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:	Dan N VanZee	**License Number:**	12989		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Pinnacle Projects				
Premises Address:	37035 Nicholas View Lane				
City:	Soldotna	**State:**	ALASKA	**ZIP:**	99669

Mailing Address:	37035 Nicholas View Lane				
City:	Soldotna	**State:**	ALASKA	**ZIP:**	99669

Primary Contact:	Dan N VanZee		
Main Phone:	262-1588	**Cell Phone:**	394-1741
Email:	danvanzee@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:

Pinnacle Projects is committed to the safety and security of our employees, as well as our community. In our efforts to comply with the Cole Memorandum (2013), as well as 3 AAC 306.71 O(a), we will maintain a security plan that will ensure that the overall premises and restricted access areas are safe and secure by limiting access to only authorized individuals and that the premises are under video surveillance at all times. These methods will be utilized to ensure that unescorted members of the public will not be able to access restricted areas of the premises.

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

The licensee and employees of Pinnacle Projects will be given an electronic access key code to the doors of the facility. The licensee will also have access to the physical keys to the facility. Visiting law enforcement personnel including an agent of the Board, will be given either the key code access and/or physical keys to the facility to allow limited access to restricted areas. All other personnel will be issued a non-technological badge limiting their access to restricted access areas and visitors will abide by the processes below.
Pinnacle Projects staff will comply with 3AAC 306.710(c) and require all visitors to present photo identification before entering the facility. Pinnacle Projects staff will ensure that visitors' forms of photo identification comply with 3 AAC 306.350 to assess age and ability to enter the premises and includes; an unexpired, unaltered passport, an unexpired, unaltered drivers license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia or a province of Canada or an identification card issued by a federal or state agency authorized to issue a driver's license of identification card.
Pinnacle projects will limit the number of visitor to the facility to 5 at a time to ensure compliance with 3AAc 306.710.

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

All visitors to the facility must sign into the facility's visitor log book with the following information per 3 AAC 306.755(6): their name, date and time of visit, organization affiliation (as applicable), and signature of the visitor as well as a staff member. Staff will make a copy of the visitor's photo identification before giving out any visitor's pass to the facility. Visitors will also present themselves to the facility's main entrance security camera to obtain unobstructed view of their face before entering the facility.

Visitors will include; **contracted service personnel vendor/suppliers and consultants.**

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

During work hours employees will be required to carry an identification badge issued by Pinnacle Projects that is visible and identifies the employee by name and picture 3 AAC 306.710(c).

Employees are responsible for maintaining the security of their identification badges after hours by not leaving it visible to the public (i.e. vehicles) and are responsible for notifying management immediately if their badge or Marijuana Handlers Card is lost or stolen at which point management personnel will make a note in the employees file, issue a new card with provide a new employee identification number. Identification badges will be issued the first day of employment and will be issued to full-time part-time employees. Badge sample below:

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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 consists of floodlights that will be placed on the front and the rear of the building, to allow for lighting over the entrance and exit of the facility when motion has been detected (See diagram below for placement). Two (2) lights will be placed on the peak of the roof on the front and rear of the building to allow for clear lighting over the entrance and exit of the facility.

Light specifications below:
High Power 100w LED Floodlight (or comparable) 2 ea dusk till dawn,

2 ea Motion sensing.

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

The Cole memorandum outlined by the Office of the Deputy Attorney General (2013) asks that marijuana establishments prevent the use of violence in the cultivation and distribution of marijuana. In order to address this area of concern and other community safety concerns, Pinnacle Projects will rely on an alarm system in conjunction with video surveillance equipment and security monitoring as well as other awareness skills to protect the premise and product and will therefore help to limit exposure to theft with the use firearms and exposure to minors under the age of 21 years. **Any unauthorized attempt to enter the premises will trigger alarm horns to sound, strobe lights illuminate and phone calls to the Alarm System monitoring personnel, and phone notification of Licensee.**

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

The alarm system will be activated on all exterior doors by the last employee leaving the building at closing time. The employee is required to ensure all doors are closed, locked and secured as necessary to ensure the alarm system can be activated. The alarm system will be monitored by a third party agency.

