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:	Zlorg, LLC	**License Number:**	13299		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Down to Earth Farms				
Physical Address:	20288 East Birch Hill Drive				
City:	Palmer	**State:**	AK	**Zip Code:**	99645
Designated Licensee:	Evelyn Reich				
Email Address:	lynnreich@hotmail.com				

Section 2 – Attached Items

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

Attached Items:	Form MJ-01: Marijuana Establishment Operating Plan

OFFICE USE ONLY					
Received Date:		Payment Submitted Y/N:		Transaction #:	

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Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment Information

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License Type:	Limited Marijuana Cultivation Facility				
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City:	Palmer	**State:**	ALASKA	**ZIP:**	99645

Mailing Address:	P.O. Box 671636				
City:	Chugiak	**State:**	ALASKA	**ZIP:**	99567

Primary Contact:	Evelyn Reich		
Main Phone:	(907) 830-2670	**Cell Phone:**	(907) 830-2670
Email:	lynn.reich@hotmail.com		

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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:

Down to Earth Farms will ensure its licensed premises will be designed and constructed to prevent unauthorized entry into restricted access areas by nonescorted members of the public. Our buildings' security will include secure facility entry points utilizing commercial grade door locks and deadbolts. Additionally, the secured storage rooms will be climate controlled, ensuring all marijuana is in a secure, locked access area that will prevent degradation, theft, and loss. All restricted areas will use non-residential commercial grade deadbolt locks and be monitored by 24-hr video surveillance/camera recordings in conjunction with a motion alarm system and indoor/outdoor lighting. Each video surveillance recording will be preserved for a minimum of 40 days, will clearly and accurately display the date and time, and will be archived with no alterations for authentications.

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

Down to Earth Farms' owner/licensee will wear a current ID badge bearing photograph identifying themselves as owner/licensee of licensed premises. Owner/licensee will ensure that when a visitor is admitted to a restricted access area of the licensed premises the visitor will be logged in and out. The owner/licensee will greet visitors, directing every step of the process. Each visitor will be assigned a badge, and the owner/ licensee will record in the logbook the visitor's name, affiliated organization, reason for visit, date, time in and out, and visitors badge number. Any visitor to be admitted to a restricted access area will be required to present their government-issued ID (AKOL) as per 3 AAC 306.350 (b) (3) when requested by facility as proof of age. No individual under the age of 21 will be admitted to restricted access areas. When visitors are admitted to a restricted access area of the licensed premises, Down to Earth Farms will continuously supervise the individual(s) while on premises. All visitors will be clearly visible at all times. As per 3 AAC 306.710 (b), No more than five visitors for each licensee who is actively engaged in supervising visitors will be allowed on premises at any given time. At this time, the visitor may enter the restricted access areas permitted by their visitors pass supervised by the owner/licensee, and/or agent in compliance with 3 AAC 306.710 (c) (3) until departing the facility.

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

All information will be retained for security purposes on private computer on/off-site. Each video surveillance recording will be preserved for a minimum of 40 days, will clearly and accurately display the date and time,and will be archived with no alterations for authentications. Down to Earth Farms will maintain a log of all visitors to restricted access areas of the premises for a minimum of one year (current license period) on-site and five years at an off-site location. Visitors to restricted access areas will be documented according to Marijuana Control Board requirements 3 AAC 306.710 (a) and (c) (1, 2, 3). A logbook will be securely filed on and off-site detailing visitor details, including their name, date and time of entry. Access to any and all visitor data will be limited to owners/licensee, agents of the Marijuana Control Board, or any agent of a regulatory agency. Files will be protected by secure, lockable cabinets and digitally encrypted passwords. The files that will only be available on a need-to-know basis to premises personnel and upon immediate request by the Marijuana Control Board.

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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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:

All exterior lighting will be motion sensor activated as per 3 AAC 306.715 (b) (1) (2) (3). There will be LED flood lights placed at the entrance door. Any movement within a 20 ft area will activate the flood lights and cause lights to be activated. The licensed premises will have adequate lighting to support and facilitate continuous video surveillance as provided in 3 AAC 306.720 (a) (1) (2) (3). The exterior lighting will provide high intensity dusk to dawn illumination to support exterior video surveillance camera fields that produces a clear view adequate to identify any individual, which will include the entire facility perimeter. All security lighting fixtures will ensure proper illumination levels in order to support viable image retrieval from the video surveillance footage and will have infrared capability. Down to Earth Farms facility security and emergency light fixtures will be tested regularly to ensure proper functionality and overall compliance.

