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

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:	ISG, Inc	**License Number:**	12315		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	EVERGREEN EXTRACTS				
Premises Address:	5011 Short Street, Suite 2				
City:	Juneau	**State:**	ALASKA	**ZIP:**	99801

Mailing Address:	2915 Jackson Rd				
City:	Juneau	**State:**	ALASKA	**ZIP:**	99801

Primary Contact:	Paul Burrows		
Main Phone:	907-723-1178	**Cell Phone:**	
Email:	paulyburrowsak@gmail.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 facility will be equipped with 24 hour monitoring alarm system, exterior lighting, and video surveillance. All entrances, exits, security doors, restricted access areas, windows,every portion of the secured storage area, safe room, and the exterior of the building will have security cameras installed to monitor and identify all activity. All members of the public who are allowed access to the facility must check in at the front entrance door and obtain a visitor badge,and are to be worn and clearly displayed at all times while on the premises. To maintain the security of the facility and all marijuana products, access to the facility will be monitored and restricted at all times. Access will only be granted to employees and licensees, with the limited exception of scheduled pre-approved visitors. The facility will have a commercial grade lock that will remain locked even during business hours. Additionally, Evergreen Extracts signage indicating that any members of the public are not allowed unescorted access will be clearly displayed on the door. The entire facility is a designated restricted access area and the entry door will remain locked at all times and employees will be trained to always ensure the door is closed after them to ensure it closes behind persons as they either enter or leave the secured access area. Distinct and apparent cameras will be placed throughout and around the facility to encourage people to not attempt access.

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

The owners, manager on duty, specially-defined agents, and any emergency personnel during the time of an emergency will have unrestricted access to the entire facility. All other individuals who are permitted access to restricted areas must be accompanied by an escort at all times. All visitors will enter through the front entrance door and check in with a security agent in the lobby reception area. All visitors must provide valid government-issued identification and must be pre approved and scheduled by at least one Licensee prior to entrance. The visitor will sign into a log with the date, time in and out of the restricted space, and purpose of their visit. The log will be kept and stored as a business record and will be made available to AMCO upon request. All visitors will be given a visitor badge to be displayed on their person at all times and returned upon exit. Visitors will be escorted by an employee (at a ratio of 5 visitors per each employee) while in the restricted access areas, and once the visit has concluded, the visitor must leave the premises immediately.

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

All visitors who wish to access the the Restricted Access Area must sign into a log book noting their name, date of visit, the purpose of the visit, and the time in and out of the facility. All visitors will be required to sign in, and to provide valid government issued identification. Evergreen Extracts will retain the visitor log that will be available to AMCO upon request. Any additional information pertinent to the visit will also be retained as a business record (ie such as scale inspection report if its an agent from the Weights Measurement dept., etc). The records will be stored with the company's official business records. After 7 years the hard copy may be destroyed. Juneau's Green Garden does not intend to destroy any electronic copies.

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

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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:

Exterior lighting will be positioned against the building and perimeter, and evenly distributed throughout the property. The facility plans to install lights to be affixed to the building, motion censored infrared lights to be evenly distributed on the property, and lights to be posted along the outer perimeter of the premises. The light fixtures will keep the premises, signs, doors, and windows well lit, and allow the exterior surveillance cameras to record individuals up to twenty (20) feet from all entry points. The lighting fixtures will be positioned at an inaccessible height with sturdy housings to deter vandalism and common obstructions. The bulbs will be extremely bright to maximize visibility and deter crime. The exterior lighting will be checked daily by the manager on duty to ensure that each light in the system is operational, and that each mount is positioned for optimum recording clarity and to deter unauthorized presence on the premises.

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

A third party security company will install the alarm system, maintain its equipment, test the devices every six (6) months, and continuously monitor the facility to ensure the safety of the property and to detect unauthorized activity. The alarm system will be set up to monitor for intrusions with motion detectors in all areas of the building during closed hours. Owners and managers will be educated on the alarm system by the third party company and installers. Company education will include all alarm functions, arming and disarming the system, police response, and proper use of the system. Each morning, the on-site manager will disable the overnight alarm system and check the surveillance cameras and recordings to ensure the system is functioning as expected. The last facility agent to leave the facility each night will activate the overnight devices and sensors, and lock all doors and windows that are not self-locking.

