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 have stated that you will remove Joseph Burris Jr from your application. I have rolled the application back to "New" status so that you can go into your MyAlaska and remove him from the online application. You will need to click the "Submit" button again, it will then generate an updated Public Notice which you will need for some of your corrections.

- **MJ-00 Application Certifications**
  - Submit a new MJ-00 for you. The one you submitted had both yours and Joseph's name on it.

- **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 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**
  - 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 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 only has to be re-posted for 5 days.
  - I will need a new MJ-07 completed and signed in front of a notary after the re-post.

- **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.

- **MJ-09 Statement of Financial Interest**
  - Submit a new MJ-09 for you. The one submitted had both yours and Joseph's name on it.

- **Proof of Possession for Proposed Premises**
  - The warranty deed is not adequate in this situation. If you and your husband own the property where you intent to have your marijuana cultivation you will need to provide a legally binding lease where only you, Rachel Burris, has right to possession to the proposed premises. The legally binding lease must include the following:
    - An acknowledgment from the landlord/lessor that the premises will be used for a marijuana establishment, and
    - That the landlord/lessor will not remove or take possession of marijuana (usually in the "Default" section of the lease), and that AMCO enforcement will be notified.

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