy of that ID and store in a "visitors log", then they will be issued a visitors pass that is required to be visible at all times. Visitors will be escorted through property by an employee.

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

Any visitors being escorted will have to provide ID. We will photo copy ID and keep in a "visitors log" onsite.

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

PHOTO

Name

Position

Date of Hire

Northlink, LLC

1550 Cushman, Suite B

Fairbanks, Alaska 99701

Badge Number: 00

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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:

Low light conditions addressed with existing eve mounted lighting and supplemented with lighting mounted high enough to point at a downward angle to avoid lighting neighboring properties. Lighting will accommodate 20' diameter around entrances and building.

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

There will be fixed cameras on all controlled access areas, security rooms, all points of ingress/egress to limited access areas, exterior of premises and all points of sale coverage within 20 feet. Surveillance system storage device secured in a locked cabinet. Camera continuously recording 24 hours a day, and the recordings will be kept a minimum of forty (40) days on the recording device. Concord 4 interlogix security system with cellular alarm notification system and audible siren will be activated on premises at all times. Last person on premise per day will activate alarm to "away mode". Security surveillance will be through Truvision IP Network video recorder NVR-21with remote monitoring.

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:

Doors and windows will have motion sensitive sensors that will set off an alarm when activated.

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

All retail labels will have "Not For Resale" on the packaging. All employees, customers and sales will be under constant video surveillance. Anyone known to be reselling product illegally will be reported to the appropriate authorities. All products will be inventoried and electronically logged and will be accessible to the control board through state compliant METRC Tracking System.

Describe your policies and procedures for preventing loitering:

Secured entry way will allow for safe and controlled waiting area, and tenders and security will keep a proper flow of customers. "No Loitering" signs will be posted.

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:

Tender and security will have a security siren alarm for any alarming situations, which will notify all available employees for assistance and deterrent.

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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:

Breach of security will require all involved to shut down, evacuate premises of customers and notify managing member for assessment.

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 placed high enough for clear view of any individual and low light conditions will be addressed with appropriate lighting. All exterior entrances will have lighting for viewing at 20' requirement.

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:

We will have a locked cabinet and a log for authorized personal who have access.

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:

Pertinent data will be kept on companies computer, an external hard drive and backed up in a Cloud storage system. METRC will maintain a back up of all seed to sale data in their Cloud storage system. Records of all business transactions for the current year and four (4) preceding years will be kept on licensed property.

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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:

We will use METRC to track products which is what the board implemented. We will pay all monthly fees and maintain good standings with provider.

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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:

We will provide a written training manual with instructions and references, employees will receive a copy of the handbook, training and understanding MCB, Alaska administrative codes state, local and federal departments for applicable positions. For emergency preparedness, all employees will be trained on how to call emergency numbers, how to respond to emergency scenarios, and will receive basic training on applicable equipment. All owners and employees will be required to have a Marijuana Handlers permit.

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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 will be diluted in accordance with the product specifications and compliance with the Division of Agriculture, EPA and all other state and local government laws. Most plant matter will be turned into extract by approved delivery to state licensed product manufacturer for extracts for Northlink, but what roots, trim and plant matter left that's deemed unusable will be shredded in a shredder, weighed (no larger than a 5 pound lot) and entered into a tracking system. Unusable marijuana will be stored in designated containers to be disposed of. Containers will be locked and secured in designated area in facility that is monitored 24 hours a day.

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

Ground marijuana waste will be mixed with sawdust to be rendered unusable and then shredded.

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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:

We will bring in sawdust and mix 50/50 with unusable already shredded material in an industrial shredder

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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:

We will weigh and package product (no larger than in 5 pound lots), place in airtight food safe plastic bags and store in plastic security bins. Sealed packages or containers will not be opened in transport. All transportation manifests to include product information, lot number, test results and weights on product label. We will notify MCB type, amount, weight of product being transported, the name of the transporter, time(s) of departure and expected delivery on a complete transportation manifest.

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

We will be using licensed security business with all MCB state and local requirements met.

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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:

Existing 4x10 sign will have our company name and logo, which will meet all state, local and federal requirements. There will also be a small 2x4 sign with company name and logo in the parking lot.

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:

Standing policy: may not sell, furnish, give or deliver marijuana products to an persons under 21 years of age. Train employees. Follow state, local and federal rules and requirements. Greet the consumer, assess acquaintances, ask for ID, check that their faces match their ID, card before entry into restricted area(s) and inform customers they will be checked. For identifying fake IDs, request ID be taken out of wallets and/or covers, take physical control of the ID, and only accept state drivers licenses. Check the back of the ID. Look for poor quality, proper wording, check thickness and unevenly cut corners that may indicate the picture has been altered. Check for color bleed, make sure picture and physical information matches card holder. Pay attention to date of birth (confirm individual is old enough), check for any alterations and make sure ID has not expired. Any one not following these guidelines will be terminated.

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

Travis Fraser
Printed name

Subscribed and sworn to before me this 1st day of November, 2014.

Brenda Couey
Notary Public in and for the State of Alaska.

My commission expires: 2/7/2020

BRENDA COUEY NOTARY PUBLIC STATE OF ALASKA