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

Alaska Marijuana Control Board

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

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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 Northern Cannabis, Inc.	**License Number:**	11966		
License Type:	Retail Marijuana Store				
Doing Business As:	Great Northern Cannabis				
Premises Address:	541 W. 4th Ave.				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99501

Mailing Address:	541 W. 4th Ave.				
City:	Anchorage	**State:**	ALASI	**ZIP:**	99501

Primary Contact:	Stephen Brashear		
Main Phone:	(907) 887-6543	**Cell Phone:**	(907) 887-6543
Email:	steve@greatnortherncannabis.com		

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Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

Describe how you will prevent unescorted members of the public from entering restricted access areas:

There will be only one point of public access entry to the building, and that doorway will lead to a non-marijuana retail area that serves as a visitor control room. The non-marijuana retail store will be segregated from the marijuana retail area by a wall and doors. The non-marijuana retail area will not contain any marijuana or marijuana products although customers may shop for apparel, accessories, and items while they wait to access the retail cannabis store. Although only areas behind the primary cannabis counter, the inventory storage room, and other parts of the building will be considered restricted access areas, the entire retail store will be managed with limited access. See Attachment A for additional information (p.19-1)

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

Visitors will be admitted into the premises in accordance with 3 AAC 306.710(c). All visitors will be required to provide valid photo identification as described in 3 AAC 306.350 to verify age before entering the retail cannabis store or a restricted access area. All employees will be trained to properly review identification for authenticity and accuracy.

If any of the documentation appears to be fraudulent, altered, suspicious, or invalid, then the individual will not be allowed to enter the facility and will be asked to leave the premises. All employees and licensees will be required to view a training video on fake identification and the signs that a legitimate identification card has been altered. Visitors to the premises will be supervised at all times by an authorized employee, and no more than five (5) visitors will be allowed in a restricted area per each employee or licensee at a time as described in 3 AAC 306.710(b).

See Attachment B for additional information (p.19-2).

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(Additional Space as Needed):

Attachment A: Describe how you will prevent unescorted members of the public from entering restricted access areas (continued).

The entire retail cannabis store will have carefully managed access to ensure that all visitors are at least 21 years of age, to reduce the risk of marijuana diversion, to comply with the fire code, and to ensure that every customer has a pleasant experience. A staff member will monitor the door between the visitor control room and the retail cannabis store at all times. The locked door will only be accessible with an authorized electronic badge, and customer access will be managed by a trained staff member. All individuals must present proper photo identification for age verification before entering the retail cannabis store. In addition, customers will be required to present photo identification at the counter before purchasing cannabis products. The double-layered approach will ensure that only adults ages 21 years or older are able to access cannabis.

There will be one additional point of egress at the rear of the building; however, visitors will not have access to it unless absolutely necessary in the event of an emergency. The rear point of exit will be locked to outside use, and it may only be opened from the inside. All visitors will only have entry access through the primary entrance to the visitor control room on 4th Avenue.

As required under 3 AAC 306.710(c), all visitors that need to enter a restricted access area will be required present identification to prove they are at least 21 years of age, obtain a visitor identification badge, and be escorted at all times by a designated licensee or employee. Visitors of restricted access areas must present a valid photo identification as described in 3 AAC 306.350(b).

All visitors of a restricted access area will be directly supervised by an authorized employee or licensee, and no more than five (5) visitors will be assigned to a single employee or licensee at a time as mandated under 3AAC 306.710(b).

High definition surveillance cameras will also be installed throughout the premises (restricted access area and unrestricted access area). Surveillance cameras will also be installed outside of the building entrances.

The entire premises, including the restricted access area, will be protected by 24-hour video surveillance equipment and security features including door contacts and locks on all exterior doors and the door between the visitor control room and the restricted area. All surveillance data will be preserved and readily accessible for up to 40 days as required under 3 AAC 720 (e).

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(Additional Space as Needed):

Attachment B: Describe your processes for admitting visitors into and escorting them through restricted access areas (continued).

If any of the documentation appears to be fraudulent, altered, suspicious, or invalid, then the individual will not be allowed to enter the facility and will be asked to leave the premises. All employees and licensees will be required to view a training video on fake identification and the signs that a legitimate identification card has been altered. Visitors to the premises will be supervised at all times by an authorized employee, and no more than five (5) visitors will be allowed per each employee or licensee at a time as described in 3 AAC 306.710(b). All visitors will be required to sign a non-disclosure agreement, a visitor compliance agreement, and the visitor log, which will include name, date, time in, time out, copy of identification, and signature of the supervising employee as required under 3 AAC 306.755(6). The signed documents, copies of identification, and the visitor log for each day will be placed in the facility's central files per company recordkeeping policies.

