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:	North Star Fire, LLC	**License Number:**	13479		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	North Star Fire				
Premises Address:	3780 Leasure Street, Suite 3				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99701

Mailing Address:	3780 Leasure Street				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99701

Primary Contact:	Kirsten Hagen		
Main Phone:	215-617-2805	**Cell Phone:**	
Email:	kirstenkara@aol.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:

North Star Fire's entire cultivation facility will be designated as a restricted access area and will be outfitted with a robust security system. Kirsten will utilize outdoor lighting, 24 hour video surveillance, an alarm system with automatic electronic notifications and multiple signs stating that the premises is a restricted access area, is under video surveillance and that visitors must be escorted. Both the interior and exterior of all entrances and exits will be under 24 hour video monitoring. Only visitors who have been pre-approved and pre-scheduled will be allowed access to the licensed premises. Kirsten will ensure that all employees understand the importance of maintaining strict adhereance to the visitor policy and guiding regulations relating to maintaining ID checks, signing into visitor logs, and maintaining direct eye sight of any visitors.
Kirsten will be an active and hands on owner.

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

All visitors to the cultivation facility must be approved and scheduled in advance. Once approved and scheduled, visitors will be asked to enter through the front entrance door and check in with an employee. All visitor's must present a valid, government issued photo identification card and sign into the visitor log. The log will indicate the visitor's name, date, time in and out of the facility and the purpose of the visit. North Star Fire will retain the visitor log as an official business record which will be made available to the MCB upon request. All visitor's will be required to display a visitor's badge on their person during the entire visit. Visitors will be escorted and actively supervised by an employee at a 5:1 ratio while in the facility, and once the visit has concluded, the visitor must leave the premises immediately.

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

All visitor's will be required to sign into a visitor log recording their full name, date of visit, time in and out of the facility and the reason for the visit. The log will be kept as a business record in a locked cabinet within the secure office. Only Kirsten or a key manager level employee and AMCO Enforcement will have access to the office and business records. Kirsten will also scan in visitor logs into the computer system as back up records storage periodically.

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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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:

Commercial grade exterior lighting will be installed against the building and around the property. The exterior lighting will be positioned in such a way to keep the premises, signs, and doors well lit and to ensure surveillance cameras are capable of recording a clear image of any individual within 20 feet of any entrance to the licensed premises. All exterior lighting fixtures will be installed at an inaccessible height to deter vandalism and common obstructions. Flood light type of bulbs will be used to ensure visibility and to deter crime. Kirsten will ensure that an employee inspects exterior lighting daily to ensure each light is functioning properly and positioned for optimum surveillance.

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

North Star Fire will contract with a third party security alarm company to install, maintain and monitor the facility. The alarm system will use motion detectors in all areas of the facility during non-business hours to monitor for intrusions. If an intrusion is detected, an automatic electronic alert will be sent to the security company who will then contact Kirsten and local law enforcement if necessary. Employees will be trained on proper use, troubleshooting and functions of the alarm system. Kirsten will ensure that she understands and knows how to work the alarm system and will engage in trouble shooting training to make sure she knows how to work the alarm system inside and out so that she is completely capable of training employees on the proper alarm system usage protocols. The last employee to leave the facility each night will activate the alarm system and lock any doors and windows that are not self-locking.

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 single exterior door (Kirsten designed the facility in a manner that limits entry opportunities therefore, there are no windows in the cultivation facility suite) will be equipped with a door sensor to monitor for intrusion when the alarm system is activated. The alarm system will be activated by the last employee to leave the facility each night and will remain active during all non-business hours. Any attempted intrusion will trigger an automatic electronic notification to the security company.

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

All marijuana storage, cultivation areas, processing and packaging areas and the office will be under continuous video surveillance. Kirsten understands that the ability to operate her license and the ability of the entire industry rests on the state's confidence on licensees being able to effectively control and minimize diversion of legal marijuana and inversion of black market marijuana into the the legalized market. Therefore, Kirsten is developing systems and procedures for her employees and her to take mandatory inventory counts that will be conducted weekly and stored as business records. Kirsten has a zero tolerance policy for theft and diversion by employees will be employed and all employees will be required to complete training in recognizing such activity and understanding the importance of preventing it. Employees will be trained to alert the licensee and/or management immediately when theft or diversion is suspected. If a North Star Fire employee is caught stealing marijuana, local law enforcement will be contacted and the company will comply with all directives and provide any necessary information and records - if Kirsten has a situation like this, she will report to AMCO enforcement the employee's name and permit number and she will request that person's permit be revoked or suspended. Kirsten will take the necessary steps to ensure that illegal conduct by an employee does not compromise the facility's license and legitimate business operations. Once a theft is reported, Kirsten (or one of her key employees) will update the product records in the tracking system, as needed, to maintain an accurate and comprehensive accounting for all marijuana products and inventory. Kirsten and her team will comply with all inquiries and investigations lodged by the MCB as a result. Documentation related to marijuana theft will be maintained as a business record for five (5) years and made available to the MCB upon request. All marijuana will be secured in the cultivation area during growth and processing, and then will be stored in a locked and secured area once it is ready and waiting for packaging. Only designated personnel will have access to marijuana storage. Constant surveillance will monitor the marijuana storage space and all individuals entering the area. Video recordings will be backed up and stored for forty (40) days - with 24-7 recording of all restricted access areas and surrounding exterior areas. Cameras will be prominently displayed in the processing and packaging areas and next to all storage containers, and will provide a full view of the cultivation room, entryway, safes, money counting areas, and product packaging areas. Security monitors and video recording equipment will be located in the office. Kirsten will ensure that all employees know that they are constantly be recording - this way employees are preemptively dissuaded from stealing in the first place.

