



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23c: Marijuana Product Manufacturing Facilities

Licensee:		License Number:	
Doing Business As:		Inspection Date:	

**Section 1 – Inspection Checklist**

SECURITY	PASS	FAIL	COMMENTS
<b>1. Surveillance System:</b> Install and maintain a video surveillance and camera recording system with a camera resolution that allows for clear and certain identification of any person and activity in the area at all times.			
<b>a.)</b> Required video cameras must be placed in a way that produces a clear view adequate to identify any individual inside the licensed premises or within 20 feet of each entrance to the licensed premises. Both the interior and exterior to the facility must be recorded.			
<b>b.)</b> The video system must cover each restricted access area (to include each entrance to a restricted area). Any area where marijuana is manufactured or stored or where marijuana waste is destroyed must have a camera placement in the room facing the entry door, and in adequate fixed positions, at a height that will provide a clear, unobstructed view of the regular activity without a sight blockage from any objects, in order to allow for clear and certain ID of any person or activity at all times.			
<b>c.)</b> Surveillance recording equipment and video surveillance records must be housed in a locked and secure area or in a lock box, cabinet, closet or other secure area that is accessible only to the licensee or authorized employee, and to law enforcement personnel including a peace officer or agent of the board. A marijuana establishment may use an offsite monitoring service and offsite storage of video surveillance records if security requirements at the offsite facility are at least as strict as the onsite security requirements.			
<b>d.)</b> Recordings must be preserved for a minimum of 40 days, in a format that can be easily accessed for viewing. All recorded images must accurately display the date and time, and must be archived in a format that does not permit the alteration of the recorded image, so that the images can be readily authenticated. After 40 days, a marijuana establishment may erase video recordings, unless the licensee knows or should know of any pending criminal, civil, or administrative investigation for which the video recording may contain relevant information.			
<b>2. Alarm System:</b> A security alarm system is required on all exterior doors and windows.			



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SECURITY	PASS	FAIL	COMMENTS
<b>3. Locks:</b> Commercial grade, non-residential door locks on all exterior entry points to the licensed premises.			
<b>4. Lighting:</b> Exterior lighting must facilitate surveillance.			
<b>5. Internal Policies &amp; Procedures:</b> Shall be designed to prevent diversion of marijuana and marijuana products and prevent loitering. Licensee must also describe 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 licensed premises. Licensee must describe the actions to be taken by a licensee, employee, or agent of the establishment when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security.			
<b>6. Display of Identification:</b> Each licensee, employee, or agent shall display an identification badge issued by the establishment at all times when on the licensed premises.			
<b>7. Marijuana Handler Permit and Food Worker Card:</b> Each licensee, employee, or agent who is required or permitted to be physically present on the licensed premises at any time must obtain a marijuana handler permit as provided in 3 AAC 306.700 before being present or employed at the marijuana product manufacturing facility's licensed premises. A licensee, employee, or agent of a marijuana product manufacturing facility who handles marijuana at the facility shall obtain a food worker card in compliance with 18 AAC 31.330 and keep that card in that person's possession at all times while on the licensed premises of the marijuana product manufacturing facility.			
<b>8. Restricted Access Areas:</b> A marijuana product manufacturing facility shall restrict access to any part of the licensed premises where marijuana or marijuana product is processed or stored.			
<b>a.)</b> Each entrance to a restricted access area must be marked by a sign that says "Restricted access area. Visitors must be escorted." The number of visitors shall be limited to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.			
<b>b.)</b> In a restricted access area, a licensee, employee, or agent of the marijuana establishment shall wear a current identification badge bearing the person's photograph. A person under 21 years of age may not enter a restricted access area. Any visitor to the restricted access area must show ID to prove they are at least 21 years old, obtain a visitor ID badge before entering the restricted access area, and be escorted at all times.			
<b>9. Metrc:</b> Conduct facility audit. Ensure licensee is using the Metrc system properly and packages have been tagged in accordance with initial instruction provided by AMCO.			



