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:	EMERALD CITY ORGANICS, LLC	**License Number:**	12633		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	EMERALD CITY ORGANICS, LLC				
Physical Address:	4250 Field of Dreams St.				
City:	Wasilla	**State:**	AK	**Zip Code:**	99654
Designated Licensee:	Jay Murray				
Email Address:	emeraldcityak@gmail.com				

Section 2 – Attached Items

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

Attached Items:	• Application Certification · Jay Murray • Application Certification · Nathan Allton

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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

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License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Emerald City Organics, LLC				
Premises Address:	4250 Field of Dreams St.				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99654

Mailing Address:	PO Box 870244				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99687

Primary Contact:	Jay Murray		
Main Phone:	7196844124	**Cell Phone:**	7196844124
Email:	emeraldcityak@gmail.com		

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Designated Licensee:	Jay Murray				
Email Address:	emeraldcityak@gmail.com				

Section 2 – Attached Items

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

Attached Items:	Operating Plan with Corrections and additional pages

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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:

Pursuant to 3AAC 306.710(c)(2) obtain a visitor identification badge before entering the restricted access area; and
1. Ultra-Electronics 30 MIL CR80 Access security cards will be issued to marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board. Allowing for limited access to restricted areas.
2. Doors with entrance and exit access to property will be monitored with Honeywell Door contacts that will trip the alarm system in the event a door contact is activated. The system will be active when alarm has been armed.

(Please refer to Valkyrie's security packet for additional information)

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 AA306.710(c). All visitors will be required to show valid photo identification as outlined by 3 AA306.350 to determine age requirements and ability to enter the facility includes; an unexpired, unaltered passport, an unexpired, unaltered drivers license from the United States. If any of the documentation appears to be fraudulent, is not valid or appears suspicious, the individual will be asked to leave the premises and will not be allowed to enter the facility.

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 at a time 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.

(Please refer to Valkyrie's security packet for additional information)

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

All visitors who are escorted into restricted access areas are required to sign non-disclosure agreements. These forms will be stored in the visitor record which will include name, date, time in and out, copy of identification and signature of supervising employee in accordance with 3 AAC 306.755(6). Potential visitors may include: Marijuana Control Board staff, Law Enforcement, Landlord, contracted service personnel, vendor delivery personnel, potential employees and consultants.

Visitor Agreement: Visitors will be provided instructions regarding not touching plants or products while touring the restricted access areas. Additionally, visitors are prohibited from entering areas that are not designated as a visiting area by the supervising employee. No pictures are allowed during the tour unless authorized by management.

A record of the visitors log, 6 months and newer, will be kept on site in a secured locked cabinet in the office in accordance with 3 AAC 306.755. If the Marijuana Control Board requests visitors documents older than 6 months, Emerald City Organics will provide the documentation within 3 business days of the request.

(Please refer to Valkyrie's security packet for additional information)

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

Emerald City Organics will ensure that each licensee, employee or agent who is required or permitted to be physically present on the licensed premises at any time per 3 AAC 306.425 and 3 AAC 306.700 will obtain a marijuana handlers card as provided in 3 AAC 306.700 before being present of employed at the cultivation facility's licensed premises and it must be in the person's immediate possession, or a valid copy on file on the premises always. Applicants will have a marijuana handler's card before accepting employment and Emerald City Organics will pay for the cost of renewal every three (3) years while the individual is employed.

During work hours, employees will be required to carry an identification badge issued by Emerald City Organics that is visible and identifies the employee by name and picture 3 AAC 306.710(c). Employees are responsible for maintaining the security of their identification badge after hours by not leaving it visible to the public (i.e. vehicles) and are responsible for notifying management immediately if their badge or Marijuana Handler's card is lost or stolen at which point management personnel will make a not in the employee's file, issue a new card and provide a new employee identification number. Identification badges will be issued the first day of employment and will be issued to full-time and part-time employees.

(Please refer to Valkyrie's security packet for additional information along with a sample ID badge)

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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:

Emerald City Organics facility will have security lighting around the entire perimeter of the building. Pursuant to 3AAC 306.715(c)(2) a security alarm system on all exterior doors and windows.

