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:	Great White Bear, LLC	**License Number:**		10057	
License Type:	Retail Marijuana Store				
Doing Business As:	ALASKAN CANNABIS OUTFITTERS				
Physical Address:	41945 Sterling Hwy				
City:	Homer	**State:**	AK	**Zip Code:**	99603
Designated Licensee:	William Bear				
Email Address:	gwb@bdealin.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?

MAB 10-10-16
GREAT WHITE BEAR LLC

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:	Great White Bear, LLC	**License Number:**	10057		
License Type:	Marijuana Retail Facility				
Doing Business As:	Alaskan Cannabis Outfitters				
Premises Address:	41945 Sterling Hwy.				
City:	Homer	**State:**	ALASKA	**ZIP:**	99603

Mailing Address:	2440 E. Tudor Road, Suite 374				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99507

Primary Contact:	Bill Bear		
Main Phone:	907-299-5343	**Cell Phone:**	907-299-5343
Email:	gwb@bdealin.com		

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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:

Alaskan Cannabis Outfitters (hereinafter referred to as "ACO") is committed to the safety of its staff and the community. ACO will ensure that no unescorted members of the public shall gain access to restricted access areas. To ensure the security of all marijuana and marijuana products and staff, ACO will adhere to a strict compliance policy that requires all access to the restricted areas of the premises to be monitored and restricted. The restricted access area door will be locked at all times with a commercial grade locking system and employees will be trained to close door after themselves to ensure door is closed and locked behind persons as they enter or leave the secured area. Signage will be displayed on the door indicating that members of the public are not allowed unescorted access. Security cameras will be placed in plain view over the restricted access entry points to encourage people to not attempt access. The facility will be equipped with an alarm system and continual video surveillance. Security cameras will be installed throughout the facility that allow for monitoring all areas 24 hours each day including: all entrances and exits, all security doors and restricted access areas, all windows, every portion of the office and safe room, and the exterior of the building to monitor and identify all activity adjacent to the facility. All members of the public who are allowed access to the facility will have to check in at the front entrance door and obtain a visitor badge (see visitor policy). All entrants must provide UA government-issued identification or a passport from a different country to prove their name and age, no exception in any case will be granted. All visitors must display their visitor badge on their person at all times, with no exceptions. All visitors will be escorted by an employee at all times and remain in that employees direct eyesight while on the premises, and the visitor badge will be returned to the employee prior to leaving. A visitor's log will be kept and noted by the escorting employee, including the visitor's name and date, time, and purpose of the visit, and will be made available to the MC Board upon request. The visitor's personal identification card will be kept in security possession the entire time they are within the facility. Not until they have completed their escorted visit will their identification card be returned to them.

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

ACO will require a strict process for admitting visitors through a restricted access area. Visitors that are permitted into the facility will have various degrees of access. Those with unrestricted access to the entire facility, including the office and safe room, include William Bear and the General Manager of ACO. From time to time Mr. Bear may appoint or authorize a particular Manager on duty or emergency personnel to have full access in case of an emergency or maintenance failure. AMCO agents authorized by the Director and law enforcement officers shall also be permitted to have unrestricted access. Limited access will be granted to other agents/employees to include the break room and storage. All other visitors to the facility must remain in the common areas of the retail establishment at all times. In order to be escorted into restricted areas, a visitor must sign into a log indicating the date, time in and out of the restricted space, and purpose of the visit. The visitor's government-issued ID will be taken and photocopied. The visitor's ID will be kept in security possession the entire time they are within the facility. The visitor's log and copies of visitor's information will be kept and stored as official business records and a full copy of which shall be provided to AMCO upon request. Visitor logs will be kept for at least 7 years in hard and electronic versions. All visitors will be given a company-issued visitor's badge, which they must display around their neck at all times during the visit so employees know they have permission to be in restricted areas. Once a visitor's escorted visit has concluded, and their identification is returned, they must leave the restricted access area immediately.