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**Section 2 – License Briefing**

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

**1. Approval of Concentrates and Products:** A marijuana product manufacturing facility, including a marijuana concentrate manufacturing facility, must obtain the board’s approval for each product it will manufacture for sale or transfer to another licensed marijuana establishment. The board will not approve a product that is prohibited under 3 AAC 306.510(a)(4). A licensed marijuana product manufacturing facility shall keep its ingredient list and potency limits for any food product containing marijuana on file at the marijuana product manufacturing facility’s licensed premises. The ingredient list and potency limits for any product manufactured at the facility must be made available for inspection on request by the director, or an employee or agent of the board. **3 AAC 306.525**

**2. Production of Marijuana Concentrate (3 AAC 306.555):**

- a.) Before producing marijuana concentrate for sale, a marijuana product manufacturing facility shall develop standard operating procedures, good manufacturing practices, a safety plan, and a training plan for each individual employed in an extraction process. A marijuana product manufacturing facility may create marijuana concentrates only as follows:
- Water-based marijuana concentrate may be produced by extracting cannabinoids from marijuana by using only water, ice, or dry ice;
  - Food-based marijuana concentrate may be produced by extracting cannabinoids from marijuana through the use of propylene glycol, glycerin, butter, olive oil, or other typical cooking fats; infused dairy butter, oils, or fats derived from natural sources may be used to prepare infused edible products; infused dairy butter, oils, or fats may not be prepared as stand-alone edible products for sale;
  - Solvent-based marijuana concentrate may be produced using the hydrocarbons N-butane, isobutane, propane, or heptane or other solvents or gases the board approves that exhibit low to minimal potential human health-related toxicity.

b.) A marijuana product manufacturing facility using a professional grade closed-loop gas extraction system shall ensure that:

- Each vessel is used in compliance with the manufacturer’s stated pressure ratings;
- Any carbon dioxide used is of at least 99 percent purity; a person using a solvent or gas to extract marijuana concentrate in the closed-loop system shall be fully trained on how to use the system, has direct access to applicable material safety data sheets, and handles and stores the solvent and gas safely;
- A licensed engineer has certified that the professional grade closed-loop system was commercially manufactured, is safe for its intended use;
- Is built to codes of recognized and generally accepted engineering practices, and any professional grade closed-loop system, and other equipment and facilities used in the extraction process are approved for their use by the local fire code official and meet any applicable fire, safety, and building code requirements.

**3. Health and Safety Standards:** A marijuana product manufacturing facility shall comply with the health and safety standards set out in 3 AAC 306.735, 18 AAC 31 Alaska Food Code, if applicable, and any local kitchen-related health and safety standards for retail food establishments. In addition to inspection by the director or an employee or agent of the board, a marijuana product manufacturing facility is subject to inspection by local safety officials, including a local fire department, building inspector, or code enforcement officer. **3 AAC 306.545**



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**4. Potency Limits Per Serving:** A marijuana product manufacturing facility may not prepare a marijuana product with potency levels exceeding the following, as tested in compliance with 3 AAC 306.645:

- For a single serving of a marijuana product, five milligrams of active tetrahydrocannabinol (THC) or Delta 9;
- In a single packaged unit of a marijuana product to be eaten or swallowed, not more than 10 servings, or 50 milligrams of active THC or Delta 9; the THC content must be homogenous, or evenly distributed throughout the marijuana-infused product. **3 AAC 306.560**

**5. Required Laboratory Testing:** A marijuana product manufacturing facility shall provide a sample of each marijuana product manufactured at the facility to a licensed marijuana testing facility, and may not sell or transport a marijuana product until all laboratory testing required under 3 AAC 306.645 has been completed. After collecting and transporting a sample for testing, a marijuana product manufacturing facility shall segregate the entire production lot from which the testing sample was selected until the marijuana testing facility reports the results from its tests. During this period of segregation, the marijuana product manufacturing facility that provided the sample shall maintain the production lot in a secure, cool, and dry location to prevent the marijuana product from becoming contaminated or losing its efficacy. The marijuana product manufacturing facility may not sell or transport any marijuana product from the segregated lot until the marijuana testing facility has completed its testing and analysis and provided those results, in writing, to the marijuana product manufacturing facility that provided the sample. The marijuana product manufacturing facility shall maintain the testing results as part of its business records. **3 AAC 306.550**

**6. Packaging of Marijuana Product:**

a.) A marijuana product manufacturing facility shall observe the potency limits set out in 3 AAC 306.560 in packaging each product for resale by a retail marijuana store.

b.) A container or packaging for any edible marijuana product produced by a marijuana product manufacturing facility may not have any printed images, including cartoon characters, that specifically target individuals under 21 years of age. The packaging must protect the product from contamination and may not impart any toxic or damaging substance to the product, and if the marijuana product contains multiple servings, be designed so that the marijuana product itself has markings or demarcations clearly delineating each serving of the product; for liquid marijuana products with multiple servings, the packaging must indicate the number and size of individual servings.