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

Emerald City Organics facility will have security lighting around the entire perimeter of the building. Pursuant to 3AAC 306.715(c)(2) a security alarm system on all exterior doors and windows; the licensed facility will have
a. Honeywell Intrusion security package installed consisting of the following equipment: 2-6160 Keypads (located in main entrance to the building), 6-Aurora PIR motion detectors, Wave2 2-Tone Sounders, 467 Battery, 620 Jack and 621 Cord.
b. 6 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 Untra-Low current.
c. Wireless hold button
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.

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 monitored by a third party agency. Alarm WATCH certifications include IQ Certified Central Station (One of first in nation), UL Certified Facility, UL Certified Operations, SIA Certified Operators, SIA Central Station Trained Instructors, APCO Certified Operators and -FARA and Federal UL 2050. Supporting Alarm Communications and Interactive Service from Every Major Manufacturer. The list includes Connect 24, C24 Interactive, Alar NET, AES, Uplink, DMP Internet, Tellular, Alarm.com. Based in Maryland with monitoring centers nationwide that are staffed 24 hours a day, 7 days a week. During non business hours monitoring of all devices (Motion Detectors, door contacts, and GE Glass break detectors) within the system will be active and monitored. In the event of a security breach of the licensed premises, and exterior as well as interior sounder will be activated immediately, an alarm signal will be received by the monitoring center who will notify security, local law enforcement and the licensee.

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Form MJ-01: Marijuana Establishment Operating Plan

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

Emerald City Organics has a zero tolerance policy on the diversion of marijuana (3 AAC 306.715(c)(1)). METRC's electronic tracking system will be used to ensure diversion of marijuana does not occur throughout the normal processes of the cultivation facility. All marijuana will be entered into the system and tracked throughout the cultivation, packaging, testing, and disposal and selling.

In addition to the above, authorized personnel will randomly check video feed for potential diversion (1x per week), will supervise all visitors and requires them to remain in the building until law enforcement arrives if diversion is suspected, restrict areas where marijuana or cash are present as well as will provide information pertaining to the consequences of breaking the policy. Consequences include notifying law enforcement, immediate termination, visitor access removal and prosecution of crimes.

Describe your policies and procedures for preventing loitering:

1. Security staff will perform routine but unscheduled patrols. Loiterers will be asked to leave when discovered and law enforcement will be called if continued loitering persists.
2. Emerald City Organics has adopted a "no loitering" policy that will limit individuals from standing or waiting without purpose on or around the facility as accordingly under 3 AAC 306.715(c)(2). During business hours employees will be provided training on the importance of limiting loitering and learn skills to verbally remove individuals from the premises. If individuals are unwilling to leave the premises or continue to loiter in the general area, law enforcement/peace officers will be notified and employees will follow the recommendations of law enforcement.

(Please refer to Valkyrie's security packet for additional information)

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:

1. Motion detectors are utilized for after-hours monitoring of the licensed premises.
2. Duress and panic switches are easily accessible to facilitate a response by public safety and security in an efficient manner and will be utilized by licensee, employees and agents during business hours. These devices are silent alarms and will be activated in th event of a security breach in progress such as a robbery, or in the event of an assault on the premises.
3. All key pads will be programmed with a silent medical and dire duress option to alert medical personnel or fire fighters in the event or a medical emergency or fire.
4. Any use of the duress or panic buttons will notify the monitoring center by silent alarm, giving the approaching agency information that a security breach is in progress and to use extremely caution when approaching.

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Form MJ-01: Marijuana Establishment Operating Plan

Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

In the case of an unauthorized breach of security, the third party monitoring company will immediately notify local law enforcement and an Emerald City designated licensee. All employees will wait for law enforcement and avoid engaging with individuals responsible for the security breach. Once law enforcement arrives at the facility, employees will assist them by providing all pertinent information regarding the security breach. This includes preserving evidence and protecting the restricted area until law enforcement arrives.

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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Form MJ-01: Marijuana Establishment Operating Plan

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 will be placed at each entrance and exit of all interior and exterior doors, as well as will be placed strategically in restricted access areas in order to identify individuals and provide a clear view of regular activity without blockage of hanging lights, fixtures or other equipment (3 AAC 306.720(b).

Security cameras will consist of Vivotek USA Inc FD-8169 Dome Network Cameras and Vivotek USA Inc FE8181/81V Fish Eye Network Camera. All security cameras will be positioned in such a manner as to get the most identifiable view of anyone within 20 feet of their line of sight at each entrance and along the exterior and interior of each Restricted Access Area. Cameras will be placed at a height of 12 feet to ensure unobstructed viewing of all product, plants and persons ensuring all are captured on a maximum clear sight picture. All cameras will have a recording resolution of at leas 1920x1080(2mp)-2560x1920)5mp), and can see at night using infrared technology for night time recordings.