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

In order to be escorted into restricted areas a visitor must sign into the visitor's log indicating the date, time in and out of the restricted space, and purpose of the visit. A photocopy of the visitor's government-issued ID will be taken. The visitor's log and copies of visitor's information will be kept and stored on-site as official business records. The visitors will be escorted by an employee at all times while on the premises. The escorting employee will record all information related to the visitor's presence, including any reportable activity or behavior during the visit. This visitor log will be made available to the MC Board upon request.

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

Matching, colorful lanyards will be worn with the badge to easily identify an employee from any angle.

Alaskan Cannabis Outfitters
MJ Handler's Card No._____
Employee Name and Position:
_____
State of Alaska MJ Establishment No._____
41945 Sterling Hwy.
Homer, Alaska 99603

[Insert Employee Pic]

EMPLOYEE IDENTIFICATION

ALASKAN CANNABIS OUTFITTERS

LICENSE #10057

MANAGER

PHOTO

41945 STERLING HWY
HOMER, AK 99603

JOHN D DOE

EMPLOYEE #02

HANDLERS CARD# ____

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Form MJ-01: Marijuana Establishment Operating Plan

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:

ACO will ensure that the exterior of the retail establishment will be well lit to deter criminal activity. Exterior lighting will be positioned to help illuminate the exterior at all times and will allow the surveillance system to depict individuals up to twenty (20) feet from all entry points. The lights will be mounted in a manner so that potential intruders cannot reach the lighting fixtures. Exterior lighting fixtures will also have sturdy housings and lenses to help make them vandal resistant. ACO will use extremely bright flood lights to deter crime and ensure maximum visibility. All lights will be equivalent to E-LED lighting FL202 10 WATT and will be checked daily by management to ensure that each light in the system is operational and well-placed for visibility in security footage and to deter loitering or otherwise unauthorized presence on the premises. The facility plans to install a total of 10 exterior lights to be evenly distributed and affixed to the building.

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

The alarm system, with sensors on every point of entry and window, will be installed will have an approved monitoring center monitoring the premises at a minimum during the closed hours of operation, 7 days a week, to ensure the safety of agents and assets, detect any unauthorized intrusion or activity, and notify local law enforcement, if needed. The facility will contract with a third party alarm system and monitoring company to install and maintain all alarm system equipment. The security monitoring company will be in direct contact with our on-site manager and the local law enforcement. Alarm testing will be done every six (6) months, only authorized managers will have the disarm code and only Mr. Bear and the alarm provider shall have any codes that reset or turn the system off. Employees will be routinely trained and tested on end of day closing procedures, which will include arming the alarm premises. The alarm system will monitor all exterior doors, windows, and roof penetrations. Ownership and management will be educated on the security and alarm systems by the security and alarm system installers, and will be in charge of training employees on the alarm system. Education on the security and alarm systems will include: proper use, troubleshooting, police response, measures, and controls. The daily manager will be the first to arrive to the facility each morning to disable the alarm system. All security cameras and tapes will be checked each morning at opening to ensure they are functioning. The last agent to leave the facility each night will activate all overnight security devices, and lock all doors and windows.

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:

Through the third party security monitoring center, censors will be installed on all doors and windows so sensors will register all activity when the alarm system is activated and any intrusion will initiate a response. The alarm system will always be activated when the facility is closed for business. Each morning, the daily manager will disable the alarm system, and the opening agents will check all security cameras and tapes to ensure they are functioning. The last employee to leave at close will activate all security devices and lock all doors and windows. All doors and windows will have sensors that will be activated during closed hours to monitor intrusions.

