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:	RDA Enterprise, LLC	**License Number:**	13613		
License Type:	Retail Marijuana Store				
Doing Business As:	PUFFIN AK				
Premises Address:	200 W 68TH AVE UNIT A1				
City:	ANCHORAGE	**State:**	ALASKA	**ZIP:**	99518

Mailing Address:	PO Box 210953				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99521

Primary Contact:	Ana Hall		
Main Phone:	907-727-9012	**Cell Phone:**	
Email:	puffyouak@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:

Puffin AK's retail store will be equipped with a 24 hour monitoring alarm system, exterior motion detecting lighting - 1 light on each corner of the building, and video surveillance. 4-6 exterior video surveillance cameras will detect and follow motion, this will help deter individuals from attempting to access restricted access areas and to deter crime. Access to restricted areas will only be granted to employees and the licensees, and signage will be prominently displayed on the door/entrance to each restricted access area indicating that members of the public are not allowed un-escorted access. Additionally, the restricted access area will be separated from the customer area by shatter and bullet-proof glass and a wall and will not be accessible from the customer area. The facility will be equipped with an alarm system and video surveillance. Security cameras will be installed throughout the retail store that allow for monitoring of all areas 24 hours each day including, at a minimum: all entrances and exits - 1 exterior door and 7 internal doors, all restricted access areas, the window, and the exterior of the building to monitor and identify all activity adjacent to the facility.

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

Individuals that will be permitted into the facility will have various degrees of access. Those with unrestricted access to the entire facility, including the restricted access areas, include the Licensees, the Manager on duty, designated employees, and any emergency personnel during the time of an emergency. All other individuals present at the facility must remain in the customer area of the retail store at all times, unless pre-approved and pre-arranged to visit the restricted access areas of the retail store. Once in the customer area, the visitor will place their photo identification into the drawer for the employee to inspect for age verification. Once the ID has been verified, the visitor will be given a visitor log to complete indicating their name, the date, time in and out of the restricted access area, and purpose of the visit. The visitor's log will be kept and stored as an official business record. The visitor will be given a visitor badge to be displayed on their person at all times and returned upon exit. Visitors will be escorted and actively supervised by an employee at a 5:1 ratio while in the restricted access areas, and once the visit has concluded, the visitor must leave the restricted access area immediately.

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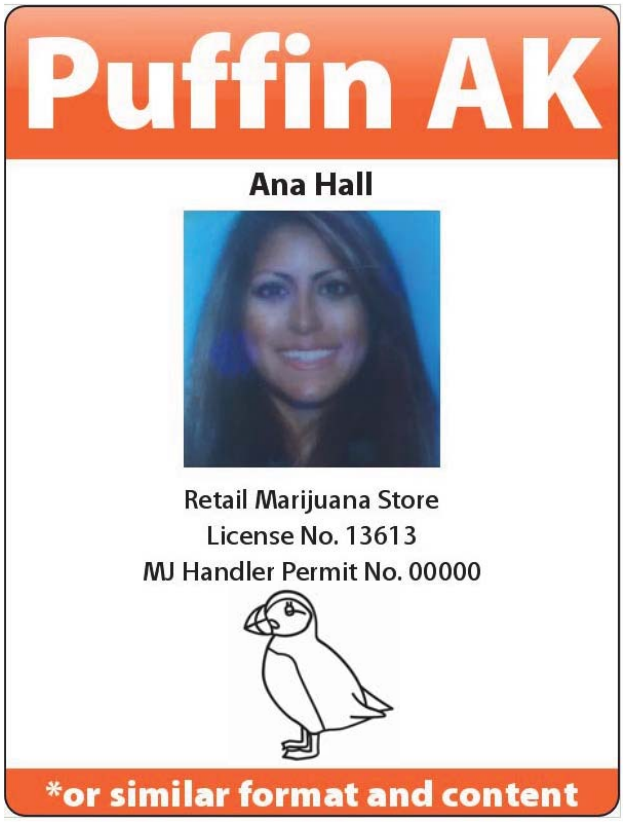
Describe your recordkeeping of visitors who are escorted into restricted access areas:

In order to be escorted into restricted access areas a visitor must be pre-scheduled, with the exception of AMCO and duly authorized law enforcement agents. Each visitor will sign into the visitor's log indicating their name, the date, time in and out of the restricted access area, and purpose of the visit. All visitors will be required to provide valid, government issued photo identification. The visitor's log will be kept and stored on-site as official business records and scanned into the computer's hard drive as a back-up. The visitors will be escorted and actively supervised by an employee at all times while on the premises. This visitor log will be made available to AMCO Enforcement upon request.