Vivotek USA Inc FE8181/81V Fish Eye Network Cameras will be installed in growing, trimming and processing areas, curing and designated waste processing areas to ensure 360-depgree coverage of the secure areas.

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:

In accordance with 3AAC.720(b) surveillance recording equipment and records will be housed in a locked cabinet/closet in a secure area that is accessible only to an authorized employee, and to law enforcement personnel including an agent of the Marijuana Control Board. In-house access to video surveillance records by authorized personnel will be logged by name, date, record accessed and time.

(Please refer to Valkyrie's security packet for additional information)

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

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Form MJ-01: Marijuana Establishment Operating Plan

Business Records (3 AAC 306.755):

All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:	Yes	No
All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises	☑	☐
A current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment	☑	☐
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	☑	☐
Records related to advertising and marketing	☑	☐
A current diagram of the licensed premises including each restricted access area	☑	☐
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	☑	☐
All records normally retained for tax purposes	☑	☐
Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed	☑	☐
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	☑	☐

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Form MJ-01: Marijuana Establishment Operating Plan

A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

1. Policy and Purposes
Emerald City Organics will comply with applicable legal requirements, including but not limited to 3 AAC 306.755; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Ownership, management, and staff and other constituencies with respect to their responsibilities concerning document retention and destruction. "Documents" are referring to both hard copy and electronic.

2. Administration
Emerald City Organic's licensees will be in charge of the administration of this policy. Their responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this policy and particularly the Document Retention Schedule included below. The licensees will also be responsible for documenting the actions taken to maintain and/or destroy Farm documents and retaining such documentation. Furthermore, they may also modify the Document Retention Schedule from time to time as necessary to comply with law, local ordinances, and the MCB control regulations, and/or to include additional or revised document categories as may be appropriate to reflect the Farm's policies and procedures.

3. Suspension of Document Destruction; Compliance. Emerald City Organics becomes subject to a duty to preserve (or halt the destruction of) documents once litigation, an audit or a government investigation is reasonably anticipated Therefore, the licensees becomes aware that the any of the above situations is initiated they shall immediately order a halt to all document destruction under this policy, communicating the order to all affected constituencies in writing. The licensees may thereafter amend or rescind the order only after conferring with legal counsel. If any staff member becomes aware that litigation, a governmental audit or investigation has been instituted, or is reasonably anticipated or contemplated, with respect to the Cultivation Facility, and they are not sure whether the licensees are aware, they shall make the licensees aware of it. Failure to comply with this policy, including, particularly, disobeying any destruction halt order could result in possible civil or criminal sanctions. In addition, for staff, it could lead to disciplinary action including possible termination.

4. Electronic Documents; Document Integrity. Documents in electronic format shall be maintained just as hard copy or paper documents are, in accordance with the Document Retention Schedule. Due to the fact that the integrity of electronic documents, whether with respect to the ease of alteration or deletion, or otherwise, may come into questions, the licensee shall attempt to establish standards for document integrity, including guidelines for handling electronic files, back up procedures, archiving of documents, and regular check-ups of the reliability of the system; provided, that such standards shall only bee implemented to the

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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:

Emerald City Organics will utilize the state compliant and approved Marijuana Enforcement Tracking Reporting & Compliance (METRC) electronic inventory tracking system pursuant to regulation 3 AAC 306.730. METRC will track all marijuana that is propagated, grown, cultivated, transferred or destroyed within the facility and will share results in real-time with the Marijuana Control Board. Marijuana at the facility will be entered in the tracking system and receive unique RFID secure bar codes that will be attached to each plant or batch. The bar code will allow the system to track the plants' entire life cycle from when it's entered into the system through product transfer. METRC will be used for overall state tracking needs to aide in overall company compliance and operations including; destruction reports, pending harvest events, transportation events and manifests, existing inventory logs, quarantined inventory and plant count. METRC will be used as a point of sale system, which provides licensees and state employees to have access through a web user interface to record transactions and generate reports.

This third party provides real time data exchange for licensing, taxation, retail inventory management and POS systems. Emerald City Organics will be responsible for ensuring that the systems will be adequately maintained. The system provides internal controls that align with compliance standards.