Visitors of restricted access areas will be supervised at all times by an authorized employee and no more than five (5) visitors will be allowed per each employee on duty at a time pursuant to 3 AAC 306.710 (b). All visitors will be required to sign non-disclosure agreements, visitor agreement and will be stored in the visitor record with the following information per 3 AAC 306.755(6): name, date, time in and out, copy of identification and signature of supervising employee.

Visitors may include staff or directors from the Alaska Marijuana Control Board, law enforcement personnel, potential employees, potential investors, property landlord, municipality personnel, contracted service personnel, vendor/supplier personnel, and professional consultants.

Visitor passes will be provided to individuals accessing the restricted access areas due to marijuana related business or other valid purposes who present valid identification to verify that they are at least 21 years of age. Marijuana establishments delivering marijuana will be required to provide a valid marijuana handlers card, an identification badge from their marijuana establishment, and licensing information after which time they will receive a visitor pass and will be escorted by an authorized employee/licensee at all times.

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

All visitors escorted into the restricted access areas will be required to sign the visitor log, a non-disclosure agreement, and a visitor compliance agreement which will be stored in the visitor record as required by 3 AAC 306.755(6) including visitor name, date, time in, time out, copy of photo identification, name of agency/organization, restricted areas visited, and signatures of the visitor and supervising employee/licensee. Visitor records will be maintained as a permanent file. Per 3 AAC 306.755, all business records that are six (6) months old or newer will be maintained in a secured cabinet at the licensed premises for immediate access. Records that are older than six (6) months will be provided within three (3) business days of the request.

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

This is a sample employee identification badge. Actual badges will include all required information, including, but not limited to, the name of the employee, job title, and establishment information.

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

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

The facility will be located on a commercial lighted street in downtown Anchorage. Only the front and rear of the premises have exterior exposure, and both areas will be equipped with exterior lighting sufficient to facilitate surveillance. Lights will be installed to adequately illuminate the front and rear exposures of the building.

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

Great Northern Cannabis will utilize a combination of policies, procedures, a state-of-the-art security alarm system, and 24-hour video surveillance equipment to protect the proposed premises against diversion, theft, and access of the premises by individuals under the age of 21 years.

The company's security alarm system will be designed by Valkyrie Security and Asset Protection.

See Attachment C for more information (p.19-3).

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 alarm system will be activated on all exterior doors by the last employee leaving the premises at closing time. Great Northern Cannabis will develop a procedure for walking throughout the facility to ensure that all doors are closed, locked, and secured prior to leaving the building and activating the alarm system. Each employee will receive training on the procedure as part of the routine process for closing the facility after business hours. The alarm system will be monitored by a third party security firm. In the event that an alarm is triggered, the third party security firm will notify law enforcement officials and the designated licensee.

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(Additional Space as Needed):

Attachment C - An alarm system is required for all license types. Describe the security alarm system for the proposed premises (Continued):

(1) Pursuant to 3 AAC 306.715(c)(2) a security alarm system will be equipped on all exterior doors and the Licensed Facility will have:

a. Honeywell Intrusion security package installed consisting of the following equipment:2-6160 Keypads (located in main entrance points to the building), 3-Aurora PIR motion detectors, Wave2 2-Tone Sounder, and 467 Battery. Panic buttons will be remotely located within the licensed premises for added security.

b. 3 Honeywell sensors with: Advanced ASIC-based processing, Split-zone optics technology, totally silent relay operation, Immune to pets up to 40 lbs, Tamper proof design, PIR motion sensor with an Ultra-low current.

c. 1-Zone Expanders will be utilized for the size and scope of security plan

d. Security system will be monitored by a third party monitoring agency 24/7. In the event of an alarm activation, local law enforcement and the business owner will be notified.

e. Smoke/Heat detectors will be located throughout the building and monitored continuously for fire or smoke.

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

In compliance with 3 AAC 306.7.15(c)(1), Great Northern Cannabis will have a zero tolerance policy for the diversion of marijuana. Marijuana will be entered into the Metrc system and tracked throughout the normal processes of the facility, including receipt of wholesale cannabis, packaging, storage, and selling processes. If the tracking system shows a potential diversion of marijuana, the management team will initiate an investigation which will include employee interviews, review of video surveillance, review of system login records, and notification of the Marijuana Control Board.

