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:	Old School & Buffie, LLC	**License Number:**	11778		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	OLD SCHOOL & BUFFIE, LLC				
Physical Address:	10263 Nigh Road, #5				
City:	Anchorage	**State:**	AK	**Zip Code:**	99515
Designated Licensee:	Michael Morgan				
Email Address:	oldsklbuffiellc@gmail.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:	Old School & Buffie, LLC	**License Number:**	11778		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Old School & Buffie, LLC				
Premises Address:	10263 Nigh Road #5				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99515

Mailing Address:	10263 Nigh Road #5				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99515

Primary Contact:	Michael Morgan		
Main Phone:	907-331-7658	**Cell Phone:**	
Email:	Michaelmorganak@gmail.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:

Restricted access areas will be totally secured, closed indoors with each entrance signed "Restricted Access Area" as per 3 AAC 306.710. A sign stating "No one under 21 years of age allowed", compliant with section 3 AAC 306.325. Any visitor must be over the age of 21 and have proper government issued identification. Visitors will be required to sign in and out of the visitor log book. Security to the cultivation facility will be maintained at all times. Cameras will be placed at all entrances and exits. Restricted access doors will be locked at all times. Only visitors that have come through the front entrance and obtained a visitor's badge will be allowed. There will be no exceptions for entering into restricted access areas.

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

Individuals that will be permitted into the facility will either be employees or visitors. Employees will have almost unlimited access to the facility. Employees will be accompanied by the owner if ever the situation should require them to access the locked storage. The locked storage cannot be accessed by employees without the owner being present. Visitors will not be allowed to access the locked storage. No one will be allowed to enter the cultivation rooms with our prior approval. Prior to entering cultivations rooms the person will be required to put on a white disposable jump suit, shoe covers and a surgical bouffant cap to cover their hair.

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

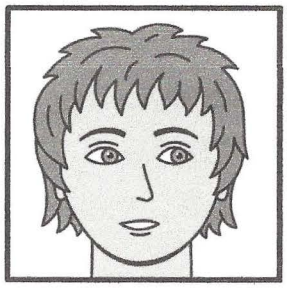
Old School & Buffie, LLC does not want to have visitors. In the event of a situation where a visitor should come to the facility, they would need to sign into the visitors' log book indicating the date, time, and purpose of the visit. A photocopy of the visitor's government-issued ID will be made. The visitor will be accompanied by an employee or owner at all times while on the premises. The visitor will sign the log book indicating the date and time upon leaving the facility. The log book will be kept in the locked cabinet. The log book will be made available for AMCO immediately upon request.

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

The badge displayed on the attached sheet ("Form MJ-01 Supplementary Images") is an example of a facility employee's badge, to be worn on a lanyard in addition to their marijuana handler's permit card, and to be displayed at all times when inside the cultivation facility.

Form MJ-01 Supplemental Images

Old School & Buffie, LLC



Licensed Marijuana Cultivation
and Manufacturing Facility

Employee:
Mary Jane, Horticulturalist

Marijuana Handler # 123420

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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:

Exterior lighting will facilitate the video surveillance system. Exterior lighting will allow surveillance cameras to identify individuals up to 20 ft. from all entry points. Lights will be weather and vandal proof. The exterior lights will be extremely bright to ensure visibility and deter loitering. Management will do routine checks to verify visibility and ensure they are operational.

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

The alarm system will be installed by a professional security vendor. The premises will be monitored by video surveillance 24 hrs a day, seven days a week to ensure safety, detect any unauthorized activity and notify local law enforcement, if necessary. The 3rd party alarm system and monitoring company will install and maintain alarm system equipment. Owners and employees will be educated on the security and alarm system. A specific protocol will be followed regarding security procedures for Old School & Buffie, LLC.

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

The 3rd party alarm system company will install sensors on all doors and windows. The sensors will be located on two doors; 1 motion, 2 panic buttons and glass break detector will be installed. In the morning, the owner or employee scheduled to open will enter the premises and disable the alarm system. They will then do a walk-about of the premises to ensure all security systems are operational.

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

All entrances and exits will be within the field of view of the security cameras. These areas will be well lit so that owners, employees or visitors can be clearly identified by the video cameras used for security. All marijuana will be locked up in a secure area when the cultivation establishment is closed. The entrance of areas that contain marijuana product are restricted. Restricted access areas are outlined in RED on the floor plan diagram. Only the owner, employees and agents from state and local government are allowed to enter the restricted access areas where there is marijuana being cultivated. Daily mandatory inventory counts will be conducted and data will be entered into a log book and Metrc. If the owner suspect diversion of any kind, the authorities will be notified. The appropriate disciplinary actions, dismissal/firing, will be taken.

Describe your policies and procedures for preventing loitering:

A "NO LOITERING" sign will be posted on the window of the front office. People found loitering will be approached by an agent of the company and asked to leave the premises. A verbal warning will be given stating that the authorities will be notified if the loitering individual does not respect the request for them to leave.

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:

Security and monitored alarm will have two doors alarmed. Locations of additional security will only be known by security and the owner. There is a third party monthly fee paid for additional monitoring 24/7, 365 days.

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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:

The owners of Old School & Buffie LLC as well as any employees will verify false alarms and then contact local law enforcement. The owners, employees and visitors will cooperate with law enforcement. Video monitoring recordings will be turned over to law enforcement.

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 to identify any individual inside the licensed premises, and within 20 feet of each entrance to the licensed premises. Video cameras will cover each entrance, exit and any area marijuana is grown, cured, or destroyed. Cameras will be in a fixed position at a height that will provide a clear unobstructed view without site blockage from any equipment. There will be a battery back-up in the event of a power outage.