Inventory Tracking Equipment:

- METRC Software
- MAC desktop in the office
- RFID Barcode Scanner
- METRC plant tags and strap attachments
- HP laser printer
- A&D Legal Trade Large Scale
- A&D FC 1200iN Integrated Scale

Inventory Track Procedure
Plants will be logged into the inventory tracking system and be given a bar code in groups not to exceed 50 (3 AAC 306.435 (a). Additional notes will be attached to the groups, which will detail nutrients and other growing observations. When plants reach 8 inches tall they will be given a unique bar code and tracked individually. The timeline of the growth cycle with specific dates will be documented in the inventory tracking system which will include: room location, cloning, propagation, vegetation, flowering, harvested, drying, curing, quarantined, shipped and sold.
(Continued on Additional Page)

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(Additional Space as Needed):

Page 10 Continued
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During harvest the wet plant will be weighed in compliance with scales under (3 AAC 306. 745). The plants will be weighed separately and then divided into their strain group where a total weight will be calculated. These plants will be updated in the system to be moved to curing.
After the plants are cured, the tracking system will weigh the dry plant products separately (stems, fan leaf, trim) and categorize which parts will be discarded as waste. The product will then be broken down into individual products and placed into quarantine while awaiting testing results prior to being shipped out by the METRC transport manifest as required by (3 AAC 306.435 (b).
Discarded plants or products will also be tracked by the inventory tracking system and will require specific notes such as (i.e. mold, spiders, mites, root rot, broken etc.), and how the plants were destroyed and by whom. This will be in accordance with (3 AAC 306.755) which will help assess marijuana diversion for unlawful purposes. Frequent audits of the inventory tracking system will be done to ensure all plants and products that are entered into the system are accounted for.
Retailer information will be added into the tracking system during the sale, which will include name, address, phone number, license number and notes. As well as supplemental documents such as invoices that will be scanned into the system.

The product will be transferred by re-weighting the product, scanning the bar code, price point and method of payment. An invoice will be created for every transaction which will include the invoice number, date, retail information, group #, strain, quantity and amount sold for. The transport manifest will be generated by METRC and prepared for delivery.

Vehicles transporting product will be documented in the inventory tracking system. Information will include: vehicle make, model, and license plate number. Emerald City Organics employees are responsible for ensuring all vehicle information is current at all times.

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Form MJ-01: Marijuana Establishment Operating Plan

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:

Emerald City Organics employees will be 21 years or older and are required to have a marijuana handlers card according to (3 AAC 306.425 & 3 AAC 306.700). Employees will fulfill their duties, which are clearly outlined in their job descriptions. Additionally, all employees will meet the applicable laws for being employed in the U.S. tax law. Emerald City Organics will adhere to all labor laws and provide a safe and secure working environment.

All employees will be trained to use the METRC inventory tracking system. Emerald City Organics will provide trainings that outline emergency evacuation plans and procedures to exit in the facility in the event of an emergency. Workplace safety will be reviewed to ensure employees understand how to handle all of the equipment in a safe manner. Employees will be trained with Valkyrie's security procedures outlined in the security packet.

(Continued on Additional Page)

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Job Descriptions:

Cultivation Specialist

Cultivation Specialists are responsible for the day-to-day operations of the cultivation facility. Duties may include genetic cross breeding, strain selection and development, propagation, cloning, nutrient management, harvesting, and plant pruning. They will log all of the plant information into the inventory tracking system as plants progress through the life cycle. In addition, they will assist with trimming, packaging and labeling. These employees will have direct contact with the retailers and also transport product to retail facilities.

Office Manager
The office manager will be responsible for the administrative operations of Emerald City Organics. Job duties will include; answering phone calls, filing paperwork, generating transport manifests, reviewing security protocols, entering data into the accounting program, supply orders, waste disposal management, communicating with retailers, managing visitors entering and exiting the premises.

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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:

Emerald City Organics will store, manage and dispose of liquid, solid and wastewater as well as other waste determined by the Board in compliance with federal, state and local laws and regulations as outlined in (3 AAC 306.740(a). We will provide adequate training and have employees adhere to a detailed disposal process with the use of personal protective equipment and reasonable precautions will be taken while storing, managing and disposing of the waste listed above in accordance with (3 AAC 306.740).