See Attachment D for additional information (p.19-4).

Describe your policies and procedures for preventing loitering:

Great Northern Cannabis will have a "No Loitering" sign clearly posted on the exterior of its facility. If a person is suspected of loitering outside the establishment, he or she will be given a verbal warning asked to leave the premises. If a loiterer refuses to leave, law enforcement authorities will be contacted. Employees will receive training on how to remain alert for loitering inside and outside of the premises and how to respond when it occurs. Great Northern staff will maintain a consistent and visible presence around the property to deter loitering. Security camera footage will also be reviewed to ensure that loitering is not occurring outside the front or rear of the premises.

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:

The Great Northern policies and procedures regarding the use of additional security devices are noted within this plan as part of the comprehensive facility alarm and security system. When the facility is unoccupied by personnel, motion detectors will be activated in all parts of the facility. All exterior doors and windows will be equipped with pressure switches to detect a breach. If activated, the pressure switches will trigger an alarm with a link to law enforcement authorities through the third-party security monitoring company. Panic buttons will also be installed at locations throughout the proposed premises, and employees will received training on how to use them, how to respond in the event of a robbery, and how to assist law enforcement.

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(Additional Space as Needed):

Attachment D - Describe your policies and procedures for preventing diversion of marijuana or marijuana product (Continued):

If the investigation confirms a diversion or an attempted diversion of marijuana, then the responsible employee will face disciplinary action including termination of employment and referral to law enforcement, if appropriate.

Visitors will be monitored by authorized employees/licensees at all times to prevent diversion of marijuana. In addition, the restricted access area will be under 24-hour video surveillance with data stored securely for at least forty (40) days as required under 3 AAC 306.720(e). Video surveillance will be randomly reviewed, trash bags will be randomly inspected, employees may be randomly searched upon departure of the premises, and areas where cash or marijuana is present will be continuously monitored and designated with a higher level of restricted access.

If any visitor, employee, or licensee is discovered to be involved in diversion or attempted diversion of marijuana, the individual will be required to remain at the premises until law enforcement arrives, and the Marijuana Control Board will be notified. All visitors, employees, and licensees will be advised on the severity of marijuana diversion and the associated consequences, which include termination of employment, potential loss of marijuana handler's permit, permanent loss of visitation privileges, loss of ownership in the business (for licensees), and criminal prosecution to the maximum extent allowed by law.

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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:

In the event of unauthorized breach of security, the third-party security monitoring company will notify law enforcement authorities and the designated licensee. The designated licensee will be notified via cell phone voice and text messages, and the designated licensee will report to the facility to assist law enforcement as safety concerns allow. If the designated licensee is unavailable, then he will have another designated licensee or manager report to the facility to assist law enforcement as safety concerns allow.

See Attachment E for additional information (p.19-5).

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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(Additional Space as Needed):

Attachment E - 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 (Continued):

If the designated licensee is unavailable, then he will have another designated licensee or manager report to the facility to assist law enforcement as safety concerns allow. All employees will receive training in how to respond to a security breach under various circumstances and how to interact with law enforcement officials.

All licensees, employees, and agents will assist and cooperate with law enforcement officials during investigation of a security breach by answering questions, providing descriptions of people and circumstances, and providing any additional information requested by law enforcement officials. Licensees, employees, and agents will be trained to preserve evidence and protect the crime scene by restricting access and not disturbing anything until law enforcement officials arrive. In the event of an armed robbery or other aggressive security breach, licensees, employees, and agents will not risk personal safety by attempting to stop unauthorized individuals from entering the restricted area or attempting to stop an active robbery. All personnel will be trained to activate the duress/panic switch and stand down until law enforcement officials arrive.

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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:

Surveillance cameras will be installed to record a full view of the exterior of the premises, installed on both sides of all doors (interior and exterior), and installed throughout the restricted and non-restricted access areas such that individuals and activities can be clearly identified without blockage of lighting, fixtures, or other equipment as described in 3 AAC 306.720(b).

All surveillance cameras will have a recording resolution of at least 1920 x 1080, and will be capable of clear night time recording with the use of infrared technology.