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:

Sensors will be installed and maintained on all potential entry points, including all doors,and windows to monitor for motion, intrusion, or activity when the alarm system is activated. The last employee to leave the facility each day will lock all doors and windows that are not self locking, and will activate the overnight security devices and sensors. The alarm system will be active at all times that the facility is closed, and any attempted intrusion will initiate an immediate and electronic notification to the off-site security center. Each morning, the on-site manager will disable the alarm system, and inspect the security cameras and recordings to ensure that the system is functioning as expected.

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

On-site security and video surveillance will continuously monitor storage, product manufacturing areas, and packaging areas. Employees will perform mandatory inventory counts each week and document the reports as official business records. The company will not tolerate any theft and diversion, and all employees will complete mandatory training in recognizing such activity. Evergreen Extracts understands that diversion is a two way street and is equally profitable diverting product out of the legal system as it is diverting product from the illegal system into the legal market. In the event that theft or diversion is suspected, all employees will alert management immediately. In the event that an employee is caught stealing marijuana, OR infusing the facility with non-regulated black market product Evergreen Extracts will notify local law enforcement immediately, comply with all directives, and provide all necessary information and records for the investigation. Ownership will take the necessary steps to ensure that illegal conduct by an employee does not compromise the facility's license and legitimate business operations. Once a theft is reported, ownership will update the product records in the tracking system, as needed, to maintain an accurate and comprehensive accounting for all marijuana products and inventory. Ownership will comply with all inquiries and investigations lodged by AMCO as a result. Documentation related to marijuana theft will be maintained as a business record for five (5) years and made available to AMCO upon request. Video recordings will be stored for forty (40) days. Cameras will be provide a full view of the grow areas, entryway, safes, money counting areas, and product packaging areas. Security monitors and video recording equipment will be located in the office and safe room.

Describe your policies and procedures for preventing loitering:

Evergreen Extracts will have a "No Loitering" sign clearly posted on the exterior of their facility. If an employee suspects that a person is loitering outside the establishment, they will be given a verbal warning that law enforcement will be notified and asked to leave the premises by a company agent. Agents will maintain a regular periodic check around the property to deter any unauthorized entrance.

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:

Motion detectors will be rigged to the exterior lighting system, in addition to the stationary lights, to allow for additional security measures during closed hours and provide extra lighting for all surveillance recordings. The alarm system will monitor for intrusions with motion detectors on all access points, including doors, and windows during closed hours. Any unauthorized or attempted intrusion will prompt an automatic, electronic alert to the security company who will then contact local law enforcement and ownership. All alarm systems and devices will be tested every six (6) months.

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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:

During emergencies, management will evacuate the building and agents of the company will await the arrival of local emergency officials in a safe and accessible location. All visitors present on the premises will be escorted immediately to the nearest exit in a safe and organized manner. When any dangerous, threatening, or unauthorized activity is reported to local law enforcement, employees will comply with directives and remain in a safe location while the incident is addressed. After the emergency is resolved, employees will look for property damage, verify cash and inventory, and submit all necessary documentation to law enforcement officials for a police report. Surveillance footage will be downloaded and submitted to police officials to aid in their investigation, and authorized officials will be given direct phone numbers to ownership and agents to ensure a good working relationship.

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:

Surveillance cameras will be positioned along the building with ample lighting, and checked regularly to prevent obstructions and to get the best facial image of anyone within twenty (20) feet of all access points. Video surveillance cameras will be placed strategically to record all areas of the facility inside and outside, at a variety of angles. All doors, safes, and the check-in and check-out counters will have video coverage to clearly identify the faces of those present. Cameras at the external corners of the facility will record activity on each side of the building. The parking lot will have video coverage to identify vehicles. A failure notification system will be installed to provide audible and visual notification of any failure in the surveillance system so that it can be immediately resolved. During a power outage all video cameras and recording equipment will be run on emergency power with a battery backup system to ensure that they can continue to operate for at least one (1) hour.