Employees will provide at least three days notice to the Marijuana Control Board before disposing of any marijuana waste by logging the affected products in the marijuana inventory tracking system, METRC. After the three-day waiting period and the MCB has given approval for disposal, the following protocol will be followed for plant and water waste.

(Continued on Additional Page)

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

Emerald City Organics will store, manage and dispose of solid and liquid waste, including wastewater and other waste determined by the Marijuana Board in compliance with applicable federal, state, and local laws and regulations as describe in 3 AAC 306.740(a). Emerald City Organics will ensure the safety and health requirements are followed as well as the use of protective safety equipment and adequate operating precautions followed during disposal of all waste materials as described in 3 AAC 306. 740. Waste is defined as marijuana plant waste, including roots, stalks, leaves and stems that have not be treated with solvent, solid marijuana sample plant waste in possession of marijuana testing facilities and other waste determined by the Marijuana Control Board.

Marijuana plant waste will be ground down using a commercial grinder and mixed with an equal amount of compostable or non-compostable material listed below.

Compostable:
-Food waste
-Vegetable waste
-Yard waste

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Plant Waste:
Plant waste will be disposed of through aerobic composting methods and then transferred to Mike and Pamela Divis as fertilizer for their hay fields per the mutual contract. Plant waste in the form of roots, stalks, leaves, stems, testing samples returned to the facility, plants that are deemed infected or fails to meet quality testing will be primarily disposed of with a grinder. Plant waste containers will be placed in each room in order for daily collection of plant waste and then will be consolidated into large bins to later be combined with compostable material after processing. Once the plant materials are ground up they will combined with other compostable materials (yard, food, vegetable waste and dirt). This mixture will be taken to nearby compost mounds, which will be monitored by employees to determine when the compost has matured into fertilizer. METRC and Emerald City Organic's business records will document adequate documentation of the waste process (3 AAC 306.470(c)(2).

In a case that the solid waste material has been flagged for emergency disposal from pest, mold/mildew, accidents or any similar situation the solid waste will be quarantined from any other solid plant waste or material. The Marijuana Board will be contacted immediately and remains quarantined until the Board approves disposal as defined in 3 ACC 306.740(c)(1). Procedures on waste disposal will follow the emergency disposal situation and sanitary precautions will be taken if applicable.

Water Waste:
Wastewater from the hydroponic systems will be emptied into storage tanks. A licensed wastewater disposal company will regularly pump the wastewater out of the storage tanks in compliance with 3 AAC 306.740(a).

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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:

All employees will adhere to standard operating procedures trained for the handling and disposal of waste materials as well as wear protective safety equipment like gloves, eyeglasses, clean clothes and any additional safety requirements. Employees are required to follow health and safety standards as outlined in 3 ACC 306.735 including maintaining clean work environment, maintaining personal hygiene, avoiding contaminated areas, and ensuring waste disposal equipment is adequately maintained.

Plant Waste:
Plant waste will be disposed of through aerobic composting methods and then transferred to Mike and Pamela Divis as fertilizer for their hay fields per the mutual contract. Plant waste in the form of roots, stalks, leaves, stems, testing samples returned to the facility, plants that are deemed infected or fails to meet quality testing will be primarily disposed of with a grinder. Plant waste containers will be placed in each room in order for daily collection of plant waste and then will be consolidated into large bins to later be combined with compostable material after processing. Once the plant materials are ground up they will combined with other compostable materials (yard, food, vegetable waste and dirt). This mixture will be taken to nearby compost mounds, which will be monitored by employees to determine when the compost has matured into fertilizer. METRC and Emerald City Organic's business records will document adequate documentation of the waste process (3 AAC 306.470(c)(2).

In a case that the solid waste material has been flagged for emergency disposal from pest, mold/mildew, accidents or any similar situation the solid waste will be quarantined from any other solid plant waste or material. The Marijuana Board will be contacted immediately and remains quarantined until the Board approves disposal as defined in 3 ACC 306.740(c)(1). Procedures on waste disposal will follow the emergency disposal situation and sanitary precautions will be taken if applicable.

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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:

Emerald City Organics will prepare, package and label marijuana in compliance with all safety standards and state and local government requirements (3 AAC 306.770, 3 AAC 306.475). Product will be packaged for testing, samples and wholesale to licensed marijuana manufacturing facilities and retail marijuana stores. All packages will be tracked in the electronic inventory tracking system to ensure proper care and handling through packaging, transport and same process according to (3 AAC 306.470). The required warnings will be listed and labels will be clearly marked and meet all scale statues and requirements (3 AAC 306.475, AS 45.77.080, 3 AAC 306.745).