See Attachment F for additional information (p.19-6)

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:

Pursuant to 3AAC 306.720(b) surveillance recording equipment and records will be housed in a locked cabinet in a secure area that is accessible only to the marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the Board. Great Northern Cannabis may use an off-site monitoring service and off-site storage of video surveillance records as long as security requirements at the off-site facility are at least as strict as on-site security requirements described in this section.

See Attachment G for additional information (p.19-7)

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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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(Additional Space as Needed):

Attachment F - 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 (Continued):

As part of our commitment to the security of our employees, community and overall public safety (as outlined in the Cole Memorandum, 2013), Great Northern Cannabis will maintain a comprehensive security plan that will focus on ensuring security of the overall premises including restricted access areas as outlined in 3 AAC 306.710(a). All surveillance cameras will have a recording resolution of at least 1920 x 1080, and will be capable of clear night time recording with the use of infrared technology. Cameras will be positioned at the right angle to get the clearest view of any person within 20 feet of each entrance, along the exterior walls of the facility, and inside the restricted areas. Cameras with adequate coverage will be installed in the packaging/labeling room, and security/cash room such that no blind spots exist. High-definition surveillance cameras will be installed around the exterior of the premises and throughout the interior of the premises such that individuals and activities can clearly be identified upon review of the camera feed. In total, 22 surveillance cameras will be installed at the retail store (see camera layout diagram).

Cameras 1-6 & 8-21: VIVOTEK FD8169 is an easy-to-use fixed dome network camera specifically designed for indoor security applications with a compact, stylish exterior. Equipped with a 2MP sensor enabling viewing resolution of 1920x1080 at a smooth 30 fps, the FD8169 is an all-in-one camera capable of capturing high quality and high resolution video up to 2 Megapixels. In order to adapt to constantly changing lighting conditions, the FD8169 features a removable IR-cut filter as well as improved IR illuminators effective up to 15M for superior image quality around the clock. Featuring 3D Noise Reduction Technology, it enables the FD8169 to capture clear, polished video under low-light conditions, which also helps to reduce bandwidth from sensor noise. The FD8169 supports the industry-standard H.264 compression technology, drastically reducing file sizes and conserving valuable network bandwidth. With H.264 and MJPEG compatibility both included, multiple streams can be simultaneously transmitted in any of these formats at different resolutions, frame rates, and image qualities for versatile platforms. Thereby it further optimizes bandwidth and storage efficiency. Incorporating a number of advanced features standard for VIVOTEK cameras, including tamper detection, 802.3af compliant PoE, MicroSD/SDHC/SDXC card slot, and VIVOTEK's 32-channel recording software, the FD8169 is the ideal solution for indoor surveillance needs.

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(Additional Space as Needed):

Attachment G - 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 (Continued):

Internal access to video surveillance records by authorized personnel will be logged by name, date, record accessed, and time. The security cabinet will be housed in the secure storage room as shown in the premises diagram. It will house all supporting security and camera equipment and will be locked by access control and electric strikes to insure the integrity of all security supported hardware for the licensed facility. The room will be climate controlled to protect hardware from overheating.

Access to the security cabinet will be tightly controlled, and electronic badge access will be limited to designated licensees, senior managers, and chief security personnel. Entry will require the scan of an authorized badge and/or entry of a key code that is unique to the specific authorized individual. All entries to the room will be recorded. The room will be equipped with 360-degree surveillance cameras and motion detectors. Lighting in the room will be automatically activated by motion. If the alarm is triggered at any time, the third-party security monitoring company will notify the designated licensee and contact law enforcement authorities if appropriate. The designated licensee will have access to the live video surveillance of the room via a secure smart phone application.

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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:

Great Northern Cannabis will maintain a records retention policy on which all licensees, employees, and company agents will receive training. The retention policy will pertain to all company records (both hard and electronic copies), and it will address retention and maintenance compliance with 3 AAC 306.755, and personnel responsibilities with respect to record keeping.
A member of the senior management team will serve as the administrator of the policy with responsibility for supervising and coordinating retention of records in compliance with the company's protocols and applicable regulations. The administrator may modify the records retention policy as necessary to comply with statute, local ordinances, and regulations or to edit existing record categories or add new ones as necessary to reflect the company's current policies and procedures.

Electronic records will be maintained in an electronic folder structure similar to what is done for hard copies, and the records retention policy is equally applicable to electronic files. Access to electronic files will be limited to authorized personnel including designated licensees, and senior managers. Electronic folders will be labeled with a retention code, which will apply to all documents stored within that folder.

