Alcohol and Marijuana Control Office
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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:	James P. Sullivan	**License Number:**	14099		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	The Frosty Flower				
Premises Address:	9300 N. Palmer-Fishhook Rd.				
City:	Palmer	**State:**	ALASKA	**ZIP:**	99645

Mailing Address:	P.O. Box 713				
City:	Palmer	**State:**	ALASKA	**ZIP:**	99645

Primary Contact:	James Sullivan		
Main Phone:	907-715-4583	**Cell Phone:**	907-715-4583
Email:	thefrostyflower@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:

Access to the establishment will be restricted per 3 AAC 306.710. Access points to the premises will be locked at all times and feature sign placards stating "restricted access area, visitors must be escorted" to prevent entry by anyone unescorted. Sign placard will measure 12" x 12".

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

The process will be as follows: visitors must show identification as per 3 AAC 306.350, proving the individual is 21 years or older; will sign into the visitor log and obtain a visitor identification badge before entering the restricted premises; and will be escorted at all times by a licensee, employee or agent of the marijuana establishment.

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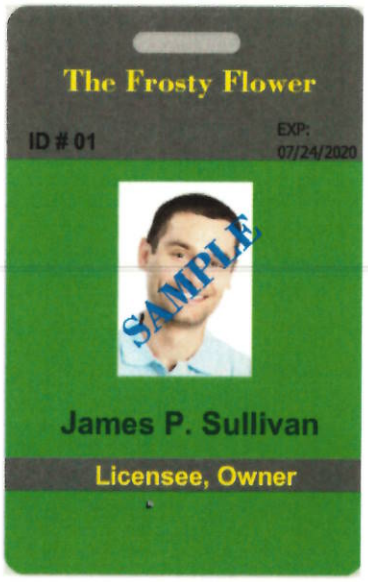
Describe your recordkeeping of visitors who are escorted into restricted access areas:

A visitors log book will be kept at entrance to premises. Each escorted visitor will sign into the log book along with the date & time of visit. This will ensure that no more than 5 visitors are accompanied at any one time by the premises licensee, employee or agent of the licensee.

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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Visitor Log

NOTE:

- **NO ONE under 21 years** old allowed in facility. Visitors MUST show valid photo ID to prove their 21 or older.
- ALL visitors MUST be issued a *Visitors* badge before entering premises and MUST wear badge while on premises.
- **ALL Visitors must be escorted at all times** by a licensee/employee or agent of the licensee while on premises.
- There shall be **NO MORE than 5 visitors per** licensee/employee or agent of the licensee in facility at one time.

Date	Full Name of Visitor	Time IN	Time OUT	Facility Licensee/Employee/Agent

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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 will be provided as per 3 AAC 306.715 section b, item#1. Exterior rated lights will be placed at the access point to the facility. There is dusk to dawn lighting at the exterior door as well as at the front of the facility. Both areas are covered by security cameras, facility lights will ensure anyone approaching the building is clearly visible to security cameras.

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

The facility door (only access point) will be monitored by an approved security alarm system. In addition the interior & exterior of the facility premises will have continuous video camera monitoring 24 hours per day as provided in 3 AAC 306.720.

The facility will have a video surveillance and camera recording system installed with 4 interior cameras and 1 exterior camera at the facility access point. An interior camera will be installed as to provide a clear video of persons entering and exiting the establishment, this camera will also provide monitoring for the drying area and waste storage areas. Additional interior cameras will be installed in each of the flower rooms and 1 in the vegetation room. All security video surveillance will be stored for a minimum of 40 days as per regulation.

Additionally there will be a glass breakage detector in combination with a door alarm to notify the security alarm company of breach in security. The security control panel will be secured on an interior wall, near the facility access door, in a wall mounted lock box to prevent unauthorized access. In the event of breach of security, the alarm company will notify the premises owner who will notify local law enforcement, should he not be able to be contacted, the security alarm company will notify local authorities.

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:

This is a limited marijuana cultivation facility, it will not be "open to the public for business." However, the facility access point will be outfitted with a door alarm and monitored with a security alarm system. The alarm panel will be by the facility access door, on an interior wall, the panel will be secured with a lockbox.