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

The security alarm surveillance system for the premises will be monitored by a 3rd party Security Service Co. and can be activated manually or by a security application on the keypad, or automatically. The alarm system monitors movement, fire and gas, and any other disruptions due to power-outage, break-ins or other anomalies that may trigger the alarm. Once the alarm is triggered the Owner/ Licensee, Law Enforcement, Fire Dept., and medical services are alerted. Down to Earth Farms' alarm system will also feature continuous monitoring and notifications sent via a mobile application for authorized users, instantaneous alerts, personalized user access codes, and historical activity reporting, with the capability to search for specific events, activity by sensor, or date and time. The system will be in compliance with statute 3 AAC 306.720.

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 security alarm surveillance system will be designed to meet and exceed the standards mentioned. There are three doors to the facility; two man doors and a overhead garage door. All will be equipped with sensors to activate the alarm. The alarm will trigger if sensors are disrupted. The alarm system and associated sensors will be continuously monitored by a 3rd party security system. Our licensed premises alarm systems will communicate via phone, law enforcement notification. The alarm system, access control devices and video surveillance will be supported with a backup battery system that provides full operational capability during a total power loss.

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Form MJ-01: Marijuana Establishment Operating Plan

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

All activities will be monitored per video surveillance protection. It is the policy and procedure of Down to Earth Farms to train employees that: No person shall have access to restricted areas unless accompanied by the Licensee. All Employees will be monitored at all times through surveillance cameras or personal attention by the Licensee or the designated marijuana handler appointed to oversee any or all activity regarding work with Cultivated or the Cultivation of marijuana. Adequate video surveillance and alarm systems will be in place. Using "METRCS" Down to Earth Farms will be able to control how much marijuana is being grown, how much marijuana is harvested and how much marijuana is sold. Any marijuana not sold will be reported in METRCS. Any marijuana that is waste "Stalks and stems and roots" will be accounted for and disposed of through proper composting procedures. The 24 hr. video surveillance systems will video record all activity while premises are vacant. The alarm will trigger if sensors are disrupted. The system will be designed to be in compliance with 3 AAC 306.715 (a) (b) (1) (2) (3) and (c) (1) (2) and (d).

Describe your policies and procedures for preventing loitering:

Public safety and safe access to marijuana cultivation facility are a priority to Down to Earth Farms operating plan. We will position and mount all external camera and lighting fixtures in clear view of the public to establish video surveillance monitoring activities. We intend to place signs inside and outside of the building that read: NOTICE: this area is under 24 hour video surveillance". We will monitor our facility via cameras as well as physically to ensure nobody is loitering. It is our intention to keep our cultivation facility nondescript and visually unobtrusive to our surrounding area. We will be in compliance with 3 AAC 306.715 (c) (2)

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:

A motion detector will alert Down to Earth Farms employees to anyone entering property. The alarm if triggered will alert the proper authorities. An emergency panic button will be installed at the keypad. If warranted, the employee will evaluate the threat and call the proper authorities. There will be a motion triggered camera near the driveway entrance primarily to obtain identification information and license plate numbers of vehicles entering and exiting the premises.

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

When the alarm system is activated and the alarm is triggered, the electronic notification system alerts law enforcement of an unauthorized breach of security and will immediately locate and notify the owner/licensee by phone or other electronic communication devices. The 3rd party Security Co. will then contact Law enforcement, Fire and medical departments if needed. The owner/licensee will secure the premise that is critical to investigation and will preserve the integrity of the area, and wait for Law Enforcement to arrive. Upon arrival of Law enforcement, owner/licensee will acquiesce to all requests by law enforcement personnel to include granting access to all restricted access areas on the licensed premises, all business records if needed, all security video equipment and storage areas, all digital files requiring passwords, and any other request for information, material, or product they may be needed to handle an ongoing situation or investigation.