Documents and records will be saved to organized files within the computer system, which will be backed up to a cloud-based storage system and/or external hard drive storage device.

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Alaska Marijuana Control Board

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:

Great Northern Cannabis will use the state-compliant and approved Marijuana Enforcement Tracking, Reporting & Compliance (Metrc) electronic inventory tracking system per 3 AAC 306.730 to track all marijuana within the facility, and will share real-time data with the Marijuana Control Board. All marijuana at the facility will be entered into the tracking system.

Metrc will be used to ensure that Great Northern remains in full compliance with the regulations and to document and track operations, transportation & manifests, inventory logs, sales, marijuana waste management, and destruction reports.

Bio-Track THC or a comparable system will also be used as a complimentary Point of Sale (POS) program, which will provide licensees, employees, law enforcement officials, and Marijuana Control Board staff with secure access to Metrc through a web-based Application Programming Interface (API) to record/view transactions and generate reports.

See Attachment H for additional information (p.19-8)

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(Additional Space as Needed):

Attachment H - 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 (Continued):

Third party integration solutions allow real time data exchange with respect to licensing, taxation, retail inventory management, and POS systems. The licensee will be responsible for ensuring that the API and overall system integration is adequately maintained. Compliance requirements for all growers and vendors are tailored to the state's specific regulations. The system features internal controls that prevent users from operating against compliance standards while maintaining flexibility to allow for future innovations and changes in regulation.

Metrc Application & Software
One (1) Portable laptop (main desktop and server located in office)
RFID Barcode Scanners (or comparable)
Plant Tags & strap attachments as needed provided by Metrc
A&D Legal Trade Large Scale (or comparable per requirements, 3 AAC 306.745)
A&D FX 1200iN Integrated Scale (or comparable per requirements, 3AAC 306.745)

As part of the orientation, employees will be trained in the operation of Metrc. Employees will be directly supervised when using the system until they have become competent and received manager approval to utilize the systems independently. The designated licensees and management team will undergo extensive training such that they are qualified to be responsible for training others and maintaining integrity of the system.

Employees will be entered into the system and provided with a user name and password. Authorized managers will be made administrators of the systems with abilities to add new users, change access privileges, etc. Employees will be given user permissions appropriate for their position and level of responsibility. All employees will be trained in using the system 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.

All transactions (purchases and sales) will be closed out and entered into the tracking system daily. Daily reports will be generated to reflect transactions, if any.

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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 licensees, employees, and agents will be at least 21 years of age. All employees will be required to have a marijuana handlerê permit as required by 3 AAC 306.425 and 3 AAC 306.700. E-mail ticklers will be generated and directed to the responsible manager to remind him or her when an employeeê marijuana handlerê permit is due to expire in 90 days. The responsible manager will follow up with employees when itê time to renew their marijuana handlerê permit. See Attachment I for additional information (p.19-9).

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(Additional Space as Needed):

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

All licensees, employees, and agents will be required to wear their badge and marijuana handler's permit while on the premises, and the badge and marijuana handler's permit must be left on the premises when going off-shift. Employee badges and marijuana handler's permits must remain on the premises at all times. The only exception is for designated licensees and senior managers who will need a badge to open the facility. Personnel who are transporting marijuana will also be authorized to carry their credentials off site; however, they must be returned to the facility prior to going off-shift. In addition, all employees must undergo a background check and meet all pre-employment requirements before starting employment. Employees will undergo a comprehensive orientation and training process, and they will be expected to fulfill their duties and responsibilities in a safe, professional, ethical, and regulatory-compliant manner as a condition of employment.

Pre-employment requirements for all employees include:
1. Possession or ability to obtain a marijuana handler's permit prior to beginning work
2. Must be at least 21 years of age with valid government issued photo identification
3. Completion of employment application or submittal of resume
4. Successfully undergo a background check
5. Complete human resources pre-employment process (e.g. documentation, complete Form W-4, complete Form I-9, etc.)

Other qualifications that will be considered in selecting successful candidates for employment include:
1. Prior education
2. Computer skills
3. Organizational skills
4. People skills
5. Work ethic
6. Previous cultivation experience
7. Attention to detail
8. Cleanliness/hygiene
9. Professionalism
10. Communication skills
11. Other qualities or skills that may be deemed necessary for the advertised position.

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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:

Great Northern will store, manage, and dispose of any waste generated from processing, packaging, testing, or retail sales, in compliance with applicable federal, state, and local statutes, ordinances, regulations, and other law as required by 3 AAC 306.740(a).