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

Owner, employees, visitors and other individuals will be held to a zero tolerance policy on the diversion of marijuana (3 AAC 306.715(c)(1)). The electronic tracking system, Metre will be used to ensure diversion of marijuana does not occur throughout the normal processes of the cultivation facility. Marijuana will be entered into the system and tracked throughout the cultivation, packaging, testing, disposal and selling process. If the tracking system shows potential diversion of product authorized personnel will initiate an investigation that will include; talking to employees on shift, assessing last log in's to the system and product in question, notifying the Marijuana Control Board and reviewing video feed.

Describe your policies and procedures for preventing loitering:

Pinnacle Projects will operate under a "no loitering" policy that will limit individuals from standing or waiting without purpose on or around the premises as accordingly under 3 AAC 306.715(c)(2). Security and authorized employees will perform routine but unscheduled patrols in order to assess potential loitering situations. Loiterers will be asked to leave when discovered and law enforcement will be called if continued loitering persists. During business hours employees will be provided training on the importance of limiting loitering and learn skills to verbally remove individuals from the premises.

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:

Pinnacle Projects policy and procedure regarding the use of additional security devices is noted below as part of the overall alarm and security system of the facility:

Motion detectors will be activated and utilized for after hours monitoring of the exterior of the licensed premises. Motion sensors cannot be located in the interior of the facility due to air flow technicalities that could falsely activate the system.

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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:

In the case of an unauthorized breach of security, the third party monitoring company will immediately notify local law enforcement and the Pinnacle Projects designated licensee. If the designated licensee is not on site during the unauthorized breach they will be sent a notification and arrive on site to assist law enforcement personnel as safety permits or if unavailable will provide an authorized employee capable of accessing needed systems to aide in the investigation. All employees will be trained on how to interact with law enforcement and maintain compliance during investigations and unauthorized breaches.

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	✔	☐
Both the interior and exterior of each entrance to the facility	✔	☐
Each point of sale area	✔	☐

Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	✔	☐
Clearly and accurately displays the time and date	✔	☐
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	✔	☐

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Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Video cameras will be placed with a full view of the premises, entrance and exit of exterior doors as well as will be placed strategically in Restricted Access Areas in order to identify individuals and provide a clear view of regular activity without blockage of lighting hoods, fixtures or other equipment per 3 AAC 306.720(b).

Security cameras will consist of 6 Camera system, including 4 interior, and 2 exterior.

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:

Pursuant to 3AAC 306.720(d) surveillance recording equipment and records will be housed in **metal locked cabinets and safe, secured with digital locking system which can be provided to insure** accessibility only to the marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the Board. Pinnacle Projects may use an offsite monitoring service and offsite storage of video surveillance records as needed as long as security requirements at the offsite facility are at least as strict as onsite security requirements as described in this section. In-house access to video surveillance records by authorized personnel will be logged by name, date, record accessed and time.
n

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:

1. Policy and Purposes: This Policy represents the policy of Pinnacle Projects with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as "documents" in this Policy). Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of Pinnacle Projects as well as to comply with applicable legal requirements, including, but not limited to 3 AAC 306.755; (b) destruction of documents which no longer need to be retained ; and (c) guidance for the Ownership, management, and staff and other constituencies with respect to their responsibilities concerning document retention and destruction.

2. Administration: Pinnacle Project's Chief Grow Officer shall be the administrator ("Administrator") in charge of the administration of this Policy. The Administrator's responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule included below. The Administrator shall also be responsible for documenting the actions taken to maintain and/or destroy Pinnacle Projects documents and retaining such documentation. The Administrator may also modify the Document Retention Schedule from time to time as necessary to comply with law, local ordinances, and the MCB control regulations, and/or to include additional or revised document categories as may be appropriate to reflect the Pinnacle Projects' policies and procedures.