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

Marijuana & marijuana product diversion prevention is one of ACO's top priorities. In an effort to reduce the risk of diversion, ACO will limit the number of employees who are authorized to perform transactions of marijuana and product sales. This will reduce the number of individuals whom could steal marijuana and divert it to minors. There will also be security cameras directly monitor all points of sale (POS) and marijuana and product storage areas. ACO will implement employee management polices similar to large scale clothing retailers, such as Sears, and require that employees do not bring any personal bags, purses, backpacks, or items that can be used to conceal large amounts of cash, marijuana or marijuana products into the licensed premise. The only personal bags/containers an employee will be allowed to bring into the establishment is one that is clear and fully transparent (such as a large zip lock bag) so that management can ensure marijuana and marijuana product is not being diverted via employees. Should an employee or manager suspect any sign of theft, by an employee or customer, they will first alert management and then alert law enforcement of the same. Employees will be able to identify diversion because ACO will require attendance to the company's loss prevention training which will be developed by Mr. Bear and cover external and internal theft awareness program dealing with internal theft prevention. Employees found to be diverting marijuana could be arrested and punished to the fullest extent of the law, and ACO will cooperate with all law enforcement directives. All reports of suspected theft and actual theft shall be document ACO diversion report log and include the person's involved, person reporting, date of incident, factual description, law or AMCO official's notified and disposition of the matter. Once a theft is reported to law enforcement, and confirmed, Mr. Bear will update the product records in the marijuana inventory control tracking system to maintain an accurate and comprehensive accounting for all marijuana inventory activity. Ownership will also comply with any and all directives, inquiries, and investigations lodged by the MC Board. Any employee found diverting marijuana or product will be terminated and not eligible for rehire.

Describe your policies and procedures for preventing loitering:

A "No Loitering" sign will be posted on the exterior of the building. Loitering outside the establishment will be met with a request from company agents to leave the premises. Mr. Bear will ensure that either himself or a manager and at least one other employee makes physical rounds around the premises every 2 hours to determine if there is any loitering. A loitering individual will be given a verbal warning that law enforcement will be notified if they do not comply. As a last resort, and in an effort to not increase burden on local law enforcement, management will reach out to law enforcement personnel for assistance if necessary. In the retail and display area, agents will be constantly interacting with customers. If a customer completes his/her purchase and lingers for longer than 20 mins, they will be asked to leave the retail area and employees shall reference the No Loitering policy. If they are waiting on others in their party, we will ask them to wait in our check in area, which is completely separated from the retail and display area. The facility will have a single and secure entrance for all regular ingress and egress from the building and for all visitors. Employees and Mr. Bear will maintain a regular and noticeable presence around the property to deter unauthorized entrance. Managers and Mr. Bear will work with the security company and local law enforcement, if necessary, to secure the premises, prevent business practices which could entice or allow loitering, and escort all loitering individuals off the premises as soon as possible.

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:

Exterior lights will be installed and on at all hours of darkness allow for additional security measures during closed and open hours, and to ensure that outside cameras are able to clearly identify any individuals approaching the premises and to deter criminal activities. Additionally, all employees will be trained on emergency procedures, identification of suspicious behavior and similar preventative training. Also, motion detectors inside the building will be activated with the alarm system so the 24-hour security monitoring company will be alerted if someone is in the building during closed hours. Motion detectors will monitor all areas of the building including the roof and attic areas. Any unauthorized intrusion or attempted intrusion will send an automatic, electronic alert to the security company, ownership, and local law enforcement. All security systems and equipment will be professional installed and inspected every six (6) months.

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Form MJ-01: Marijuana Establishment Operating Plan

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 that a dangerous, threatening, or unauthorized situation arises in or around the facility and the alarm notification system alerts the local law enforcement, law enforcement will head to the location of breach. Employees will stay away from the location until otherwise told by law enforcement that is safe. Employees will cooperate with local law enforcement and meet local police or the fire department in a safe location. All visitors present on the premises will be asked to leave immediately and escorted to the nearest exit in a safe and organized manner. If an emergency occurs in or around the facility during operation that threatens the facility, or the safety of employees and visitors, Management will evacuate the building of all people, including themselves, and await the arrival of the local police or fire department in a safe and accessible location. Once in store, employees will look for property damages and verify cash and inventories. If anything is damaged or missing, a police report will be filed. Video surveillance will be downloaded and handed over to the appropriate law enforcement personnel for further investigation and to AMCO. All employees and management will listen to the advice of local law enforcement at all times. Mr. Bear, or the General Manager, will be the liaison between the business and the police. Should any situation arise where law enforcement needs to contact Mr. Bear directly, they will be given a company phone number, Mr. Bear's cell number, to ensure a good working relationship continues.