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 and footage will be stored in the office and safe room, with backups off site. The office and safe room will be accessible only by authorized agents, and will have an advanced, reinforced security door, locked at all times that only the Licensee has a key for. The keys used for the office and safe room will be marked "Do Not Replicate". Licensees will have key access to surveillance recordings to monitor operations virtually. The security system will be password protected to prevent any data tampering, and recorded data will be stored for a minimum of forty (40) days as an official business record. All surveillance footage will be accessible for upload to a separate hard drive in the event that it must be stored longer for criminal, civil, or administrative investigations. All recordings will be time and date stamped, and archived in a format that prevents alteration of the recorded image. Recordings and surveillance data will be available to AMCO and local law enforcement 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:

All business records, including operational and regulatory documents, recordings, surveillance, financial books, inventory and employment records, logs, manifests, and communications, will be stored on-site in the office and safe room, and backed up on an off-site server to protect from loss and destruction and to allow ownership and designated authorities access at any time. Hard copies (if original hard copied needed to be kept in addition to electronic versions such as Visitors Logs) will be kept in the designated secured storage area, in a separate locked cabinet that is accessible only to licensees. Facility records will be managed by authorized agents in accordance with standard retention policies to ensure that business records are stored in a consistent and searchable manner. Every 6 months the company will do a manual backup to an external hard drive. The hard drive will be locked in the record cabinet. Hard copies of documents will be kept for at least 7 (seven) years and the company has no intention of destroying any electronic copies of the business records.

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Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

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

Marijuana Tracking and Weighing:	Yes	No
A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used	☑	☐
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	☑	☐

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

Evergreen Extracts will use the Metrc inventory tracking system to increase product security, track the movement of products, and minimize diversion and illegal practices. Data will be recorded at: (1) delivery; (2) sale, sample, and transport; and (3) disposal, destruction, and if any theft shall occur. The facility will assign a tracking number to each batch and record the tracking information in Metrc. All employees will be trained to use the system to ensure that: (1) all marijuana product prepared and packaged is identified and tracked through its sale, transfer, or destruction; (2) all establishments transacting to purchase or receive marijuana products are licensed; and (3) any loss or theft of marijuana products is reported immediately. Employees will record sales, testing, and transportation arrangements in the system, and generate a transport manifest to accompany products in transit. Marijuana product used for samples will be recorded as such, including: (1) the amount of each sample; (2) the facility that received the sample; and (3) the disposal of any expired or outdated promotional sample returned to the facility. Products marked for disposal will be recorded in Metrc at least three (3) days prior to any disposal action, and any destruction, loss, or theft of marijuana will be immediately reported in Metrc to notify AMCO, in addition to reporting to local authorities.

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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:

Qualified agents will be given all necessary education and training upon hiring to be proficient in their jobs, as well as a three (3) month probationary period during which time they will receive training and evaluation. All qualified employees and agents must obtain their marijuana handler permit prior to employment per 3 AAC 306.700. Each employee will be provided with any written materials generated by the company regarding procedures and State Laws and Regulations.

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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:

Marijuana product waste will be stored away from all other products in a locked container inside the facility, and will be rendered unusable prior to leaving the facility for disposal. Management will maintain a log on the status of all marijuana product waste, tracking the type of waste, the date of the disposal, the date it was rendered unusable, and the date that it was transported to the waste station and by whom made the transport. Evergreen Extracts will be disposing of: (1) marijuana product that is identified as contaminated, infected or is otherwise rejected for quality or fails to meet quality testing; (2) all packaging, labeling, containers, or other related materials which arrive at the facility with marijuana that has been disqualified for quality; (3) expired marijuana products and (4) any other materials or containers in contact with marijuana products that risk contamination. Marijuana product waste will be stored away from all other products in a locked container inside the facility, and will be rendered unusable prior to leaving the facility for disposal. Marijuana product waste will be rendered unusable by grinding or mixing the materials with other compostable and non-compostable material until the resulting mixture is no more than fifty percent (50%) marijuana product waste. Management will maintain a log on the status of all marijuana product waste, tracking the type, date of disposal, date it was rendered unusable, and date that it was picked up by the disposal company. The final mixture will be securely stored in locked containers located inside the premises with locks in compliance with the highest UL standards.

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

Marijuana product waste will be ground up with other compostable food waste, yard waste, vegetable oils, or with non-food paper waste after giving AMCO at least three (3) days notice.