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

See Attachment N for Continued Information

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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:

Pinnacle Projects will utilize the state compliant and approved Marijuana Enforcement Tracking Reporting & Compliance (Metrc) electronic inventory tracking system pursuant to regulation 3 AAC 306.730. Metrc will track all marijuana that is propagated, grown, cultivated, transferred or destroyed within the facility and will share results in real-time with the Marijuana Control Board. Marijuana at the facility will be entered the tracking system and receive unique RFID secure bar codes that will be attached to each plant. The bar code will allow the system to track the plants entire life cycle from when it's entered into the system through product transfer. Metrc will be used for overall state tracking needs to aide in overall company compliance and operations including; destruction reports, pending harvest events, transportation events & manifests, existing inventory logs, quarantined inventory and plant count.

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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:

All employees will be 21 years and older and are required to have a marijuana handlers card as outlined in 3 AAC 306.425 & 3 AAC 306. 700 and meet all pre-employment requirements before the start of employment. Employees will fulfill their duties as stated in their job description throughout their tenure. Employees will meet all applicable laws for being employed in the U.S. and all applicable employee taxes and procedures. Pinnacle Projects will follow all labor laws and strive for a safe and secure working environment.

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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:

Pinnacle Projects will store, manage and dispose of any solid or liquid waste, including wastewater and other waste determined by the Board in compliance with applicable federal, state and local laws and regulations as outlined in 3 AAC 306.740(a).

All waste material will be stored in plastic line drums, one will hold compostable material that will be mixed with food and animal waste to make new growing media. We will not be composting any material in the initial phases of operation. All wasted material initially will be ground up and mixed with shredded paper, shredded plastic waste, and vegetable oil to insure it is no longer usable. Any liquid waste will be deposited in an onsite septic tank system.

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

When a plastic drum liner is filled to capacity AMCO will be given a three day email notice of our intent to render it unusable. Once AMCO has approved destruction all materials will be ground together with an equal amount of paper and plastic material,saturated with vegetable oil, and it will be deposited at the Kenai Peninsula Borough Landfill.

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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:

The facility will have waste bins within the Grow room in order to be used throughout the workday for solid waste (as defined above). Each bin will be labeled as "Solid Plant Waste" and will be secured with a latched lid that will ensure proper storage and sanitation. Each bin will be emptied as needed during heavy waste times (i.e. harvesting plants) and on a no more than a 3 to 5 day rotation basis during all non-heavy waste times.
During transfer into the larger storage bins, solid waste will be weighed using an industrial scale as outlined below and in compliance with 3 AAC 306.745 and logged into the electronic inventory tracking system. An Email notice will be sent to AMCO to provide the required three (3) day notice to the Board in preparation for rendering it unusable and disposing of it (3 AAC 306.745(b)(1)). Sample scale below:

OHAUS CS COMPACT SCALES	H-2717*	5,000 g/ 11 lbs	1 g / .1 oz

All waste material will be stored in plastic line metal drums, one will hold compostable material that will be mixed with food and animal waste to make new growing media. We will not be composting any material in the initial phases of operation. All wasted material initially will be ground up and mixed with shredded paper, shredded plastic waste, and dish washing detergent to insure it is no longer usable. When a plastic drum liner is filled to capacity AMCO will be given a three day email notice of our intent to render it unusable. Once AMCO has approved destruction all materials will be ground together with an equal amount of paper and plastic material, saturated with vegetable oil, and it will be deposited at the Kenai Peninsula Borough Landfill.

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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:

When packaging for direct resale of one once or less it will be labeled with (1) "Marijuana has intoxicating effects and may be habit forming and addictive."; (2) "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence."; (3) "There are health risks associated with consumption of marijuana."; (4) "For use only by adults twenty-one and older. Keep out of the reach of children."; (5) "Marijuana should not be used by women who are pregnant or breast feeding.".

