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:	ISPAS NADIA	**License Number:**	12830		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	ARCTICANNA				
Physical Address:	756 DAVENNY DR.				
City:	FAIRBANKS	**State:**	AK	**Zip Code:**	99712
Designated Licensee:	NADIA ISPAS				
Email Address:	nadia41214@yahoo.com				

Section 2 – Attached Items

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

Attached Items: 19 PAGES 1 page	FORM MJ-01 - MARIJUANA ESTABLISHMENT OPERATING PLAN (Corrected) Correction Sheet

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:	Nadia Ispas	**License Number:**	12830		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	ARCTICANNA				
Premises Address:	756 Davenny Dr.				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99712

Mailing Address:	PO Box 10106				
City:	Fairbanks	**State:**	ALASI	**ZIP:**	99710

Primary Contact:	Nadia Ispas		
Main Phone:	907-750-6158	**Cell Phone:**	907-750-6158
Email:	nadia41214@yahoo.com		

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Section 2 – Security

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

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

Restricted Access Areas (3 AAC 306.710):

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

The building will be locked all the time. This is very isolated location, anyone who will approach this building will be stopped and asked for the purpose of their visit. I am (owner) at this premices 24/7. All storage rooms and cultivation areas will be locked all the time.

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

Visitors will be allowed to come in by appoitment only. ID will be cheched. Badge will be giving to the visitor to wear and they will be escorted through the property and restricted areas by the owner for duaration of their visit.

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

Will have a visitor's name, DOB, reason for visiting, date and time log to sign in and out. And cameras will be recording everyone who will be entering and exiting the restricted areas.

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

There will be employee badge and the badge for any agent while on premices that will look like this. And also badge for the visitors to wear at all time duaring their visit.

Nadia Ispas
owner
ARCTICANNA
Limited Marijuana Cultivation Facility

Visitor
ARCTICANNA
Limited Marijuana Cultivation Facility

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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:

There is the exterior lightning at the premices on each side of the building, next to the doors and windows. Also motion sensor light.

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

AG-Security - Home Security System. Professional Wireless GSM Remote Control. Voice Prompt wireless Burglar Alarm. House Business Surveillance Cameras. Auto Dial Outdoor Siren.

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

Doors will be locked. The Alarm System will be activated at night when the premices is closed for business.

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

There will be record keeping and video surveillance of all plants at each stage of growing and processing. METRC software system will be used to keep track or all plants during all stages of the process. There will be no one at the premices without owner ascort. If there will be any employee they will be trained accordinly to prevent any diversion of marijuana product.

Describe your policies and procedures for preventing loitering:

No one allowed on the premices unless they have a permission from the owner to be there. There will be no selling marijuana to the public, no smoking at the premices so there will be no reason for anyone to be loitering around the facility. And if anyone will be close by without permission cameras and motion lights will notify the owner and that uninvited person will be advised to leave and police will be notified if nessessary.

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:

There is motion detector and outdoor siren installed. Pressure switch will be installed on all doors and windows with alarm sounds when opened.

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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:

When a notification alerts law enforcement agency of an unauthorized breach of security licensee or employee or agent will contact the local enforcement agency as soon as the notification is received and will communicate with local law enforcement about the level of assistance needed from the agency. Once deemed safe we will meet with local law enforcement to document the situation. We will debrief with the local law enforcement to establish a plan of action to prevent repeated unauthorized breach of security. We will document the event and report to the appropriate state and local governing agencies.

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:

Video Cameras installed outside each door capturing every approaching person within 20 feet. Each restricted areas and each entrance to a restricted access area within the licensed premises will be covered by video cameras. Cameras will be placed in the way that produces a clear view of any individual inside the licenced premises. And both interior and exterior of each entrance to the facility will be recorded by video cameras 24/7. All areas where marijuana will be grown, cured, packaged, or where marijuana waste is destroyed will have cameras facing the primary entry door at the position that will provide a clear view of every person and activity in the area at all time.

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:

All surveillance recording equipment will be stored in the secure room. Room will be locked and only owner have the key to it. And room will be available for visitors from the law enforcement or MBC registered agent upon request.

Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	☑	☐
Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area	☑	☐
Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board	☑	☐
Video surveillance records are stored off-site	☑	☐

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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:

Will keep the records in the safe box that will be locked all the time. Electronic data will be backed up daily and archived on the external drive and placed in the safe box as well. Shipping manifasts and other paper records will be scanned into computer and backed up as well.

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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:

Will be using AMCO approved METRC Marijuana Tracking System. Will be paying monthly fee to have an ability to be connected to the board system so all the information about marijuana that I am growing and selling and sroring and desposing is availalbe to the board to be observed and checked by internet.

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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:

Each employee will go through marijuana handler training session and receive marijuana handler permit and have that permit card at their immidiate possesion. And the owner will keep the copy of the card and will be tracking the experation of the cards.

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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:

Waste disposal containers will be on the facility to collect any waste that will need to be disposed. Will notified the board of any disposal 3 days before any waste will be made unusable and disposed. There will be very little amount of liquid waste because of the limited amount of plants and watering of the plants will be manual. Will mix any solid or liquid marijuana waste with at least an equal amount of dirt and this mix will be used to improve the quality of the soil in my landscaping projects. Will keep the record of final waste destination in tracking system.

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

Will use equal amount of dirt with ground waste to make it unusable.

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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:

Will grind the plant parts that are unusable for sale and mix with with at least an equal amount of dirt and use that mix for landscaping and gardening.

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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:

After the harvest and drying process marihuana will be stored in secured containers untill it will be sold. Each marijuana batch sample will be delivered to the testing facility. Marijuana will be packaged in plastic containers not bigger then 5 lbs using board certified scales. Each package will be labeled with type of product, amount, weight, testing result and company logo. Transportation manifest showing date, time of departure, name of the person delivering and destination will be printed and attached for each delivery trip. All process will be tracked in the Tracking System as well.

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

The vehicle will have a secured locked safe box for transporting marijuana located inside the vehicle. Only authorised person with handler permit will have a key to the box and will be allowed to deliver marihuana without making any unnessesary stops except the delivery destination. The package will remain sealed until delivered. The receipient should sign the delivery manifest upon receiving marijuana.

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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 one 8"x11"printed sing saying 'ARCTICANNA' on the main door of the facility.

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:

ID will be checked for anyone who will be entering the facility and the person under age of 21 will not allow to enter or will be employed by ARCTICANNA. Doors will be locked.

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

NADIA ISPAS
Printed name

Subscribed and sworn to before me this 7th day of June, 2017.

Notary Public
H. SCHIKORA
State of Alaska
My Commission Expires April 21, 2021

Notary Public in and for the State of Alaska.

My commission expires: April 21, 2021

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(Additional Space as Needed):