Describe your policies and procedures for preventing loitering:

"No Loitering" signs will be prominently displayed around the premises and will be well lit by exterior lighting. A designated employee(s) will perform routine checks of the premises to individuals are not allowed to loiter on the licensed premises. If an individual is found loitering outside the building, they will be informed of the no loitering policy and asked to leave immediately. Local law enforcement will be contacted if the individual refuses to comply.

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:

The exterior lights will be equipped with motion detectors to allow for additional security measures during non-business hours and to ensure there is adequate lighting for video surveillance. Exterior cameras will also have night vision capabilities to ensure that any person's face within 20 feet of any entry is identifiable.

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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:

Kirsten has developed, and will continuously update and improve, polices that employees will be trained to follow on what to do in an emergency. During emergencies, all persons will evacuate the building and employees of the company will await the arrival of local emergency officials in a safe and accessible location. All visitors present on the premises will be escorted immediately to the nearest exit in a safe and organized manner. If the visitor is the cause of the emergency then the employees, if possible, will attempt to detain the visitor and will minimize physical injury to the extent that they reasonably can if that visitor is posing a danger to the employees or other visitors. When any dangerous, threatening, or unauthorized activity is reported to local law enforcement, employees will comply with directives and remain in a safe location while the incident is addressed. After the emergency is resolved, employees will look for property damage, verify cash and inventory, and submit all necessary documentation to law enforcement officials for a police report. Surveillance footage will be downloaded and submitted to police officials to aid in their investigation, and authorized officials will be given direct phone numbers to the licensee to ensure a good working relationship. Enforcement will also receive a copy of the incident surveillance footage on a format that is easily viewable to the office's software capabilities.

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:

Surveillance cameras will be positioned along the building with ample lighting, and checked regularly to prevent obstructions and to get the best facial image of anyone within twenty (20) feet of all entry points. Video surveillance cameras will be placed strategically to record all areas of the facility inside and outside, at a variety of angles. All doors, safes and marijuana storage areas will have video coverage to clearly identify the faces of those present. Cameras at the external corners of the facility will record activity on each side of the building. A failure notification system will be installed to provide audible and visual notification of any failure in the surveillance system so that it can be immediately resolved. During a power outage all video cameras and recording equipment will be run on emergency power with a battery backup system to ensure that they can continue to operate for at least one (1) hour - if the power outtage continues longer than the battery - Kirsten will have all employees (to the extent possible) leave and lock down the facility and contact AMCO enforcement to alert them that she will be having a gap in video surveillance footage.

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:

The surveillance recording equipment and records will be stored in the office area which is only accessible by Kirsten and designated employees. The security system will be password protected to prevent any data tampering, and recorded data will be stored for a minimum of forty (40) days as an official business record. All surveillance footage will be accessible for upload to a separate hard drive in the event that it must be stored longer for criminal, civil, or administrative investigations. All recordings will be time and date stamped, and archived in a format that prevents alteration of the recorded image. Recordings and surveillance data will be available to AMCO and local law enforcement upon request.

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:

North Star Fire's business records will be stored on-site in a locked cabinet within the office area - the same records will be periodically scanned into Kirsten's password protected hard drive as a back up records storage. Only Kirsten and designated employees will have access to the locked business records cabinet. Again, business records will be backed up to an off-site hard drive to protect from loss and destruction and to allow authorities access at any time. Facility records will be managed by authorized agents in accordance with standard retention policies to ensure that business records are stored in a consistent and searchable manner. Records within the facility will be stored in a locked cabinet separate from all storage of marijuana and currency.