**7. Labeling of Marijuana Product:**

a.) With each production lot of marijuana product sold, a marijuana product manufacturing facility shall disclose in writing the name of the licensed marijuana testing facility that performed any required test and the results of each required test.

b.) A marijuana product may not be labelled as organic.



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c.) To each package of marijuana product sold to a retail store for resale to a consumer, a marijuana product manufacturing facility shall affix a label setting out the name and license number of the marijuana product manufacturing facility where the marijuana product was prepared; the production lot number assigned to the product in the package; the net weight of the product in the package, not including weight of packaging; and using a standard of measure compatible with the marijuana product manufacturing facility's inventory tracking system; and each of the following statements:

- "Marijuana has intoxicating effects and may be habit forming and addictive."
- "Marijuana impairs concentration, coordination, and judgement. 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 and older. Keep out of reach of children."
- "Marijuana should not be used by women who are pregnant or breast feeding."

d.) A marijuana product manufacturing facility transporting a marijuana product to a retail marijuana store shall affix a label to the shipping container showing that a licensed marijuana testing facility has tested each lot of marijuana product in the shipment and giving the test results, including a cannabinoid potency profile expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that production lot from the same marijuana product manufacturing facility within the last three months; a statement listing the results of microbial testing; a statement listing the results of residual solvent testing; a statement listing contaminants for which the product was tested in addition to contaminants for which 3 AAC 306.645(b) requires testing. Any additional tested contaminants include molds, mildew, and filth; herbicides, pesticides, and fungicides; and harmful chemicals.

**8. Licensed Premises, Alteration:** A license will be issued for a specific licensed premises, which is a place clearly designated in a license application and described by a line drawing submitted with the license application. The licensed premises must have adequate space for its approved operations, including packaging or storing marijuana or marijuana products, and be located and constructed to facilitate cleaning, maintenance, and proper operation. A marijuana establishment's license must be posted in a conspicuous place within the licensed premises. *A licensee seeking to change or modify the licensed premises must submit a complete copy of Form MJ-14: Licensed Premises Change, along with the \$250 fee, and receive the director's written approval before altering the functional floor plan or reducing or expanding the area of the licensed premises. 3 AAC 306.705*

**9. Waste Disposal:** A marijuana establishment shall store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana production or processing, in compliance with applicable federal, state, and local laws and regulations. **3 AAC 306.740**

a.) Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves a marijuana establishment.

b.) Marijuana waste includes: marijuana plant waste, including roots, stalks, leaves, and stems that have not been processed with solvent and other waste as determined by the board. Keep a record of the final destination of marijuana waste made unusable.



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c.) Marijuana plant waste must be made unusable by grinding the marijuana plant waste and mixing it with at least an equal amount of other compostable or non-compostable materials. A marijuana establishment may use other methods to make marijuana waste unusable if the board approves the method in advance. Material that may be mixed with the marijuana waste includes *compostable materials* including food waste, yard waste, vegetable based grease or oils, or other wastes approved by the board when the mixed material can be used as compost feedstock or in another organic waste method such as an anaerobic digester with approval of any applicable local government entity; or *non-compostable materials* including paper waste, cardboard waste, plastic waste, oil, or other wastes approved by the board when the mixed material may be delivered to a permitted solid waste facility, incinerator, or other facility with approval of any applicable local government entity.