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:

Multiple cameras will be used in order to record all areas of the establishment, inside and outside, at multiple angles and at a height that will provide a clear, unobstructed view. Cameras will be carefully placed to prevent any blockage from lighting hoods, fixtures, or other equipment. To ensure clear views for identity, the company will utilize cameras with a resolution of at least 2 megapixels and a recorded image frame rate between 7 - 10 frames per second during all recording to comply with the high resolution requirement of the regulations. All cameras will be installed at a height that provides an optimal vantage point, and will cover all entrances and exits from both indoor and outdoor points. tAll security cameras will be positioned in such a manner as to get the best facial image of anyone present within the building and within twenty (20) feet of the exterior walls. The front entrance door of the facility as well as the exterior emergency exit door will have cameras documenting the face of anybody going in or out of the building. All restricted access doors and the check-in area will have coverage to clearly identify the face of anybody present. All exterior entrances and restricted access rooms will have video coverage documenting the face of the individual entering the room. All exterior corners of the space will have cameras installed to facilitate monitoring of all activity on each side of the building. The parking lot and entrance will have video coverage. Footage from security cameras will be accessible remotely, allowing ownership to view operations from anywhere. A failure notification system will be installed to provide audible and visual notification of any failure in the electronic monitoring system. During a power outage all video cameras and recording equipment will be run on emergency power with a battery backup system to ensure that they will continue to operate for at least one (1) hour. Cameras will be routinely inspected to ensure proper recording and functionality.

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 surveillance recording equipment and records will be stored in our most secured room. This room will have an advanced, reinforced security door and will be locked at all times. The door will be equipped with a commercial grade lock (only accessible by authorized personnel) and a spring-loaded hinge to ensure closure after each opening. The security system will only be accessible with a password (given to only to Mr. Bear and the General Manager) so no tampering with data will be possible. Data will be stored on the security system's DVR for a minimum of forty (40) days. Data has the ability to be uploaded to a separate hard drive to maintain records for longer than forty (40) days if there is a pending criminal, civil, or administrative investigation. These recordings will include the time and date stamp, and will be archived in a format that does not permit alteration of the recorded image. Recordings will be available to the MC Board and local law enforcement upon request.

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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Form MJ-01: Marijuana Establishment Operating Plan

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:

All business records will be stored at the facility and copied to an external online "cloud based" secure server so that ownership, management, and designated government authorities may have access to them, and to prevent loss due to computer malfunctions. Additional back ups will be stored on local hard drives and on company computers. All business and regulatory documents, recordings, surveillance, logs, and communications will be stored at the facility and backed up on an off-site server. Records within the facility will be stored in the secured office, separate from all storage of marijuana products and currency. Only ownership, management, and authorized agents will have access to the office and all safes inside. Reinforced security walls will be used to separate the office from the rest of the facility. Employees managing facility records will be trained in standard retention policies to ensure that all records are maintained and filed in a consistent and searchable fashion until they may be destroyed.

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Form MJ-01: Marijuana Establishment Operating Plan

Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

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

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

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

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

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

ACO will use the Metrc marijuana inventory tracking system to increase product security, track the movement of all marijuana & products from seed to sale, and minimize diversion and illegal practices. Metrc will integrate with ACO point of sale system (to be determined but at a min will be compatible with Metrc system) record and store all completed sales, conversions of manufactured products, and disposal of unusable inventory. All employees will be trained in using both systems to ensure that: (1) all marijuana received on the premises is identified and tracked from the time of arrival through its sale, transfer, or destruction; (2) all establishments transacting to purchase or otherwise receive marijuana products from the facility are licensed; and (3) any loss or theft of marijuana products is promptly reported. Employees will record data at several stages, including: (1) during sale, sample, and transport; and (2) during disposal, destruction, and theft. The facility will enter all inventory tracking information into Metrc. Employees will record all sales in the system as they are processed. All marijuana used to prepare and package samples for the purpose of testing or for negotiating sales will also be recorded, including: (1) the amount of each sample; (2) the facility that received the sample; and (3) the disposal of any expired or outdated promotional sample returned to the facility. For each batch, employees will record all transportation arrangements and will generate a transport manifest to accompany the batch in transit. Employees will use the system to verify and record each sale and shipment, and the identity of all individuals who arrive at the facility to conduct business. In the event that marijuana & products are flagged for disposal, the facility will record the disposal in Metrc at least three (3) days prior to taking any disposal action. In addition to notifying the appropriate local and/or state authorities, any destruction, loss, or theft of marijuana will be promptly recorded in Metrc to give notice to the MC Board.

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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:

Employees will not be required to have existing experience, instead, will be given all necessary education and training upon hiring to be proficient in their jobs. To ensure all positions are filled at all times and to keep people intrigued with a diversity of tasks, every employee will be cross trained at reception, sales, preparation, and cleaning. Qualified candidates will be hired on and receive extensive training and evaluation before they are given access and responsibility of conducting sales and inventory. Training education will include marijuana industry topics, safety, customer care, legal issues, state and federal regulations, and take and successfully complete a state sanctioned marijuana handler's card permit. Training and education will take place throughout the year as well as when topics arise that need further explanation to employees. Employees will be trained in security measures for the proper use and security controls of equipment to deter theft. Meetings with all company personnel will be held monthly to provide updated information and procedures. Managers will be trained in all aspects of the company business. They will be trained in opening procedures and become experts in the inventory tracking system. Managers must know all quality control procedures, all inventory control procedures, and all sanitation procedures. Managers will know how to keep accounting records and be responsible for overseeing the general running of the store. Mr. Bear and the General Manager will be responsible for ensuring that agents are capable of performing all assigned positions and tasks. Agents will be provided with education and training materials on quality control procedures, inventory control, sanitation, opening and closing, accounting practices, customer service, POS system, and security. Agents will be trained on how to check identification and how to use the inventory tracking system. Agents/Employees will be trained on how to handle security and emergency procedures and think defensively if threatening situations occur. Agents will be required to attend a general security class to be taught by the contracted security company. Agents will be trained on how to interact with the variety of customers that will visit the establishment and to provide top of the line customer service while remaining safe. The agents will also be given in-depth information on the cannabis products that are sold, cannabis risks and effects, plus all of the mandated information included in the handler's permit. Agents/Employees will be trained in cash policies and how to record inventory. The state and local marijuana regulations and laws will be posted in spaces frequently occupied by staff, like the break room, for reference. All new hires will be required to meet with ownership to go over employment documents, tasks, educational materials, facility features, security, position-specific training, and to receive their uniform and supplies. Employees will be expected to learn: (1) Alaska laws, regulations, and codes governing the marijuana industry and marijuana establishments; (2) all of the licensing requirements to act as a marijuana handler and to work in a marijuana establishment; (3) Company standards, operational protocol, and best practices with regard to all phases of the sale of marijuana; (4) general safety procedures and security protocol; (5) how to think defensively if threatening situations occur, and how to recognize the signs of impairment, drug abuse, and instability; (6) in-depth information about particular strains and marijuana products; (7) in-depth information on the requirements of each room, task, and system; and (8) the general federal, state, and local employment regulations by which the Company is governed.