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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 METRC inventory tracking system will be utilized by North Star Fire to increase product security, track the cultivation and movement of products, and minimize diversion and illegal practices. Data will be recorded throughout: (1) cultivation; (2) sale, sample, and transport; and at (3) disposal, destruction, and theft. The facility will assign a tracking number to each batch and record the tracking information in Metrc. All employees will be trained to use the system to ensure that: (1) all marijuana prepared and packaged is identified and tracked through its cultivation, sale, transfer, and/or destruction; (2) all establishments transacting to purchase or receive marijuana are licensed; and (3) any loss or theft of marijuana is reported promptly. Employees will record sales, testing, and transportation arrangements in the system, and generate a transport manifest to accompany marijuana in transit. Marijuana used for samples will be recorded as such, including: (1) the amount of each sample; (2) the facility that received the sample; and (3) the disposal of any expired or outdated promotional sample returned to the facility. Employees will use the system to verify sales and shipment, and to identify the permits/licenses for all business partners. Marijuana marked for disposal will be recorded in METRC and reported to AMCO Enforcement via email at least three (3) days prior to any disposal action, and any destruction, loss, or theft of marijuana will be promptly reported in METRC in addition to reporting to local authorities and to AMCO Enforcement directly. Kirsten has ensured that the facility will have high speed Internet to make sure that she can always enter the information required into METRC, which enforcement can view and has access to.

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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:

Kirsten and all employees will be required to obtain a marijuana handler permit from AMCO Enforcement prior to beginning employment and must keep the permit in good standing at all times while employed with North Star Fire. Kirsten will keep an employee list of all persons full name and handlers permit number and expiration dates of the same. Qualified individuals will be hired for a probationary period during which they will be trained in their position, receive regular education and evaluation from Kirsten and management. Training education will include marijuana industry topics, safety, sanitary cultivation practices, legal issues, state and federal regulations, and will take place throughout the year as well as when topics arise. Employees will be expected to learn: (1) Alaska laws, regulations including regulatory updates, and codes governing the marijuana industry and marijuana establishments; (2) all of the permitting requirements to act as a handler in a marijuana establishment; (3) company standards, protocol, and best practices; (4) general safety procedures and protocol; (5) how to think defensively in threatening/emergency situations (6) in-depth information about particular strains and products; (7) in-depth information on the requirements of each room, task, and system; and (8) the general federal, state, and local employment regulations by which the Company is governed. Employees will meet with management monthly for continued education and evaluation. Managers will be trained in opening and closing procedures, safety protocol, and managing operations and the inventory tracking system. Managers will know all procedures for quality control, inventory control, and sanitation, and will be responsible for accounting records and overseeing operations. Employees will be educated on quality control, inventory control, sanitation, opening and closing, cultivation techniques and best practices, and security. Employees will be trained on how to use the inventory tracking system and how to interact with visitors while in production. Employees will attend a general security class at hiring, and learn how to handle security and emergency procedures. The employees will be given in-depth education on the products that are grown and sold, cannabis risks and effects, and all of the mandated information included in the handler's permit. Employees will also be trained in cash policies and how to record inventory. The state and local marijuana regulations and laws will be posted in the facility and all new hires will be required to meet with Kirsten to go over employment documents, tasks, educational materials, facility features, security and position-specific training.

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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:

North Star Fire's cultivation facility will be disposing of: (1) marijuana that is identified as contaminated, infected or is otherwise rejected for quality or fails to meet quality testing; (2) waste from marijuana flowers and plant material and trimmings, including stalks, roots, and fan leaves; (3) run off water from cultivation and processing; and (4) any other materials or containers in contact with marijuana that risk contamination. Marijuana waste will be stored away from all other products in a locked container inside the facility, and will be rendered unusable prior to leaving the facility for disposal. A notice will be sent to AMCO enforcement not later than three days prior to rendering waste unusable. Marijuana waste will be rendered unusable by grinding the materials and mixing with other compostable and non-compostable material until the resulting mixture is no more than fifty percent (50%) marijuana waste. The facility will maintain a log on the status of all marijuana waste, tracking the type, date of disposal, date it was rendered unusable, date that it was picked up by the disposal company and the final destination of the waste. This information will be recorded in the disposal log and securely stored as a business record, available to the MCB upon request. The final mixture will be securely stored in locked containers located inside the premises with locks in compliance with the highest UL standards. A waste truck will collect the waste mixture and dispose of it at the local waste facility station. Only authorized personnel that Kirsten identifies as a manager level employee, will have access to the keys that unlock the disposal containers. Run off cultivation waste water will be re used and put back into the plants - any excess will go down the drain. Waste water from washing plant trays and trimming tools, etc., will also go down the drain.

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

Marijuana plant waste will be ground and mixed with either non-compostable or compostable solid wastes so that the resulting mixture is at least fifty percent (50%) non-marijuana waste. Authorized employees will use paper waste, plastic waste, cardboard waste, soil, food waste, yard waste, and/or vegetable-based grease or oils. Management will inspect the resulting mixture to ensure it is composed of no more than fifty percent (50%) marijuana by volume, and will record the composition of the mixture in the disposal log. All marijuana waste will be secured in waste storage within the facility, separate from all other marijuana until such time it is picked up by the waste disposal company or delivered to the FNSB waste station.