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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:

To render marijuana product unusable, Evergreen Extracts will grind and incorporate the marijuana product waste with either non-compostable or compostable solid wastes so that the resulting mixture is at least fifty percent (50%) non-marijuana waste. Authorized agents will use paper waste, plastic waste, cardboard waste, soil, food waste, yard waste, and/or vegetable-based grease or oils. Management will inspect the resulting mixture to ensure it is composed of no more than fifty percent (50%) marijuana by volume, and will record the composition of the mixture in the disposal log. All marijuana product waste will be secured in waste storage within the facility, separate from all other marijuana products, storage, and waste, and will then be taken to the waste station.

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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:

Products containing multiple servings will be clearly demarcated to show each serving and the package will indicate the size and number of servings on the packaging.
For all transports of marijuana products the establishment will create a Metrc generated Trip Manifest. All Trip Manifests will be sent with the products, and an additional copy will be stored and filed on the premises as official business records. The Manifest documents will clearly have the strain name, type of product, batch number, weight, name of the transporter and handlers ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. All marijuana product will be in a sealed package or container not exceeding more than five (5) pounds and then stored in a locked storage compartment within the transport vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops and at no time during transit will marijuana products be directly visible. All marijuana product packaging will have a label stating that a licensed testing facility has tested each batch in the shipment. All packaging materials that will be sold to marijuana establishments for sale to consumers will be child-proof and unappealing to children. All packaging done at the facility will be performed in a specific 24 hour surveillance monitored area and will then be packaged in a uniform matter with labels secure and clearly displayed. Packaged marijuana product will be stored in a secured area until ready for display or transport, and will be inspected, accepted or rejected, and recorded in an official log. The company will check all packages to make sure that they will keep all marijuana from contamination and will check to make sure that the packages will not impart any toxic or deleterious substance to marijuana. Evergreen Extracts will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility. Reports will be available upon request for AMCO.

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

Any vehicle transporting marijuana product will be unmarked and inconspicuous. Vehicles that will be used for transportation of marijuana product samples will contain a secure and sanitary area affixed to the inside of the transportation vehicle that will lock and will ensure the marijuana products can not 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. All employees will be trained and will understand that under no circumstances shall a sealed package containing marijuana be opened during transportation and that the most direct route of transport must be adhered to unless there is an emergency justifying diversion from that route. In the case of an emergency, AMCO will be altered of the alternate route and reason for the diversion from the original trip manifest route. The vehicle storage box will be a large industrial container mounted and secured within the vehicle, accessible by a combination or key lock. The structure will be a large capacity heavy duty storage box that is lockable and equipped with wheels. The manufacturing facility will only transport marijuana product to a licensed testing facility, a licensed retail store or a another licensed product manufacturing facility.

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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

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 sign with the business name on it visible to the general public, and it will not exceed 4800 square inches. The sign will be attached to the building in compliance with state regulation. The planned signs, postings, logos, and advertisements will be developed by ownership.

The facility will display all required postings around and within the facility, and maintain the visibility and quality of such signs with up to date information, including: (1) operating hours, (2) certificate of occupancy from the city, (3) the State of Alaska marijuana establishment license certificate (to be displayed prominently), (4) approval to operate the facility, (5) "No Loitering" sign on the front door, (6) "Surveillance Cameras In Use" signs, (7) "Restricted Access" signs, and (8) any required postings by the local jurisdiction such as Exit and Fire Extinguisher signs. The operating hours will be prominently displayed on the front entrance door.

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:

The entire facility will be a restricted access area and will not be open to the general public. Evergreen Extracts will refuse entrance to any visitor who does not produce a form of valid photo identification showing that person is twenty one (21) years of age or older. 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 province of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. At no time will a person under the age of twenty one (21) be permitted to remain on the premises. If at any time an employee suspects that a visitor is a minor, the employee will refuse access and have the individual escorted off the premises.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

Paul Burrows

Printed name

Subscribed and sworn to before me this 12 day of April, 20 17.

STATE OF ALASKA
OFFICIAL SEAL
Rebecca Lee
NOTARY PUBLIC
My Commission Expires 3/27/2020

Notary Public in and for the State of Alaska.

My commission expires: 3/27/2020

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(Additional Space as Needed):