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Anchorage, AK 99501
marijuana.licensing@alaska.gov
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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:

ACO has prepared a disposal plan for disposing of all marijuana that does not meet state testing requirements and the company's internal quality standards for any reason, including, but not limited to, contamination, disease, infestation, and mishandling. The following is a list of the expected waste that the Company will be disposing of: (1) marijuana that is identified as contaminated, infected or is otherwise rejected for quality or fails to meet quality testing; (2) all packaging, labeling, containers, or other related materials which arrive at the facility with marijuana products that have been disqualified for quality; (3) waste from marijuana flowers and plant material; (4) run off water from inventory preparation for retail; and (5) any other materials or containers in contact with marijuana products that risk contamination. Rendering marijuana unusable before disposal will ensure that marijuana and marijuana products are safely kept away from the public. The Company will ensure that all marijuana waste is rendered unusable prior to leaving the facility. Management will maintain a log on the status of all marijuana waste, tracking the type of waste, the date of disposal, the date it was rendered unusable, and the date that it was picked up by the disposal company. All marijuana marked for disposal will be stored in a secured bin, separated from all other products and materials, until it can be rendered unusable. Marijuana waste will be rendered unusable a minimum of once per day, before the facility closes. Once rendered unusable, marijuana will be securely stored in locked containers located on the premise. All locks will comply with the highest UL standards. Only authorized personnel will have access to the keys that lock and unlock the disposal containers. The disposed marijuana will not be stored outside the facility at any time. To ensure tracking and to ensure that no diversion occurs, a manager will transport and report and record the transport of all marijuana waste to the nearest waste disposal site - such record shall include the name of the manager, model and make of transport vehicle, date of notice to AMCO, date of transport of disposal, location of disposal, and time leaving facility and time returning, the reason for the disposal and type of marijuana waste being disposed of. This information will be entered into a log by the manager, which will be securely stored and made available to the MC Board upon request.

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

After giving the MC Board at least a three (3) day notice in the Metrc tracking system, the marijuana waste will be ground up with other compostable materials such as food waste, yard waste, vegetable oils, or non-food waste such as paper waste or cardboard.

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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:

To render marijuana unusable, ACO will grind and incorporate the marijuana waste with either non-compostable or compostable solid wastes so that the resulting mixture is at least fifty percent (50%) non-marijuana waste. The facility will use paper waste, plastic waste, cardboard waste, soil, food waste, yard waste, and/or vegetable-based grease or oils. Management will ensure that the resulting mixture is composed of no more than fifty percent (50%) marijuana by volume, and will log the composition of the mixture, available to the MC Board upon request. All marijuana waste will be secured in waste storage within the facility, separate from all other marijuana products, storage, and waste, until such time it is picked up by the waste disposal company under a manager's supervision.

NAB 10-10-16
GREAT WHITE BEAR LLC

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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:

For all transports of products the establishment will create a Trip Manifest. ACO only envisions incoming shipments of marijuana and does not intend to have outgoing shipments of marijuana and products. Trip Manifests will be filed and stored on premises as official business records. The Trip Manifest documents will include the strain name(s), type of product(s), batch number of product(s), amount / weight of product(s), the name of the transporter (will have Marijuana Handler's Card on them during transport), the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle. Marijuana flower and products will be in a sealed package / container (up to 5 lb each) in a locked storage compartment within the transport vehicle. No products will be directly visible. The transport vehicle will travel directly between destinations without making any unnecessary stops and a printed Trip Manifest will be on board with the transporter at all times. All marijuana packaging will be uniform with labels secure and prominently displayed. No packaging products or materials can be used in the storage and/or sale process unless accepted into the facility by a member of the Quality Control Unit "QCU". All packaging deliveries will be inspected, accepted or rejected, and recorded in QCU log. All packaging materials that will be sold to marijuana establishments for sale to consumers will be in child-proof packaging or exit child proof packaging and in no event shall the packaging or the product be presented in a manner or depicted as such to appeal to children. The QCU will check all packages to make sure that they will keep all marijuana from contamination and will check to make sure that the packages will not impart any toxic or deleterious substance to the marijuana. The facility will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility. Upon request by the MC Board, ownership will provide a copy of the registration and inspection reports of the certified scales for review. Labeling materials purchased for resale will be labels that are at least 2 ¾" high by 4" wide and all text printed on the label will be at least 10-point, non-italicized and will be in English. All usable marijuana sold to any marijuana establishment will be labeled with the following information: (1) the name and license number of the cultivation facility; (2) the date the marijuana was harvested; (3) the harvest batch number assigned to the marijuana; (4) the date the marijuana was packaged; (5) the net weight and the quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system; (6) a complete list of all pesticides, fungicides, and herbicides used in the cultivation and preparation of the marijuana; and (7) the date of expiration, if perishable. A label must be affixed to all shipping containers showing that a licensed marijuana testing facility has tested each harvest batch in the shipment. The label will list: (1) the date of final testing; (2) the cannabinoid potency profile, expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from the same marijuana cultivation facility within the last three months; (3) a statement listing the results of microbial testing; (4) a statement listing the results of residual solvent testing, as applicable; and (5) a statement listing the contaminants for which the product was tested, including molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals.