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:

Four (4) motion detecting lights will be installed, one on each corner of the building, to facilitate surveillance and deter unauthorized access into the facility, and will be checked by a licensee on a daily basis to ensure that each light is functioning properly. The light fixtures placed at each corner of the facility will keep the premises well lit, and allow the exterior surveillance cameras to record individuals up to twenty (20) feet from all entry points. The lighting fixtures will be positioned at an inaccessible height with sturdy housings to deter vandalism and common obstructions. The bulbs will be extremely bright, activated by motion sensors, to maximize visibility and deter crime. Additionally, infrared, motion activated cameras will be used outside to help detect any unauthorized presence.

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

To ensure the safety of employees and property and to detect unauthorized activity, Puffin AK will contract with a third party security company to install an alarm system, maintain its equipment, test the devices and continuously monitor the facility at an off-site monitoring center . The alarm system will be set up to monitor for intrusions in the building during closed hours. Designated Employees will be trained to know how and when to arm and disarm the alarm system. The licensees and managers will be educated on proper use, troubleshooting, and control of the alarm system. The on-site manager or licensee will disable the overnight alarm system and check the surveillance cameras and recordings to ensure the system is functioning as expected each morning as part of the opening procedures. The last employee to leave the facility each night will activate the alarm system and make sure the door and window are not locked. When triggered, the alarm system will send an electronic message alerting the security monitoring center and the licensees via text message who will then contact law enforcement if needed.

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:

Sensors will be installed and maintained on all potential entry points, including the door and window, to monitor for intrusion, or activity when the alarm system is activated. The window will be equipped with a glass break sensor and will trigger the alarm system in the event that the window is broken. The last employee to leave the facility each day will lock the door and window and will activate the overnight security devices and sensors. The alarm system will be active at all times that the facility is closed, and any attempted intrusion will initiate an immediate and electronic notification to the off-site security center and to the licensees via text message. Each morning, the on-site manager will disable the alarm system, and inspect the security cameras and recordings to ensure that the system is functioning as expected.

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

All areas of the licensed premises where marijuana is stocked for sale or dispensed for sale, storage/inventory areas, surveillance area and office will be designated as Restricted access areas and access will be granted only to specific personnel to these locked areas. These secured locked areas will have 24 hour video surveillance and video back up for all video footage and will be stored for a minimum of forty (40) days. When the business is open, all marijuana and marijuana products will be on display in locked display cabinets, unreachable to customers. Cameras will be visible and provide a full view of the room, including the entryway, money counting area, point of sale counter and product accounting area. Mandatory inventory counts will be taken weekly and stored as official business records. Puffin AK understands that diversion can happen in two ways. In the event that theft or diversion is suspected, all employees will alert management immediately. In the event that an employee is caught stealing marijuana, OR infusing the facility with non-regulated black market product Puffin AK will notify local law enforcement immediately, comply with all directives, and provide all necessary information and records for the investigation. The licensees will take the necessary steps to ensure that illegal conduct by an employee does not compromise the facility's license and legitimate business operations. This includes disciplinary action including termination when necessary. All employees will be trained to recognize potential theft, and are required to notify ownership if they suspect such activity is occurring. All reports and documentation concerning a suspected or actual theft will be maintained by the company for five (5) years and made available to AMCO or AMCO Enforcement upon request. If any suspected or actual theft occurs, the licenees will contact local law enforcement immediately. Once a theft is reported to law enforcement, the licenees will update the product records in the marijuana inventory control tracking system to maintain an accurate and comprehensive accounting for all marijuana inventory activity. The licenees will also comply with any and all directives, inquiries, and investigations lodged by AMCO.

Describe your policies and procedures for preventing loitering:

Puffin AK will "No Loitering" signs clearly posted on the exterior of the building. If an employee or licensee suspects that a person is loitering outside the establishment, they will be given a verbal warning that law enforcement will be notified and asked to leave the premises immediately. Employees will check the premises for loitering individuals on a regular basis throughout the day. The facility will have a single and secure entrance for all regular ingress and egress from the building and for all visitors. The entrance and perimeter of the building will be monitored by security cameras
at all times.

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:

Motion detecting lights will be used outside the facility to keep the premises, signs and entrance well lit. Exterior infrared, motion activated cameras will also be used to facilitate surveillance during dark hours. Motion detectors will also be installed in areas of the retail store to detect unauthorized access and intrusion during closed hours. The alarm system will monitor for intrusions on all access points, including the door, and window during closed hours. Any unauthorized or attempted intrusion will prompt an automatic, electronic alert to the security monitoring center and the licensees via text message who will then contact local law enforcement if needed. All alarm systems and devices will be tested regularly.

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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:

Shall an emergency arise, management will evacuate the building and will wait for the arrival of local responders in a safe and accessible location. Visitors on the premises during an emergency will be taken immediately to the nearest exit. The manager on duty will take a head count of all employees and visitors to ensure everyone is accounted for. Once the emergency is resolved and employees can return to the facility, they will check for property damage and verify inventory. Surveillance footage will be downloaded and submitted to police officials, and will be given direct phone numbers to licensees and managers to ensure a good working relationship. All criminal activity reported to law enforcement will be reported to AMCO Enforcement.