Health and safety standards will be met during the waste management process by ensuring that employees have sufficient training and use Personal Protective Equipment (PPE) while storing, managing, and disposing of solid or liquid wastes.

See Attachment J for additional information (p.19-10).

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

After the required three (3) day waiting period and approval from the Marijuana Control Board to dispose, waste material will be combined with a compostable or non-compostable product. Marijuana solid waste will be weighed on the industrial scale, ground up using a commercial grinder, and mixed with at least an equal amount of one of the following materials: sawdust, vegetable oil, paper product, cardboard waste, or plastic waste.

Once the marijuana is ground up and combined with a material to make it unusable, it will be placed in closed, red waste bags, and removed promptly from the premises.

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(Additional Space as Needed):

Attachment J - 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: (Continued).

Employees will be required to follow health standards as described in 3 AAC 306.735 such as maintaining a clean working environment, maintaining personal hygiene, avoiding contamination, and ensuring waste disposal equipment is properly maintained.

Before making waste unusable, it will be entered into the Metrc tracking system to provide the Marijuana Control Board at least three (3) days' notice. Once solid waste is made unusable as required by 3 AAC 306.740, it will be taken to a solid waste facility or transfer station or incinerator, and a record of the final destination will be maintained as a business record. Testing samples returned to the facility after required testing will be disposed of in the same manner as previously described.

In the case of a waste disposal emergency such as pests, molds, or accidents, the solid plant waste will be separated from all other waste and stored in a separate bins until a Marijuana Control Board staff and/or Director authorizes an immediate disposal as described in 3 AAC 306.740(c)(1). Procedures on waste disposal will be followed for the emergency disposal situation and sanitary measures will take place as applicable.

All marijuana waste will be inspected and the composition of the disposal mixture recorded before it is removed from the facility. The disposal mixture will be no more than fifty percent (50%) marijuana waste by volume. Once rendered unusable, marijuana waste will be securely stored in a locked dumpster. A manager will supervise the marijuana waste management process, and a log will be maintained with information such as date, time, and type of marijuana waste being collected, date it was entered into Metrc, date it was rendered unusable (must be at least three (3) days later), the composition of the disposal mixture, the date it was sent to a waste disposal facility, and the final destination of the waste material. All waste management records will be maintained in accordance to the regulations and made available to the Marijuana Control Board upon request.

All other non-marijuana solid waste will be disposed of at the Anchorage Regional Landfill.

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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:

The facility will use waste bins within processing/packaging area. Each bin will be labeled as "Solid Plant Waste" and will be secured with a latched lid that will ensure proper storage. Bins will use a red theme with red liners, bags, and markings to show a clear association with the waste disposal process.

During transfer into the larger storage bins, solid waste will be weighed using a registered scale as required by 3 AAC 306.745, and it will then be logged into the electronic inventory tracking system which will provide the required three (3) days' notice to the Marijuana Control Board before it is rendered unusable and disposed of.

Once the marijuana is ground up and combined with an authorized material making it unusable, it will be placed in closed red waste bags and removed from the premises. Unusable solid waste will be taken to a solid waste facility or transfer station or incinerator, and a record of the final destination will be maintained as part of the business record per 3 AAC 306.470(c)(2). Testing samples returned to the cultivation facility after required testing will be disposed of in the same manner.

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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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Form MJ-01: Marijuana Establishment Operating Plan

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

Preparing, packaging, and labeling of marijuana will comply with all regulatory requirements as described in 3 AAC 306.345. Special procedures will be in place to maintain sanitation when packaging the marijuana. The maximum quantity of marijuana per package being sold to licensed manufacturing facilities and retail stores will not exceed five (5) pounds, and registered scales will be used when weighing marijuana. Each of the required statements, as described in 3 AAC 306.475, will be included on all marijuana labels.

All marijuana packaging must be uniform with labels secure and prominently displayed. Only packaging products expressly approved by a member of management may be used. Only usable marijuana will be packaged at the facility in a specified packaging/labeling area.

If the usable marijuana is being packaged for retail sale at a retail store, the standard unit will not exceed one (1) ounce.

See Attachment K for additional information (p.19-11)

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

Product will be placed within a sealed and tamper-evident shipping container, affixed with a proper label on the shipping container and with a valid transport manifest attached at all times as required by 3 AAC306.435.