All employees will have met sanitary guidelines for handling marijuana, which includes; gloves, smocks, shoes, hairnets and using sanitary instruments before handling and packaging marijuana product (3 AAC 306.440).

When product is in transit to a licensed testing facility, marijuana manufacturing or retail facility based on purchase order from licensed marijuana establishments the electronic inventory tracking labels will allow the packages product to be transferred legally in conjunction with a transport manifest. Product will be placed within a seal and tamper-evident shipping container that has proper labels and a valid transport manifest attached during travel and exchange (3 AAC 306.435). Product will be transported through a third party delivery service (Valkyrie Security) or an authorized Emerald City Organic's employee to transport and deliver product to and from the facility.

Only marijuana that meets the testing requirements will be packaged. All marijuana product will be packaged will not be tampered with. Emerald City Organics will package products in accordance with the MCB and AAC regulations. When selling wholesale packaged product will not exceed 5 pounds. If marijuana is being packaged for retail sale the unit will not exceed 1 ounce. Employees can create unit-size loose flowers, trim/loose flower or other forms of unit-sized usable marijuana. Unit packaging for marijuana flower will be done in accordance with industry standards. Product will be placed in sanitized, airtight containers labeled with all compliant labeling information and given a barcode for the electronic inventory tracking system.
(Continued on Additional Page)

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

Emerald City Organics will utilize large plastic bins that will be filled and locked with marijuana product inside the cultivation facility in preparation for transportation. Each bin will be locked and sealed with tamper evident indicators. These bins will then be loaded into transport vehicles and follow the specified transport manifest to its location of sale. The bins will then be unsealed and unlocked by authorized employees of either the cultivation facility or the retail facility.

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Product that is packaged for retail sale that will not require repackaging by retail stores will be in the following amounts: 7 grams, 14 grams, 28 grams (one ounce). Product will be packaged in black, white, green or opaque packaging with a sticker and logo of Emerald City Organics and content label and warnings (3 AAC 306.475). Wholesale packaging with bulk product will consist of a single strain and will be sold in 1 to 5 pound increments, not to exceed 5 pounds per package.

Emerald City Organics will use certified scale in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility. The registration and inspection reports will be made available for the Marijuana Control Board to review as soon as requested. Scales will be checked for accuracy after weighting each product by placing a calibration weight on the scale, equal to what is being weighed. This will guarantee that the scale is accurate and that each product has a weight control measure in place. Scales that do not meet the quality control standards will be immediately replaced. Scales will be upgraded and certified as to ensure accurate weight.

Emerald City Organics will adhere to labeling requirements as outline in (3 AAC 306.475(a)(b), product will not be labeled as organic (3 AAC 306.475(c). The following statements will be included on all labels packaged for retail stores to sell without repackaging. "Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one (21) and older. Keep out of reach of children. Marijuana should not be used by women who are pregnant or breast feeding."

Emerald City Organics will include the following information on packaging.
1. Name and license of the marijuana cultivation facility
2. Harvest batch number assigned to the marijuana strain
3. The net weight of the marijuana in the package (not including the package)
4. A complete list of herbicides used in the cultivation process
5. Name of the licensed marijuana testing facility that performed the test, expiration date and testing results

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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:

None.

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:

Emerald City Organics will ensure the security to the facility will prevent persons under the age of 21 to obtain access to any part of the premises, including marijuana items. The perimeter is surrounded by video surveillance, which is monitored 24 hours per day, seven days per week. There will be posted signs indicating, "no trespassing" and "no loitering" to ensure that unauthorized persons including persons under 21. Access into the facility requires valid identification such as an unexpired and unaltered passport, driver license.

All packaging and logos will not use images that specifically target individuals under the age of 21 years. Additionally, all marijuana products will include the required regulations that clearly state, "For use only by adults 21 years and older."

Emerald City Organics will work with the community in order to create a positive business relationship.

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

Jay Murray
Printed name

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

Official Seal
Robert H. Smith
Notary Public-State of Alaska
My Comm. Expires 11/09/2020

Notary Public in and for the State of Alaska.

My commission expires: 11/09/2020

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