Wholesale packaging of 5 pounds or less shall affix a label containing the following information to each package of marijuana sold to another marijuana establishment. (1) the name and license number of the marijuana cultivation facility where the marijuana was grown; (2) the harvest batch number assigned to the marijuana in the package; (3) the net weight of the marijuana in the package, not including weight of the shipping container, using a standard of measure as indicated by the tracking system; and (4) a complete list of all pesticides, fungicides, and herbicides used in cultivation of the marijuana. A label will be affixed to the shipping container showing that a licensed marijuana testing facility has tested each harvest batch in the shipment as provided in 3 AAC 306.645. The label will report the test results, (1) 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 strain of marijuana from the same marijuana cultivation facility within the last three months; (2) a statement listing the results of microbial testing required by 3 AAC 306.645(b)(2); (3) a statement listing the results of residual solvent testing required by 3 AA
All packaging will have a tracking label generated for tracking by the marijuana cultivation facility's marijuana inventory tracking system.

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

When transferring inventory (or product) to a testing facility, product manufacturing or retail facility based on purchase orders from licensed marijuana establishments the electronic inventory tracking system labels will allow the packaged items to be transferred legally with a transport manifest. Product will be placed within a sealed and tamper-evident shipping container, affixed with a proper label on the shipping container and with a valid transport manifest attached at all times (3 AAC306.435).

Pinnacle Projects will utilize authorized employees to transport and deliver marijuana and marijuana product to and from the facility.

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Section 7 – Signage and Advertising

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

The facility's signage is important in maintaining safety and security of the overall operations of the business and community. Pinnacle Projects will not have any exterior business signs to ensure that safety risks are mitigated as much as possible. The only signs located on the exterior of the building will be; "No Trespassing", "No Loitering", "No Smoking", "Restricted Access Area Visitors must be escorted", "Parking" and "No Parking" (as applicable). Also, by having no exterior signage and being discrete, Pinnacle Projects is focusing on helping prevent crimes or situations associated with knowledge of an establishment to minors and criminal enterprises, therefore helping to prevent the need for violence and other heightened situations to occur in the cultivation of marijuana (Cole Memorandum, 2013).

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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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

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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:

Pinnacle Projects will work diligently to ensure that no person under the age of 21 years gains access to any portion of the licensed premises and marijuana items.
The perimeter will be monitored by security cameras 24 hours per day, seven days per week. There will be signs indicating "no trespassing" and "no loitering" in order to ensure that any unauthorized persons including individuals under 21 years of age are not allowed on the premises. In the case of an unauthorized entrance into the premises, the security system will alarm and notify law enforcement and Pinnacle Projects Management according to the security procedures.
Entrances to the building will have restricted access area signs that indicate it is unlawful for individuals under the age of 21 years and unauthorized persons to enter. All visitors will be required to show valid photo identification before being allowed into the facility. Valid identification as outlined by 3 AAC 306.350 to assess age include; an unexpired, unaltered passport, an unexpired, unaltered drivers license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia or a province of Canada or an identification card issued by a federal or state agency authorized to issue a driver's license of identification card.

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

Ron N Van Zee
Printed name

Subscribed and sworn to before me this 24 day of June, 2017.

OFFICIAL SEAL
WENDY AMEND
NOTARY PUBLIC-STATE OF ALASKA
My Comm. Expires July 15, 2017

Notary Public in and for the State of Alaska.

My commission expires: 07-15-17

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Attachment N

All digital records will be maintained for a minimum of 5 years using daily backup of all systems to three places. 1. Shall be the on site hard drive within the video or computer system. 2. A portable hard drive that will be removed from the premise on a daily basis. 3. Systems will also be backed up daily to Cloud Storage space on the internet. All paper records will be Scanned to digital format for storage.