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 the Old School & Buffie, LLC mezzanine storage room. The storage room is an 8' x 10' room with a minimum one-hour fire rating and is secured with a 3' steel door with commercial locks. The storage room will only be made accessible to law enforcement and MCB agents that are accompanied by the owner.

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:

Old School & Buffie LLC will keep all records and transaction data in a locked file cabinet that is secured in the mezzanine storage room. The records will be kept for a minimum of three years. All the electronic data will be backed-up and saved on a back-up server. Old School & Buffie, LLC will exercise due diligence in preserving and maintaining all required records.

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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:

Old School & Buffie, LLC will track all marijuana cultivated on the premises. Marijuana will be identified, tagged and tracked by Metric from the time the marijuana is propagated from seed or cutting through transfer to another licensed marijuana establishment.

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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:

During the start-up phase of Old School & Buffie, LLC cultivation the owner does not plan to have employees. Future employees will be expected to have taken a marijuana handlers permit class. Employees must be in possession of a marijuana handlers permit issued from the state of Alaska. The owner of Old School & Buffie, LLC is going to require employees to pass a test specifically designed to address the handler of marijuana position requirements. If needed, further instruction will be given.

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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:

The waste from the cultivation of marijuana include, but is not limited to, wastewater from flower, trim and solid plant materials: plants that do not meet testing requirements or the expectations of Mr. Morgan; marijuana plant waste; medium used for cultivation and root matter. The waste material from cultivation will be destroyed under video surveillance and documented in tracking system prior to leaving the facility. Waste material will be ground up and mixed with compostable and non-compostable material which will result in the material being rendered unusable. The unusable materials will be stored in locked container and kept in the restricted area until transfered to approved location. The waste disposal process will be logged in a book that is kept in the mezzanine storage area. Only authorized personnel will have access to the storage area or the locked containers filed with waste materials.

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

Old School & Buffie, LLC will mix the ground unusable marijuana plant waste with wood pulp or other compostable material available at the local level.

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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:

Old School & Buffie, LLC shall in the marijuana inventory tracking system required under 3 AAC 306.730 give the board notice no later than three days before making the waste unusable and disposing of it. The final destination of marijuana waste made unusable will be recorded in a log that is kept in the restricted storage area with the other business records (e.g. visitor log book).

The waste from the cultivation of marijuana including but not limited to trim, solid plant material, root matter, plants that do not meet testing requirements or the expectations of Old School & Buffie, LLC and marijuana used for cultivation will be ground up to a pulp/mulch consistency using a 14 amp steel electric wood chipper or comparable electric wood chipper/mulcher. This wood chipper can shred branches up to 1.5" diameter, is compact and on wheels complete with all safety equipment including eye protection. All employees, apprentices, and owner will be trained on how to use equipment and will follow all required safety measures. Old School & Buffie, LLC will have employees take a test regarding the safety teaching as proof of their understanding. This information will be kept in the employees file.

Mulch will be stored in 55 gallon drums with locked lids and stored in restricted area only accessible to owner of Old School & Buffie, LLC and their future employees. The waste will then be mixed with an equal amount of other compostable (e.g. yard waste) or non-compostable (e.g. cardboard) material to be disposed by a solid waste facility.

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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:

Old School & Buffie LLC will prepare and package marijuana in accordance with 3 ACC 306.470. The dry flower bud will be packaged not to exceed one ounce. Package sizes are to include one gram, two gram, 1/8 ounce, 1/4 ounce, 1/2 ounce and one ounce for sale to and additional handling by retail outlets. Marijuana will be placed in wholesale package not to exceed five pounds for repackaging by retail outlets. Each package will be identified by a tracking label according to METRC and MCB regulations. Each package will be difficult for children under five years old to open; no cartoon characters will be used to attract people under 21 years of age. The package will be heat sealed or similarly closed to protect product from contamination and to identify unopened packaging (tamper-evident).

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

Prior to transport marijuana products will be packaged, labeled, and placed in a locked storage compartment. The storage compartment shall remain locked during transport. At no time during transport will it be opened. All employees will be trained and required to follow these procedures. This facility plans on hiring one of the licensed marijuana security transport companies to handle deliveries to retail outlets. Each harvest batch will have an inventory tracking number. Old School & Buffie, LLC will follow 3 AAC 306.435 regulation by recording each sale and transport of each batch in the marijuana tracking system and shall generate a valid transport manifest to accompany each transported batch.

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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 only signs with the business name visible in the window of the office, including the following:
- signs that inform the public of operating hours
- "No Loitering" sign on the front door
- "Surveillance Cameras In Use" signs
- "Restricted Access" signs
- "No Smoking"

Posted indoors will be the following as required:
- certificates of occupancy from the city
- the marijuana establishment license certificate (to be displayed permanently)
- approval to operate the facility
- any required postings by local jurisdictions such as Exit and Fire Extinguisher signs

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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Form MJ-01: Marijuana Establishment Operating Plan

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:

The facility will refuse entrance to any person who does not produce a form of valid photo identification showing that person to be 21 years of age or older. Valid forms of identification are listed in 3 AAC 306.710, Section B. At no time will a person under the age of 21 be permitted to remain on the premises. If any employee suspects a minor is present they will escort the individual off premises.

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

Michael L. Morgan
Printed name

KYLE THILMANY NOTARY PUBLIC MY COMMISSION EXPIRES December 10, 2019 STATE OF ALASKA

Subscribed and sworn to before me this 3 day of January, 2017.

Notary Public in and for the State of Alaska.

My commission expires: 10 Dec 2019

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

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(Additional Space as Needed):