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 perimeter of the building will be equipped with ample lighting (one motion detecting light on each corner of the building) and video surveillance cameras as well as cameras in all interior areas of the facility. The cameras will be positioned to record all areas at a variety of angles and be capable of producing a clear view of any individual within the facility or within 20 feet any exterior entrance. Cameras at the external corners of the facility will record activity on each side of the building. The parking lot will have video coverage to identify vehicles. Any failure in the surveillance system will initiate a failure alert so that it can be resolved immediately. Exterior cameras will be infrared and motion activated to facilitate surveillance during dark hours. The system will be equipped with a battery backup system to ensure that they can continue to operate for at least one (1) hour in the event of a power outage.

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:

All surveillance recording equipment and footage will be stored in the secured office within the co-located cultivation facility, also owned by Ana and Maclovia. The office will be accessible only by authorized employees and the licensees, and will have an advanced, reinforced security door, locked at all times. 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:

All Puffin AK business records will be stored in the shared office, located in the cultivation facility, and backed up to a company server to protect from loss and destruction and to allow licensees, managers and designated authorities access at any time. Records stored in the secured office will be separate from all storage of marijuana and currency. Only the licensees, managers, and authorized agents will have access to the office that houses business records. A manual backup to an external hard drive will be performed periodically to prevent loss or destruction of business records and data. Both hard and electronic copies of documents will be kept for at least 7 (seven) years. Surveillance recordings will be stored for at least 40 days and may be erased unless a known pending criminal, civil or administrative investigation.

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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:

Puffin AK will use the METRC marijuana inventory tracking system to increase product security, track the movement of all marijuana products from seed to sale, and minimize diversion and illegal practices. METRC will record and store all completed sales and disposal of unusable inventory. All employees will be trained in using the system to ensure that: (1) all marijuana received on the premises is identified and tracked from the time of arrival through its sale, transfer, or destruction; (2) all establishments transacting to purchase or otherwise receive marijuana products from the facility are licensed; and (3) any loss or theft of marijuana products is promptly reported. Employees will record data at several stages, including: (1) receiving marijuana products (2) during sale and transport; and (3) during disposal, destruction, and theft. The facility will enter all inventory tracking information into METRC. Employees will record all sales in the system as they are processed. Employees will use the system to verify and record each sale. In the event that marijuana products are flagged for disposal, the facility will record the disposal in METRC and email AMCO enforcement at least three (3) days prior to taking any disposal action.

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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:

The licensees, employees and agents will complete a marijuana training course and obtain a marijuana handler permit from AMCO Enforcement prior to employment. Each employee will be responsible for keeping their handler permit in good standing while employed with Puffin AK. Written materials generated by the company regarding policies, procedures and State Laws and Regulations will be provided to employees at the beginning of employment as well as when the need arises.

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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:

Puffin AK will ensure that all marijuana plant and marijuana product waste is rendered unusable prior to leaving the facility. Expected marijuana waste consists of: (1) marijuana or marijuana products that are identified as contaminated, infected or are otherwise rejected for quality (2) expired marijuana and marijuana products (3) any other materials or containers in contact with marijuana or marijuana products that risk contamination (4) marijuana or marijuana products deemed by Puffin AK, the board or the director as unfit for sale or consumption for any reason and (5) other waste as determined by the board. Marijuana and marijuana product 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. Marijuana waste will be rendered unusable by grinding and mixing the materials with other compostable and non-compostable material until the resulting mixture is no more than fifty percent (50%) marijuana waste. A log tracking the status of all marijuana waste including the type, date of disposal, date it was rendered unusable, and final destination of the waste will be maintained by management or designated employees. The final mixture will be securely stored in locked containers located inside the premises with locks in compliance with the highest UL standards.

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

Marijuana plant and marijuana product waste will be ground up and mixed with equal parts compostable solid waste such as food waste, yard waste, soil, vegetable oils, or with noncompostable solid wastes such as paper waste or cardboard waste after giving AMCO Enforcement at least a three (3) days notice via email and recorded in METRC.

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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:

All marijuana plant and marijuana product waste will be ground and mixed with other compostable or non-compostable solids to render marijuana waste unusable. This procedure shall result in a mixture that is at least 50% non-marijuana waste. Inspection and recording of the mixture will occur to ensure that all marijuana waste mixtures are at least 50% non-marijuana. All marijuana waste will be
secured in the facility, separate from all other marijuana until such time that the mixture of marijuana waste is disposed of by transportation to the Municipal solid waste station.