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:

Down to Earth Farms will ensure that video surveillance cameras at its licensed premises will be positioned to produce a clear view adequate to identify an individual inside the licensed premises, or within 20 feet of the exterior entrance to the licensed premises. We will implement notices advising all persons of the ongoing 24 hr. video surveillance operations. On the interior of the licensed premises, video cameras will be placed establishing clear lines of sight at the entrance to ensure more than adequate visual coverage of the premises. Cameras will be positioned on the interior and exterior of the premises ensuring the capture of facial characteristics of any individual entering or exiting the building. We will ensure a surveillance camera will capture activity at the entrance to all restricted areas where marijuana is cultivated, packaged, processed, or stored in compliance with 3 AAC 306.720 (a) (1) (2) (3), 3 AAC 306.720 (b) and (c).

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 video surveillance recording equipment and physical records will be housed and stored on site in the surveillance room. Only the Licensee of Down to Earth Farms will have access to the stored information that is both password protected and secured in a locked cabinet. A dedicated computer will record all surveillance video. Video surveillance records with no event will be maintained for 40 days. Video surveillance footage 40 days and older will be overwritten daily. Footage archived will be in a format that does not permit alteration of the recorded image. In compliance with 3 AAC 306.720 (d), surveillance recording equipment and video surveillance records will be housed on site in a locked cabinet in the surveillance room, accessible only to the licensee or authorized employee, and to law enforcement. A verbatim backup of the surveillance records will be secured via the cloud.

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 books and records used by Down to Earth Farms, including those retained for tax purposes shall be kept at the licensed premises for the current year. A monthly backup of financial records will be kept off site for a minimum of three years. A current employee list will be maintained containing full name and marijuana handler permit numbers for each. Any business records will be maintained on premises. A physical log book of visitors will be transfered to electronic versions each day. All books and records shall be maintained and duplicated, into electronic versions where appropriate, to have on and off site documents. Down to Earth Farms will utilize inventory tracking system adopted by the State of Alaska. Employees will be trained in its use and be diligent with tracking data. Any and all marijuana transported off premises shall be for recorded into the marijuana inventory tracking system, along with preparing a transport manifest. Any individual transporting marijuana in shall have a current marijuana handlers permit.

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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:

Down to Earth Farms will be using the Alaska state approved tracking system METRC, for any transaction involving marijuana product and transfer, as well as marijuana related waste. Within the cultivation facility, high-speed internet connections will be utilized to ensure connectivity with the tracking software. If any technical difficulties arise, Franwell the developer of the software has a dedicated team of support staff who will be available to resolve any technical support issues. Down to Earth Farms will retain all records in a format that is readily understood by a reasonably prudent business person and such record keeping of documents will be in compliance with 3 AAC 306.755(a) (1)-(9), 3 AAC 306.755(b) and (c). All accurate and comprehensive seed-to-sale inventory tracking records, and transportation records for all marijuana as required by the Marijuana Control Board under 3 AAC 306.750(f). We will incorporate our business operations software with METRC, QuickBooks for accounting purposes, Google Drive for document storage, and other applications as needed to create and establish a comprehensive record retention program.

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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:

Down to Earth Farms employees will obtain a marijuana handler permit from the board before beginning employment at the marijuana establishment. Down to Earth Farms will ensure that employee's marijuana handler permit is current and up to date, and shall ensure that person's marijuana handler permit card is in that person's immediate possession, or on file at premises. Down to Earth Farms will be in compliance with 3 AAC 306.700 (a) and (b) (1)-(6), (c), (d), and (e). Employees will renew their certifications through continuing education and state approved training as a requirement for employment. On the job orientation will cover all aspects of job requirements, safety, security, egress, sanitation, and other duties as assigned.

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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:

Down to Earth farms will give the board at least 3 days notice in METRC before making the marijuana plant waste "(referring to marijuana stems, stalks of the plant, and rooted soil)", unusable and disposing of it. Down to Earth Farms will store plant waste in large plastic bags, and then placed into covered lockable totes, in a confined area within the production area, without the use of any solvents. It will then be made unusable by grinding the plant waste and mixing it with at least an equal amount of compost-able material as per 3 AAC 306.730 and (2), and keep a record of final disposition.

