THE STATE of ALASKA
GOVERNOR BILL WALKER

Department of Commerce, Community, and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

September 14, 2017

Rachel Burris
DBA: The Giving Tree
Via email: givingtree907@yahoo.com

Re: Limited Marijuana Cultivation Facility #13211

Dear applicant,

The AMCO Office is reviewing the documents submitted for the proposed marijuana establishment license referenced above. The following items need to be corrected and/or resubmitted**.**

- **Online Application**
  - You should be able to go back in your myAlaska and re-arrange Joseph's name. He needs to be under licensee with you. Re-submit once you have made the corrections, the system will generate a new Advertisement Notice, Public Notice, Cover Page all of which you will need for your corrections.

- **MJ-00 Application Certifications**
  - Submit a brand new MJ-00 for each of you. **Use your cover page** to guide you on filling out the licensee field under section 1 of each form.

- **MJ-01 Operating Plan**
  - This application will need to be re-done and submitted brand new. There were too many incomplete answers that simply correcting or adding to them would just make it more complicated. Please make sure you re-review the statutes and regulations, your answers in the boxes need to reflect that you have a good understanding of statutes and regulations by detailing how your establishment will comply with them. Examples that you need to watch out for on your new MJ-01 are but not limited to:
    - Page 1, section 1: **Use your cover page** to guide you on filling out the licensee filed under section 1 of each form.
    - Page 2, first box: the signs at the entrance(s) of restricted access area(s) must read "Restricted access area. Visitors must be escorted".
    - Page 2, second box: expand upon your answer and describe how your establishment will comply with the licensee/employee/agent to visitor ratio required under 3 AAC 306.710
    - Page 3, first box: the answer in this box is inadequate. Please describe in detail how your establishment will comply with the recordkeeping of visitors who are escorted into restricted access areas.
    - Page 3, second box: the sample ID here is inadequate. Please provide sample identification badge to be displayed by each licensee, employee, or agent while

on the premises that must be issued by the establishment as required under 3 AAC 306.715.

- Page 4, first box: your answer in this box is incomplete. Please describe in detail how your lighting is going to facilitate surveillance.
- Page 4, second box: expand upon your answer and describe in detail the alarm system your establishment will use (you describe your video surveillance but not your alarm system).
- Page 5, first box: your answer in this box does not clearly describe how your establishment will prevent diversion of marijuana by anyone including employees.
- Page 5, second box: your answer here is inadequate, it does not describe how you will prevent loitering. Please describe in detail your policies and procedures for preventing loitering.
- Page 7, first box: please expand upon your answer and describe how the cameras will placed in an unobstructed way to comply with 3 AAC 306.720.
- Entire page 12 and 13: you state you are going to be burning your waste. Are you permitted by the appropriate local government entity to do so? If so, please provide evidence to be included in your application. Otherwise, you will have to have an alternate waste disposal management as outlined in 3 AAC 306.740 which you need to describe in this boxes. Also, incorporate in your answer how your establishment will comply with the three-day notice to be given to our enforcement section via email **before** the marijuana waste is rendered unusable and disposing of it (your waste disposal management must be congruent with page 4 of MJ-04, right now is not).
- Page 15, first box: re-review 3 AAC 306.750, 3 AAC 306.470, and 3 AAC 306.475 and elaborate further on your answer to this box. For example, packaging requirements depend upon whether you are selling to a retail marijuana store for direct consumer sell or for retail repackaging. Talk about the required labeling.

- **MJ-02 Premises Diagram**
  - Page 1, section 1: **Use your cover page** to guide you on filling out the licensee field under section 1 of each form.
  - The diagram you submitted of the Shop is so faded that is not legible.
  - The new diagram must clearly show the following:
    - It must be congruent with your description of your rooms on page 2 of MJ-04 including overall dimensions and areas under cultivation.
    - Licensed premises (use one color and label)
    - Restricted access area(s) within the licensed premises (use different color and label). In the case where the licensed premises and the restricted access area(s) is going to be one in the same which is usual for cultivation facilities it must clearly be outlined and labeled.
    - Label the surveillance room
    - Show camera placements

- **MJ-04 Cultivation Supplemental**
  - Page 1, section 1: **Use your cover page** to guide you on filling out the licensee field under section 1 of each form.

- Page 4, first box: your waste disposal management is not congruent with your waste management on your MJ-01.
- Page 4, second box: please spell out CFM.
- Page 5: please expand upon answer and describe how your establishment will comply with 3 AAC 306.465.
- Page 6: Can you please provide samples of the labels your establishment will use to comply with 3 AAC 306.470 & 3 AAC 306.475.

- **MJ-07 Public Notice Posting Affidavit**
  - Once you have updated your online application as mentioned above. You will need to post the updated Public Notice at both the location of the proposed premises and another conspicuous location. **It will need to be posted for the entire 10-days.**
  - I will need a new MJ-07 completed and signed in front of a notary after the re-post.
  - Page 1, section 1: **Use your cover page** to guide you on filling out the licensee field under section 1 of each form.

- **MJ-08 Local Government Notice Affidavit**
  - Once you have updated your online application as mentioned above. You will need to notify the local government and the community council by submitting to them the updated Public Notice.
  - I will need a new MJ-08 completed and singed in front of a notary.
  - Page 1, section 1: **Use your cover page** to guide you on filling out the licensee field under section 1 of each form.

- **MJ-09 Statement of Financial Interest**
  - Submit a brand new MJ-09 for each of you. **Use your cover page** to guide you on filling out the licensee field under section 1 of each form.

- **Publisher's Affidavit**
  - You will need to run the newspaper advertisement with the updated information. It will have to run for the three weeks (once a week for three consecutive weeks).
  - I will need a publisher's affidavit for those newspaper ads.

- **Entity Documents**
  - Please submit the Partnership Agreement for your partnership.

Note: this letter was updated 10/9/17 in response to the applicant's change of mind on ownership structure, but it does not extend the 90-day window to complete the application.

If we do not receive your completions within 90 days, per 3 AAC 306.025(f), you must file a new application and pay a new fee.

Respectfully,

Jane Sawyer, Occupational Licensing Examiner
For,
Erika McConnell, Director
marijuana.licensing@alaska.gov