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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:

To render marijuana unusable, North Star Fire will grind and incorporate the marijuana waste (MJ waste is fan leaves, stalks, stems, contaminated, moldy, or otherwise infected MJ, or plants that have hermed out or have become infected with pests) with either non-compostable or compostable solid wastes so that the resulting mixture is at least fifty percent (50%) non-marijuana waste. Management will inspect the resulting mixture to ensure it is composed of no more than fifty percent (50%) marijuana by volume, and will record the composition of the mixture in the disposal log. All marijuana waste will be secured in waste storage within the facility, separate from all other marijuana until such time it is picked up by the waste disposal company. Because the amount and type of waste can vary (for example an entire bloom room might get stressed and all the plants may seed out, also known as hermed out, there would be a lot more waste than Enforcement may expect) Kirsten wants to minimize Enforcements' work load so therefore she will break out the waste by type, date, if large amount the reason why (ie example above) in a chart that she will send to Enforcement three days before destruction via email. Kirsten feels this method of communication could help minimize enforcement's work load if she provides the details of the waste destruction up front, so that Enforcement does not need to waste time asking her - she will be proactive.

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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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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

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

A METRC generated trip manifest will accompany all marijuana in transit. The facility will send a copy of the manifest with the marijuana, and file an additional copy on the premises as a business record. The manifest will document the strain name, type of product, batch number, weight, name of the transporter and handler's ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops, and marijuana will be sealed in not more than five (5) pound containers inside a locked storage compartment within the vehicle for wholesale transactions and packages up to one ounce containers for re-sale by retailers without re-packaging. At no time during transit will marijuana be visible outside the vehicle. The shipping container will have a label stating that a licensed testing facility has tested each batch in the shipment, and list: (1) the date of final testing; (2) the 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; (3) a statement listing the results of microbial testing; and (4) a statement listing the contaminants for which the marijuana was tested, including molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals. Any packaging done at the facility will be performed in an area specifically set aside for packaging and monitored with 24 hour surveillance. Packaging will be uniform with labels secure and prominently displayed. The facility will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility. After agents package marijuana they will be placed in sanitized, air-tight containers, labeled with all compliant labeling information, and given a barcode for the inventory control system. Plastic packaging will be heat-sealed without an easy-open tab, dimple, corner, or flap. Packaged marijuana will be stored in a secured area until ready for transport. Labels will include: (1) the name and license number of the cultivation facility; (2) the date the marijuana was harvested; (3) the harvest batch number assigned to the marijuana; (4) the date the marijuana was packaged; (5) the net weight and the quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system; (6) a complete list of all pesticides, fungicides, and herbicides used in the cultivation of the marijuana.

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

Vehicles that will be used for transportation of marijuana will contain a secure and sanitary area affixed to the inside of the transportation vehicle that will lock and will ensure the marijuana cannot be seen by anyone from outside of the transportation vehicle. Prior to departure, a manager will ensure all marijuana is in sealed packages, and locked in the safe and secure storage compartment in the transport vehicle. All employees will be trained and will understand that under no circumstances (absent instruction from a duly authorized law enforcement officer) shall a sealed package containing marijuana be opened during transportation. The vehicle storage box will be a large rectangular industrial container mounted and secured within the vehicle, accessible by a combination or key lock. The structure will be formed of steel, hard plastic or like materials. From time to time Kirsten may utilize a third party for transport and shall ensure the third party transport company has their Marijuana Handler permit.

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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:

North Star Fire will not post any signs for the cultivation license with the business name on it.

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:

A sign will be posted on both the front entrance door and on the gate leading into the fenced in property area stating "No one under 21 years of age allowed". All entrants will be directed to enter through the front entrance door where they will check in with a designated agent. At no time will a person under the age of twenty one (21) be permitted to remain on the premises. At check in, visitors will be required to present valid government-issued photo identification showing that they are twenty one (21) years of age or older. The facility will refuse entrance to all persons who fail to produce valid photo identification, regardless of how old they appear or how familiar they are with the employee. If at any time an employee suspects that a visitor is under twenty one (21), the employee will refuse access and have the individual escorted off the premises. If the individual does not comply, law enforcement will be contacted immediately. Employees will be trained to spot inconsistencies and signs of forgery in IDs, and will have an ID guide on hand to help recognize IDs from other states and countries.

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

Kirsten Hagen
Printed name

Subscribed and sworn to before me this 22nd day of November, 2017.

Official Seal
STATE OF ALASKA
Notary Public
Rockell Belanger
Commission Expires 02/04/19

Notary Public in and for the State of Alaska.

My commission expires: 02-04-2019

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(Additional Space as Needed):

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