(1) 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 must be maintained on the marijuana establishment's licensed premises; older records may be archived on or off premises; (2) 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; (3) the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises; (4) records related to advertising and marketing; (5) a current diagram of the licensed premises including each restricted access area; (6) a log recording the name, and date and time of entry of each visitor permitted in a restricted access area; (7) all records normally retained for tax purposes; (8) 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; and (9) transportation records for marijuana and marijuana product as required under (b) 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. (c) 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

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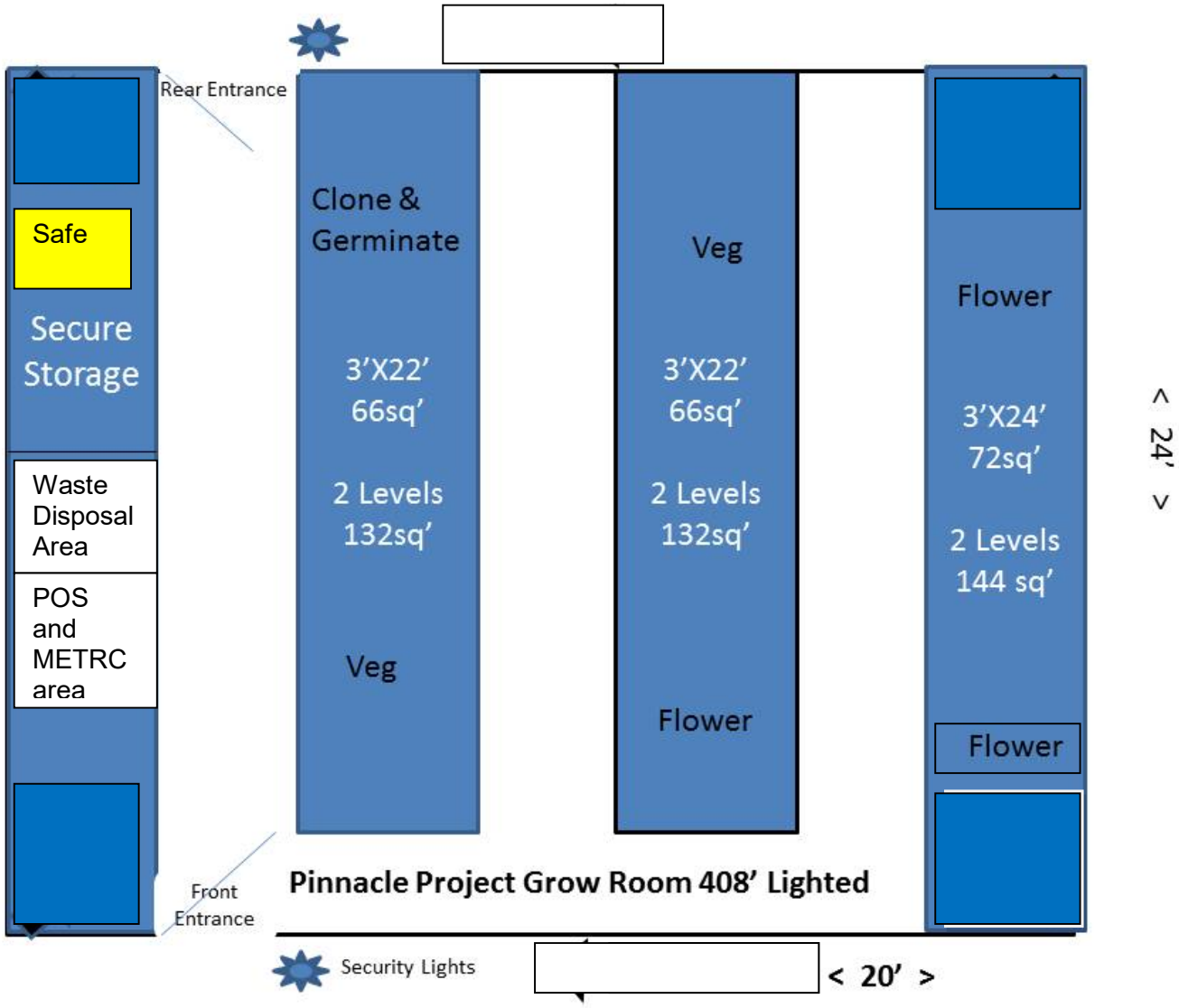
Pinnacle Projects Grow room Layout,

One room 20'X24' all restricted access