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:**	11000		
License Type:	Retail Marijuana Store				
Doing Business As:	CHENA CANNABIS				
Physical Address:	1725 Richardson Highway				
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:**	11000		
License Type:	Retail Marijuana Store				
Doing Business As:	Chena Cannabis				
Premises Address:	1725 Richardson Highway, Suite #101				
City:	North Pole	**State:**	ALASKA	**ZIP:**	99705

Mailing Address:	PO BOX 58663				
City:	North Pole	**State:**	ALASKA	**ZIP:**	99705

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:

Restricted access areas will have commercial locks on the doors and signs that clearly state, "Restricted Access Area" and "Visitors Must Be Escorted." Also, "No One Under the Age of 21." These areas will have adequate lighting and video surveillance.

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

Visitors must present a government issued ID. No one under the age of 21 will be admitted. A copy of their ID will be taken, with the date and time of their visit. This will be kept on file. They will be required to sign a visitors log book, including their personal information. They will be issued a visitor badge and escorted by an owner or employee. An owner or employee may not escort more than five visitors at a time. Visitors will be supervised at all times by an owner or employee.

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

A copy of the visitors government issued ID will be taken, with the date and time of the visit. The visitor will have to sign a log book, including their personal inforamation. These records will be kept on premises for a minimum of six months and in archives for a minimum of three years. No one under the age of 21 will be allowed to enter.

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

See attached.

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:

Photocell flood lights will be placed on the exterior of the retail store (on at dusk, off at dawn). These will ensusre clear and quality video of anyone entering or exiting the building.

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

An externally monitored alarm system will be placed on all exterior doors and windows. We plan to utilize Guardian Alarm Systems 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 business each day, the security alarm will be actived on all exterior doors and windows. We will also arm a motion sensor at closing.

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

We will effectively prevent the diversion of all cannabis products by using video surveillance systems in all restricted access areas as well as throughout the entire property. In addition, we have flood lights, motion sensors and a security system. Cannabis transactions will be documented daily, by an owner or employee. Employees entering an area where cannabis is stored, before or after testing, or waste storage area will be supervised by an owner or manager.

Describe your policies and procedures for preventing loitering:

Property will have appropiate lighting and 24 hour video surveillance. Signs stating, "No Loitering" will be posted on the property. If someone is observed loitering on the property, they will be asked to leave. If they do not comply, the police department will be notified.

Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:

In addition to the exterior doors and windows being armed at closing, we also have motion detectors installed. During business hours our employees will carry key chain panic remotes for emergencies.

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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:

An owner or agent will respond to the property, do a walk through with local law enforcement and an inventory will be conducted. A list of anything discovered missing will be given to local law enforcement and reported to the state board. Owners, employees and agents will comply with local law enforcement to ensure a safe and secure enviroment.

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:

HD camera©s are installed inside the store to provide a 360 degree, unobstructed view of the interior. HD camera©s with night vision and adequate lighting on the exterior of the store will provide an unobstructed and clear view of the exterior, including individuals entering or exiting the exterior doors.

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 stored in the office/surveillance room in a locked, metal security cabinet. The exterior doors and windows of this room are armed with an alarm system and motion detectors. This room is also under video surviellance. An owner or agent will be available during business hours to allow access to an agent of the board or law enforcement.

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:

The video surveillance equipment and records will be stored in a locked cabinet in the office. The electronic records will be password protected and backed up nightly to an external hard drive. The server and external hard drive will be backed up daily to the Carbonite Cloud server. Only owners will have keys/access/passwords to this data.

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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 Franwell's MTRC system that has been approved by the state of Alaska.

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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 fingerprints and pass a criminal background check. All owners and employees will be reqired to obtain a marijuana handler permit before starting emplyment. A copy of the owner and employees marijuana handler permit will be kept on the premises. The experation dates will be monitored to ensure adequate time for renewal.

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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:

Any solid or liquid waste will be stored in a locked area under video surveillance. The board will be given three days notice before destruction. All marijuana waste will be managed and recorded through house and state marijuana tracking systems. All plant waste will be ground and mixed with at least equal parts of a compostable or non-compostable material and disposed of at an approved facility. We will follow all local and state laws regarding composting paractices and requirements.

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

The marijuana will be ground and mixed with equal parts of a compostable material including food waste, yard waste and vegetabel based grease or oils and/or non-compostable materials including paper, cardboard, plastic, 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:

In order to make the marijuana waste unusable it will be ground and mixed with equal parts of a compostable material including food waste, yard waste and/or vegetable-based grease or oils and/or non-compostable materials including paper, cardboard, plastic or other waste material approved by the board. The board will be given three days notice through the software tracking system before disposal.

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Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

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

Marijuana Transportation:	Yes	No
The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700	☑	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle	☑	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport	☑	☐
During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport	☑	☐
Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment	☑	☐
When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received	☑	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	☑	☐

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Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

Marijuana will be dried in a designated secure area of the building, under camera surveillance. The marijuana product will be packaged and labeled in accordinance with 3 AAC 306.345 in an opaque, resealable, child resistant package. The label will contain: Chena Cannabis, license number, product name, estimated amount of THC, and Marijuana has intoxicating effects and may be habit forming and addictive; Marijuana impairs concentration, coordination, and judgement, do not operate a vehicle or machinery under its influence; There are health risks associted with consumption of marijuana; For use only by adults twent-one and older; keep out of the reach of children; Marijuana should not be used by women who are pregnant or breast feeding. The marijuana packaged product will be stored in a secure, locked area under camera surveillance.

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 in a fully secured, locked and hinged steel cage within the vehicl that is trasporting the product. All products will remail 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:

We will have one sign on the building that will not be greater than 4,800 square inches.

If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.

Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

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

No advertisement for marijuana or marijuana product will contain any statement or illustration that:	Agree	Disagree
Is false or misleading	☑	☐
Promotes excessive consumption	☑	☐
Represents that the use of marijuana has curative or therapeutic effects	☑	☐
Depicts a person under the age of 21 consuming marijuana	☑	☐
Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana	☑	☐

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No advertisement for marijuana or marijuana product will be placed:	Agree	Disagree
Within one thousand feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21	☑	☐
On or in a public transit vehicle or public transit shelter	☑	☐
On or in a publicly owned or operated property	☑	☐
Within 1000 feet of a substance abuse or treatment facility	☑	☐
On a campus for post-secondary education	☑	☐

Signage and Promotional Materials:	Agree	Disagree
I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)	☑	☐
The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products	☑	☐
All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)	☑	☐

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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:

We will have signs posted that clearly state "No One Under 21 Admited." We will have 100% ID check at the enterance. Customers will have to provide a government issued ID that has not expired or been tampered with.

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

Printed name

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

Subscribed and sworn to before me this 2nd day of November, 20 16.

Notary Public in and for the State of Alaska.

My commission expires: 05/22/2019