There is one window in the facility will be boarded. The facility access point will have door alarm installed that will alert anytime the door is opened/closed, there will also be glass breakage detector located near the boarded window and the alarm system will be activated anytime facility is vacant of staff and/or is closed for business.

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

The facilities interior premises will be monitored by video cameras 24 hrs per day; one camera will be placed in the vegetation room and will provide clear viewing of activities within the room; there will be cameras in each of the flower rooms to provide viewing of activities within the room; one camera will be placed (within 20 ft.) at the interior entrance, this camera will also monitor the drying rack and waste storage areas. An additional camera will monitor the exterior access point to the facility to clearly identify licensees, agents, employees, escorted visitors on premises. Additionally, an approved Marijuana Inventory Tracking System as per 3 AAC 306.435 will be used to track and identify all marijuana from propagation to sale/transfer to another licensed marijuana establishment or destruction. Monthly physical inventory counts will be conducted to ensure compliance of tracking and prevention of loss of product. Policies & procedures will be discussed at hiring, employees will then sign an acknowledgment form stating they understand any theft will result in termination.

Describe your policies and procedures for preventing loitering:

The facility is located on private property with "no trespassing placards" and situated 1/8 mi from the nearest roadway. To prevent loitering as per 3 AAC 306.715, exterior lighting and continuous record cameras will be used on the exterior of the premises. Additionally the facilities exterior premises will be kept clean and free of any debris and/or trash. A placard stating "WARNING: These premises are under 24 our video surveillance" (placard will be 12"x 12") will also be affixed in a conspicuous area on the facility. Anyone found loitering will be asked to leave or local law enforcement will be notified.

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:

This will be a cultivation facility with no point of sale register or common public access. There is a door alarm as well as Noise/Glass break detectors which be used to enhance security of the premise.

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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 event of a breach of security, the alarm monitoring company will contact premises licensee or designated agent. Licensee or agent will ensure the facility is secure and not a false alarm, if safe to do so. If a breach in security occurred, local law enforcement will be contacted by the licensee or agent and they will follow law enforcement directives. If the owner or agent cannot be reached, alarm monitoring company will contact local authorities.

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:

The facility entrance will have a video camera placed within 20 ft of the entrance to comply with 3 AAC 306.720. Additionally, cameras will be placed in each room where marijuana is grown, cured or where marijuana waste is destroyed. Camera placement in these rooms will face the primary entrance to each room and will be in a fixed position and height so as to provide for clear, unobstructed views of regular activity without a sight blockage from lighting hoods, fixtures or other equipment.

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:

Video surveillance recording equipment and log books will be housed and stored in a locked cabinet located inside the facility. The keys to open the cabinet locks will be in the possession of the licensee or designated licensee agent only. Other required records & documents will be saved to google drive's "cloud" to reduce paper and limit access to only authorized persons.

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:

The facility will exercise due diligence to preserve & maintain all required records and documents per 3 AAC 306.755. The facility will do this by operating in a paperless environment. These documents & records will be uploaded and saved using google drives "cloud" to limit access. Examples of Documents & records to be retained include: all records necessary to fully account for each business transaction for the current year and 3 preceding years, current employee list; including employee/ agent/licensee's full name and marijuana handlers permit number. The business contact information for the video surveillance and security alarm system for the licensed premises. Records related to advertising and marketing. A current diagram of the licensed premises. A log recording the name/date/time of entry for each visitor to the facility. All records normally retained for tax purposes. Accurate and comprehensive inventory tracking inventory accounting for activity from seed to immature plant stage until the marijuana is sold to another licensed marijuana establishment or destroyed. Transportation records for marijuana as required and copies of facility testing results.

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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:

The facility will use the METRC system to track marijuana in accordance with 3 AAC 306.730

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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:

Each licensee, employee or agent on the marijuana cultivation premises shall obtain a marijuana handler permit in accordance with 3 AAC 306.700. Any offer of employment with the cultivation facility will be contingent upon the ability to provide a valid marijuana handler permit. Additionally each employee/agent will review the policies & procedures with the licensee i.e. maintaining the visitor log book, theft policy, watering/feeding schedules, waste disposal procedures, METRC training if needed for job function, cloning procedures, trim & drying procedures, SCROG (screen of green) method, security alarm system if needed for job function.