**10. Transportation:** A marijuana product manufacturing facility may only transport marijuana product to another marijuana product manufacturing facility, a marijuana testing facility, or a retail marijuana store.

a.) A marijuana establishment from which a shipment of marijuana product originates is responsible for preparing, packaging, and securing the marijuana product during shipment, for recording the transfer in the marijuana inventory tracking system, and for preparing the transport manifest. Any individual transporting marijuana product in compliance with this section shall have a marijuana handler permit required under 3 AAC 306.715.

b.) When any marijuana product is transported, the marijuana establishment that originates the transport shall use the marijuana tracking system to record the type, amount, and weight of 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. A complete printed transport manifest on a form prescribed by the board must be kept with the marijuana product at all times.

c.) During transport, any marijuana product must be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana product. The sealed package may not be opened during transport. Any vehicle transporting marijuana product must travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and must not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment.

d.) When a marijuana establishment receives marijuana or a marijuana product transported in compliance with this section, the recipient of the shipment shall use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received. The licensed recipient shall refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest.

**3 AAC 306.750**





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**11. Business Records:** A marijuana establishment shall maintain, in a format that is readily understood by a reasonably prudent business person, the following information (**3 AAC 306.755**):

- All books and records necessary to fully account for the business transactions conducted under its license for the current year and three preceding calendar years; records for the last six months must be 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 in 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 marijuana or marijuana product is sold to a consumer or to another marijuana establishment, or is destroyed;
- Transportation records for marijuana and marijuana product as required under 3 AAC 306.745(f).

a.) A marijuana establishment shall provide any record required to be kept on the licensed premises to an employee of the board upon request. Any record kept off premises must be provided to the board's employees within three business days after a request for the record.

b.) A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. *Loss of records and data, including electronically maintained records, will not be considered an excuse for a violation of this rule. Failure to retain records required under this section may be interpreted by the board as a license violation affecting public safety.*

**12. Inspection and Investigation:** A marijuana establishment, and any licensee, employee, or agent in charge shall cooperate with the director, an enforcement agent, an employee of the board, or a peace officer acting in an official capacity, to enforce the laws related to marijuana, including permitting entry upon and inspection of the licensed premises and providing access to business records at reasonable times when requested by the director, an enforcement agent, an employee of the board, or a peace officer. The director, an enforcement agent, an employee of the board, or a peace officer acting in an official capacity, may

- Inspect the licensed premises of any marijuana establishment, including any marijuana and marijuana product on the premises, equipment used in cultivating, processing, testing, or storing marijuana, the marijuana establishment's inventory tracking system, business records, and computers, at any reasonable time and in a reasonable manner;
- Issue a report or notice as provided in 3 AAC 306.805;
- As authorized under AS 17.38.085, exercise peace officer powers and take any other action the director determines is necessary.

**3 AAC 306.800**



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**13. Report or Notice of Violation:** The director, an enforcement agent, an employee of the board, or a peace officer acting in an official capacity, may issue an inspection report, an advisory report, or a notice of violation before taking action to suspend or revoke a marijuana establishment license.

- An **advisory notice** may be issued when an incident occurs or a defect is noted that could result in a violation of a statute, regulation, or municipal ordinance. An advisory notice may result from an inspection report, but is not a basis for administrative action unless the incident or defect continues or is not corrected.
- A **notice of violation** may be issued when an inspection report or other credible information shows a marijuana establishment is in violation of AS 17.38, 3 AAC 306, or other law relating to marijuana. The notice of violation must be delivered to the marijuana establishment at its licensed premises, and to the board. The notice must describe any violation, and cite an applicable statute, regulation, or order of the board. A marijuana establishment that receives a notice of violation may respond to the notice orally or in writing, and may, within ten days after receiving the notice, request an opportunity to appear before the board. A notice of violation may be the basis of a proceeding to suspend or revoke a marijuana establishment's license as provided under 3 AAC 306.810.

**Section 3 – Inspection and Briefing Acknowledgement**

I have received information on the above subjects, and I am aware I must become familiar with and abide by the laws covering the licensing and operation of my business as prescribed in AS 17.38 and 3 AAC 306. I understand I am responsible to operate my business in compliance with all Alaska laws and regulations.

\_\_\_\_\_  
Signature of licensee

\_\_\_\_\_  
Investigator

\_\_\_\_\_  
Printed name of licensee

\_\_\_\_\_  
Date