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

Any vehicle transporting marijuana products will be unmarked and inconspicuous. Vehicles that will be used for transportation of marijuana products will contain a secure and sanitary area affixed to the inside of the transportation vehicle that will lock and will ensure the products cannot be seen by anyone from outside of the transportation vehicle. The secure storage area within the transportation vehicle will be sanitized before and after each use. Prior to departure, a manager will ensure all marijuana is in sealed packages, and locked in the safe and secure storage compartment in the transport vehicle. All employees will be trained and will understand that under no circumstances (absent instruction from a duly authorized law enforcement officer) shall a sealed package containing marijuana be opened during transportation. The vehicle storage box will be a large rectangular industrial container mounted and secured within the vehicle, accessible by a combination lock. The structure will be formed of steel, or like materials and only the management team and Mr. Bear shall have access to the combination lock code. The combination lock code shall be changed every 6 months.

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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, at a maximum, 3 signs with the business name on it visible to the general public. Each sign will not exceed 4,800 square inches. The facility will affix and display all required postings on, around, and within the facility, and maintain the visibility and quality of such postings, with up to date information, including: (1) operating hours, (2) certificate of occupancy from the city, (3) the State of Alaska marijuana establishment license certificate (to be displayed prominently), (4) approval to operate the facility, (5) "No Loitering" sign on the front door, (6) "Surveillance Cameras In Use" and "Alarm" signs, (7) "Restricted Access" signs, and (8) any required postings by the local jurisdiction such as Exit and Fire Extinguisher signs. The operating hours are from 9:00 AM until 9:00 PM every day, except on nationally recognized holidays when the facility and property will be closed. The operating hours will be posted on the front door of the facility. All planned signage, required postings, logos, and advertisements are to be developed by ownership and submitted to the MC Board prior to being used. At no times will ACO utilize any signs, postings, or advertisements that are not approved by local government and AMCO.

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:

At the ACO check in section, as depicted in the site diagram, ACO will refuse entrance to any person who does not produce a form of valid photo identification showing that person is twenty one (21) years of age or older. A valid form of identification includes: (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. At no time will a person under the age of twenty one (21) be permitted to remain on the premises. If at any time an employee suspects that a person is a minor, the employee will refuse access and have the individual escorted off the premises. A designated employee will request from all customers for government-issued identification and will thoroughly examine ID for all members of the party before allowing them to enter into the retail sales area. In addition to passing the Marijuana Handler's Card course, employees in this position will be trained to spot the inconsistencies of forged identifications, and they will be given an ID guide to help them recognize IDs from other states and countries. Signage will be posted at the main entry door and the shopping area entry door stating "No one under 21 years of age allowed". The sign will be twelve (12) inches long and twelve (12) inches wide, and the letters will be one half inch in height in high contrast to the background of the sign.

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.

N A Bear
Signature of licensee

N A BEAR
Printed name

Subscribed and sworn to before me this 23 day of May, 2016.

Notary Public
APRIL CHILTON
State of Alaska
My Commission Expires June 3, 2019

April Chilton
Notary Public in and for the State of Alaska.

My commission expires: _____