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

All marijuana waste (plant stems, stalks, leaves, and roots) will be ground to a non-retrievable form. At this point, it will be mixed with at least an equal amount of compost-able materials with organic waste. Material will consist of the following:

Manure 3:1 to 15:1
Food waste 15:1
Grass clippings 19:1
Coffee grounds 20:1
Dead leaves 35:1 to 85:1
Straw 80:1
Paper 170:1
Newspaper 400:1

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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:

Down to Earth Farms will dry, grind, and mix with compost. No cannabis will leave the site. It will be left to compost on site. Down to Earth Farms will notify the board, using the inventory tracking system, at least three days in advance before any destruction or composting. The compost will be stored on site and secured as to not allow access by unauthorized personnel.

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Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements. Applicants should be able to answer "Yes" to all items below.

Marijuana Transportation:	Yes	No
The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700	☑	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle	☑	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport	☑	☐
During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport	☑	☐
Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment	☑	☐
When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received	☑	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	☑	☐

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

After all the marijuana buds have cured, the bud is then trimmed from the stem, weighed, in compliance with 3 AAC 306.745 (1) and (2), packaged, and re-weighed for consistency. A tracking label will then be attached provided by the METRC tracking system. Down to Earth Farms will then prepare, package, and secure the marijuana sample during shipment, then record the transfer in the marijuana inventory tracking system, and prepare the transport manifest. In addition, the individual transporting marijuana in compliance shall have a marijuana handler permit required under 3 AAC 306.700.
Down to Earth farms shall observe the limits set out in 3 AAC 306.565 (a) (c) and (e) (1) (2) (3), in addition the packaging will protect the Flower/Bud from contamination. All packaged marijuana will be identified by a tracking label generated by the marijuana manufacturing facility's marijuana inventory tracking system "(METRC)". Down to Earth Farms shall prepare marijuana Flower/Bud for transfer to another marijuana establishment by placing the marijuana Flower/Bud within a sealed, tamper-evident shipping container; and generating a transport manifest from our facility's "(METRC)" inventory tracking system; the name of the transporter, the time of departure and expected delivery and the make model and license plate of the transporting vehicle. A complete printed transport manifest on a form prescribed by the board must be kept with the marijuana Flower/Bud at all times. A copy of the manifest will be given to the licensed establishment that receives the shipment.
The packages will consist of one-gram, one-ounce, and/or 1 to 5 lb. packages. With the results from the testing facility the Flower/Bud will be labeled with the following information: Cultivator, License #, HB #, METRC #, strain, pesticides, Fungicides, Herbicides, and cannabinoid profile. It will also include the total THC, THC A, CBD, CBD A, and CBN. A medical statement of the effects of marijuana and our business name and address will also be listed.
The marijuana Flower/Bud will be placed in controlled packages determined by its weight, THC content, tracking number, name of the cultivation business, and date it was ready for sale. The ready marijuana will then be secured in a locked boxe for transportation with tracking number supplied by METRC.

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

All marijuana will be locked in a keyed transport case with multiple locks or a metal lock box that will be used only in a registered vehicle with the state. All keys or combination lock boxes will be accessed by licensed registered handlers. Locked boxes will not be opened during transport.

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

Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

Down to Earth Farms does intend to post a sign with our business name at our cultivation facility. The sign will be 12" x 6" and say DOWN TO EARTH FARMS. It is our intention to keep our cultivation facility nondescript and visually unobtrusive to our surrounding community.

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:

Sign-age on the front door will notify customers that Down to Earth Farms will require picture ID as proof that visitors are 21 years of age or older. All persons must gain access through front entrance. Entrance will be monitored by a employee to ensure all persons entering premises are 21 years of age or older. All persons entering will be asked to provide a valid identification with proof of age. If they can not, they will not be granted access and will be asked to leave premises immediately.

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

Evelyn Reich
Printed name

Subscribed and sworn to before me this 16th day of June, 2017.

OFFICIAL SEAL
S. Mingoes
Notary Public State of Alaska
My Comm. Expires 11/15/2020

Notary Public in and for the State of Alaska.

My commission expires: 11/15/20

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(Additional Space as Needed):