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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:

Notice of waste will be submitted to the enforcement section 3 days prior to disposal. During the 3 day wait period, waste will be stored in plastic bags in the cultivation facility, monitored by interior camera. Solid waste will be disposed of by rendering unusable by grinding the plant waste and mixing it with equal parts of cardboard and delivered to the Mat- Su Borough Landfill in accordance with 3AAC 306.740. There will be very little wastewater, and what wastewater is generated will be disposed of in a DEC approved on-site septic system.

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

Solid waste will be disposed of by rendering unusable by grinding the plant waste and mixing it with equal parts of cardboard and delivered to the Mat- Su Borough Landfill in accordance with 3AAC 306.740.

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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:

Solid waste will be disposed of by rendering unusable by grinding the plant waste and mixing it with equal parts of cardboard and delivered to the Mat- Su Borough Landfill in accordance with 3AAC 306.740.

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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:

The marijuana facility will prepare & package marijuana in the following: 5 (five) pounds (for wholesale to marijuana retail store or product manufacturing facility) or 1oz packages ready for sale to consumers by the marijuana retail store. All product will be packaged in a sealed, odor-proof, tamper evident mylar packaging. This will protect product from contamination and toxic or damaging substances. All packages will be accompanied with a disclosure stating the name of cultivation facility, name of testing facility & copy of written test results and disclosure of soil amendment, fertilizer, and other crop production aid applied to the growing medium or marijuana plant included in the batch, including any pesticides, herbicide, or fungicide that was used.

Labels for packages sold wholesale to retail stores and/or product manufacturing facilities, labels will be affixed with: cultivator's logo, license number, harvest batch number, net weight of marijuana in package and strain. A separate label with tracking number information will also be attached.

Labels affixed for packages (1 oz or less) ready to be resold in dispensaries without additional handling by the marijuana retail store will contain: cultivator's logo, license number, harvest batch number, net weight of marijuana in package and strain information. In addition the following statements will be added: "marijuana has intoxicating effects and may be habit forming and addictive" ; "marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence." ; "there are health risks associated with consumption of marijuana"; "for use only by adults twenty-one and older. Keep out of reach of children"; "marijuana should not be used by women who are pregnant or breast feeding."

Transportation will be conducted by the licensee/agent or employee of the facility with a valid marijuana handlers permit. The facility will prepare a transport manifest from METRC indicating type, amount of weight being transported, name of transporter, time of departure and expected delivery, make, model and license plate number of the transporting vehicle. Each package will be accompanied by the transport manifest from METRC, a copy will be given to the receiving establishment. During transport, the sealed packages of marijuana will be stored in a keyed lockbox until arrival at destination in accordance with 3 AAC 306.750.

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

The facility will produce a transport manifest via METRC. The manifest will account for the type of marijuana, amount, weight, transporter name including handlers license number, time of departure and estimated time of shipment arrival along with the transporting vehicle information, i.e. license plate number, make & model of vehicle. Marijuana will be transported in a locked, keyed lockbox until arrival at destination in accordance with 3 AAC 306.750.

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(Additional Space as Needed):

Sample Label

License # 14099
Harvest Batch # 1
Net Weight: 1 oz
Strain: Girl Scout Cookies

THE FROSTY flower

(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 reach of children" (5) "marijuana should not be used by women who are pregnant or breast feeding."

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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 cultivation facility is located on private property. No business name signage will be displayed on the facility or property. The business is a limited marijuana cultivation facility, a "restricted access area, visitors must be escorted" placard will be placed on access door. Sign placard will measure 12" x 12".

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)	☑	☐

Received by AMCO 12.15.17

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 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:

The facility is located on private property. All visitors to the facility will be stopped at the access point and will be required to show valid identification as per 3 AAC 306.350, proving the individual is 21 years or older. In addition, a restricted access placard will be placed at the access point to the facility.

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

James P. Sullivan

Printed name

Subscribed and sworn to before me this 15th day of December, 2017.

Official Seal
STATE OF ALASKA
Notary Public
David B. Bell
Commission Expires:3/01/2021

Notary Public in and for the State of Alaska.

My commission expires: 3/01/2021

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