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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:

For all transports of products and receiving of products, the retail store will ensure the wholesaler has completed an accurate METRC generated Trip Manifest report. Even if the wholesaler is a co-located license in the same building, Puffin AK understands that a transfer, even inside the building, still requires a complete valid and accurate manifest report, and must inspect the inventory at the time it arrives and accept the inventory (provided it is not rejected) into its independent retail metrc system. All Trip Manifests will be sent with the products, and two copies will be provided to the retailer for signature on both copies. One copy will remain on the licensed premise of the retailer and the other will go back to the wholesaler licensed premises to be stored on the licensed premise area as official business records. Either a licensee or a designated agent at the retail premises will ensure that the Manifest documents clearly have the strain name, type of product, batch number, weight, name of the transporter and handlers ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. All marijuana products should arrive in a sealed package or container not exceeding five (5) pounds and be stored in a locked storage compartment within the transport vehicle (or if the transport occurs within the facility in an opaqued locked container carried by an agent who has the transport and copies of transport manifest on his/her person). The transport vehicle (or person) should travel directly between destinations without making any unnecessary stops and at no time during transit will marijuana products be directly visible to the public. All marijuana packaging will have a label stating that a licensed testing facility has tested each batch in the shipment. All packaging materials that will be sold to marijuana establishments for direct (not to be re-packaged) sale to consumers will be child-resistant and unappealing to children or Puffin AK will ensure any product not conforming to the above will be placed in an opaque child resistant exit packaging prior to leaving the facility. All packaging done at the retail facility (if the product is delivered in bulk wholesale package) will be performed in a specific 24 hour surveillance monitored area and will then be packaged in a uniform manner with labels secure and clearly displayed. Packaged marijuana will be stored in a secured area until ready for display or transport, and will be inspected, accepted or rejected, and recorded in an official log. Puffin AK will check all packages to make sure that they will keep all marijuana from contamination and will check to make sure that the packages will not impart any toxic or deleterious substance to marijuana. Puffin AK will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility which are available to AMCO at its request. All marijuana and marijuana products received at the retail facility, regardless from which wholesaler it comes from, shall be weighed and inventory count verified and recorded in a log and in Metrc at the time of delivery. All usable marijuana sold to any marijuana establishment will be labeled with the following information: (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 and preparation of the marijuana; and (7) the date of expiration if perishable; (8) testing results & date tested; and (9) required warnings (if packaged for retail sale). A label must be affixed to all shipping containers showing that a licensed marijuana testing facility has tested each harvest batch in the shipment . The label will list: (1) the date of final testing; (2) the cannabinoid potency profile, expressed as a range of percentages (3) a statement listing the results of microbial testing; {4) a statement listing the results of residual solvent testing, as applicable; and (5) a statement listing the contaminants for which the product was tested, including molds, mildew, filth, herbicides, pecticides. fungicides, and harmful chemicals.

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

Prior to departure, Ana, Maclovia or the manager will ensure that all marijuana is sealed in packages and labeled correctly. The storage compartment will be a large industrial box made of steel or hard plastic, mounted inside the vehicle or the bed of a truck. The manager and/or licensees will ensure that all marijuana is locked in the storage compartment prior to approving departure and that any individual transporting marijuana has a valid marijuana handler permit. All employees will be trained to never open a sealed package containing marijuana during transport, unless otherwise directed by a local law enforcement agent.
Marijuana transported from the co-located cultivation facility, also owned by Ana and Maclovia, will also be placed into sealed packages and in a locked storage container, not to be opened during transit.

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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

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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:

Puffin AK will post up to three signs with their business name and logo on it visible to the general public. Each sign will not exceed 4,800 square inches and will be attached to the building or in the store's window.

<u>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.</u>

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:

Puffin AK will require every visitor to the facility be prearranged by Ana, Maclovia or a manager. All visitors will be required to present a valid, government issued, photo identification immediately upon entering the facility and Puffin AK will not allow any visitor who does not produce a form of valid photo identification showing that person is twenty one (21) years of age or older to remain on the premises. At no time will any person under the age of twenty one (21) be permitted to remain on the premises. If at any time an employee suspects that a visitor is a minor, the employee will refuse access and have the individual escorted off the premises. Signage will also be prominently posted around the facility stating that you must be 21 years of age or older to enter this facility. Law enforcement will be contacted for back up when needed.
All customers will also be required to produce valid, government issued, photo identification in the entryway to the retail store. Any customer suspected of being underage or of having a forged ID will be denied entrance into the retail store and will be asked to leave immediately. Law enforcement will be contacted for back-up if necessary.

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

Ana Hall
Printed name

CHRISTINA THIBODEAUX
Notary Public
State of Alaska
My Commission Expires Mar 31, 2021

Subscribed and sworn to before me this 6th day of July, 2017.

Christina Thibodeaux
Notary Public in and for the State of Alaska.

My commission expires: March 31, 202

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(Additional Space as Needed):

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