Great Northern will utilize a combination of a third party delivery service (Valkyrie Security or comparable) and authorized employees to transport and deliver marijuana to and from licensed marijuana facilities.

Vehicles that will be used for transportation of marijuana will contain a secure and sanitary area affixed to the inside of the transportation vehicle that will lock and will ensure the marijuana 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.

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(Additional Space as Needed):

Attachment K - Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment: (continued).

Although packaging on site at the retail store is not expected to occur often, procedures will be in place. After authorized personnel package bulk flower into units, it will be placed in sanitized air-tight containers labeled with all compliant labeling information and a bar code for the marijuana inventory control system. After all usable marijuana has been placed in bins and labeled it will be moved to the secure storage area.

Product will be weighed on scales certified by the Alaska Department of Weights & Measures as required by state and local regulations & statutes (AS 45.75.080, 3 AAC 306.745). Any scale that does not meet quality control standards will be replaced before any additional product is weighed. Scales will be upgraded and certified as needed to ensure accurate weight. Two (2) certified scales will be used to ensure large and small products will have accurate weight.

Employees will ensure they have met sanitary guidelines for handling marijuana including the use of gloves, smocks, shoes, hair nets and other sanitary instruments when handling and packaging marijuana product as per 3 AAC 306.735.

Products received from licensed marijuana establishments may consist of wholesale packages for repackaging or pre-packed products for direct sale by the retail store. Marijuana flower received in wholesale packages will be weighed and repackaged in units ranging from one (1) gram up to one (1) ounce. Containers will not have images that target individuals less than 21 years of age. All packages will be sealed and are only authorized to be opened by management, a marijuana establishment, or customers (after they purchase and take their product home). Marijuana flower will be packaged with the Great Northern Cannabis logo and applicable content label and warnings as described in 3 AAC 306.345. Pre-rolled joints will consist of an individual strain and will be rolled using RAW brand papers (or comparable). Joints will be placed in an opaque plastic child-resistant joint tube or an opaque child-resistant exit bag, and will have all required labels and warnings. All marijuana products will be placed into an opaque child-resistant exit bag at the point of sale before the customer leaves the premises.

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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:

Great Northern will post a sign flat against the front face of its building including the business name and logo. The sign will be less than 4,800 square inches in size. In addition, a significantly smaller sign will be installed such that it protrudes from the building face overhead and perpendicular to the sidewalk. The two signs will also be compliant with local municipality code.

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:

Under no circumstances will any person under 21 years of age or any person who does not produce a valid form of identification be permitted to enter the facility. 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 providence of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. All employees will be thoroughly trained to recognize the inconsistencies of a forged identification, and will be given a guidebook to help verify identification cards from other states and countries.

Great Northern will take controlled access a step further by dividing its store into front and rear portions. The front portion will serve as a waiting area where customers will only have access to non-marijuana products (e.g. apparel, books, coffee mugs, accessories, etc.). The rear portion of the premises will be the retail marijuana store. The two portions will be separated by a wall and two locked doors. One door will be entry-only and the other exit-only. The entry-only door to the retail marijuana store will be continuously monitored by an employee who will be trained to check photo identification and limit access to an appropriate number of customers at a time. The entry door will only open with an authorized electronic badge held by the responsible employee.

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.

Stephen W. Brashear
Signature of licensee

Stephen W. Brashear
Printed name

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Subscribed and sworn to before me this 10th day of February, 2017.

DENISE GAGNON NOTARY PUBLIC STATE OF ALASKA

Denise Gagnon
Notary Public in and for the State of Alaska.

My commission expires: 12/25/2020

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(Additional Space as Needed):

Attachment L - 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: (continued).

The exit-only door will also be monitored continuously by an employee to ensure that nobody attempts to enter the retail marijuana store when a customer exits. In addition to the strict access control, all employees that work the cash registers will be trained to check photo identification for purposes of age verification. Every customer will be required to present a valid form of photo identification at the cash register before completing a transaction. Based on this approach, every customer entering the retail marijuana store will be required to present a valid form of photo identification at least twice - once to enter through the retail cannabis door and again to complete a purchase. The division of the retail marijuana store and the non-marijuana area in combination with the redundancy in checking valid photo identification will ensure that persons under the age of 21 years do not gain access to the licensed marijuana retail store or the marijuana sold therein.

Routine internal audits, extensive employee training, company policies and procedures, and 24-hour camera surveillance will all be used to verify our compliance with the regulations.

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