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:	Theodore C DeLaca	**License Number:**	14227		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Galactic Herb				
Premises Address:	595 Henry Hahn Ct.				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99712

Mailing Address:	595 Henry Hahn Ct				
City:	Fairbanks	**State:**	ALASI	**ZIP:**	99712

Primary Contact:	Theodore Delaca		
Main Phone:	907-488-5993	**Cell Phone:**	907-699-5582
Email:	tcdelaca@alaska.edu		

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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:

This facility is dedicated to cultivation and as such is an entirely restricted area. The entry Door and locks will be commercial grade. Facility exterior entry point will be equipped with security detail including signage "restricted access area visitors must be escorted", cameras will allow in and out facial viewing of visitors, and an alarm system will alert unauthorized entry. Authorized visitors will be admitted using the policy described below.

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

Authorized personnel will escort visitors at all times (1 escort per 5 visitors max). All visitors must be 21 years of age or older; ID's will be checked and pertinent information will be recorded in a visitors log and a visitor badge will be distributed.

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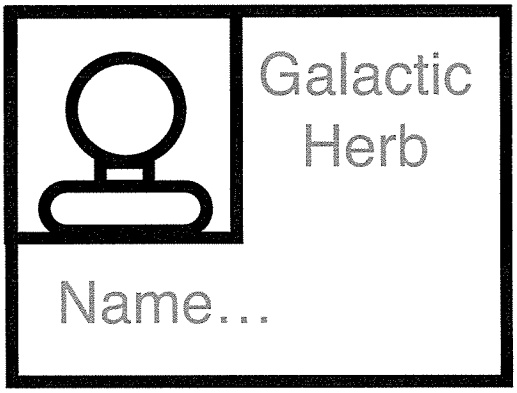
Describe your recordkeeping of visitors who are escorted into restricted access areas:

Visitor log detail will include: date, time in/time out, name, birthdate, marijuana handler card information (if applicable) and reason for visit. Log will be regularly updated into a computer data system with back up storage.

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:

Exterior lighting will be positioned near all exterior surveillance cameras to ensure video quality, and equipped with light sensors to automatically provide light when conditions require.

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

The exterior door and all windows will have entry sensors that will trigger a high decibel alarm, additionally the alarm system will alert a security monitoring company as well as myself. This alarm will be set whenever the premises is vacant.

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:

A policy will be in place for myself or any employees for procedures at the end of the day upon exiting the facility, this will include setting the alarm system upon exiting and locking up.

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

See additional space, p. 19

Describe your policies and procedures for preventing loitering:

My facility is somewhat out of the way, and as a cultivation facility rather than a retail facility for example, I don't really expect unanticipated visitation. That said there will be a sign stating 'Private Property No Trespassing' at the end of the driveway, and a 'No Loitering' sign will be included with signage on the building. Should people fail to leave upon request, the Alaska State Troopers will be notified.

It will be general practice to limit visitation to the cultivation facility, additionally employees will be aware that it will be a place for work not loitering.

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:

In addition to video monitoring and an alarm system for doors and windows, I will utilize locking cabinet and storage areas within the facility. The security system will have its own secure and locked storage area. Any dried and processed marijuana will be kept in a secure locked cabinet. A drying "cabinet" where I will dry my marijuana will also have lockable doors. Additionally interior doors to the vegetive and flowering rooms will also have locks so that access can be controlled.

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(Additional Space as Needed):

Page 5, first box

It will be general practice to limit visitation, any visitors will be escorted by an employee at all times. The video security system will provide a clear view of all areas in the facility. A marijuana tracking system will be in place to track all marijuana plants and product.

Any employees will have proper training and an understanding of the no tolerance policy. Any diversion of product by employees, or anyone, will be considered theft and appropriate actions will be taken, including notifying AMCO and the Alaska State Troopers. Employees will be aware of this policy.

Additionally, the marijuana tracking system will track and account for all marijuana plants and product through growth, harvest, processing, and sale. Should any marijuana become missing, be suspected of being missing, or anomalous values in the tracking system, the owner will investigate, reviewing video, data, and talking to employees.

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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 that Law enforcement is notified of a possible breach of security:
-durring working hours, persons present will attempt to identify the actual security breach or source of false alarm. In the event of an actual security breach employees should attempt to remove themselves to safety if possible and contact law enforcement and myself (licensee) and wait for law enforcement to arrive. In the event of a false alarm, employees should terminate the alarm system and contact law enforcement to communicate with them about the nature of the incident.
-in the event of an after hours breach, I (licensee) will attempt to determine if an actual breach has occured or if it is a false alarm, and I will contact Law enforcement to communicate with them about the nature of the incident.

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:

Several cameras will be installed to provide a clear view of all areas within the facility, the entrance to the facility, and the exterior of the facility.
A camera will be mounted at the exterior of the entrance that provides a clear view of the approach to the door, additional exterior cameras will provide a views of the building exterior and immediate area surrounding the building.
An additional camera will be placed inside the entrance door to provide and interior view of the entrance. Cameras will be placed in all areas where marijuana is grown, processed, dried, destroyed etc. These areas will have a camera positioned to face the primary entry door, and in an adequate position to provide a clear view of activity without being obstructed of any individual and their activity within the facility.

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 cultivation facility will have an office area where computers, security equipment, records are stored. A secure locking cabinet will house the computer and security equipment. A locking file cabinet will house all paper records as well as any data storage devices. Access to these areas will be limited to authorized personnel and will be made available to law enforcement or an agent of the board 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 record and data keeping, as well as access to computers and record keeping devices and paper records, will be limited to authorized personnel. Any computer use in the facility will be limited to business only. Any hard copy, paper, records will be duplicated electronically and stored on a data storage device or computer. All computer systems will be kept in good repair and updated regularly and will include anti malware and computer security software. All records will be periodically backed up onto a data storage device for off site storage.

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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:

I plan to use the METRC system, trained employees or licensee will enter data and upload to the metrc database.

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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:

Policy will require that all persons will have a currently valid marijuana handler permit. Marijuana handler permits will be kept on file for each employee.

Additionally, I will have an "employee handbook", this book will serve to outline standard operating procedures and expectations for all operations, and to clearly state employee policy. Integrated into this handbook will also be the laws and guidelines that need to be followed for compliance. Employees will review the book upon employment, and the handbook will also be used as a guide for day to day operations for consistency of production.

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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:

Any trash or garbage will be hauled to the municipal landfill. Any organic materials will be composted. Any marijuana waste will be recorded in the metric system and held for three days before being made unusable by grinding and mixing with organic materials prior to introduction to the composting area. Any wastewater generated will be disposed of through a approved septic system.

Because Metrc does not currently have the capacity for providing notice for marijuana waste, an email notification in writing will be provided to AMCO enforcement.

The marijuana waste, after being accounted for, will be placed into, dedicated, sealed trash bin/s and held in the facility for the three-day period before being made unusable and disposed of.

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

The Ground marijuana waste will be mixed with; waste soil, sawdust, ground hay or straw, or other organic wastes as available. Additionally organic fertilizers may be added to enhance composting

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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:

I plan to compost organic wastes from my cultivation facility for future use in cultivation. To achieve this, I will first mix the ground marijuana waste with equal or more parts of an organic material such as saw dust, hay or straw, or other organic wastes depending on availability. The marijuana waste mixture will be added to the compost pile where it will be further amended with organic fertilizers to enhance the composting process.

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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:

Marijuana will be packaged for shipment either as packaged for resale (compliant with packaging and labeling as per 3 AAC 306.470 and 3 AAC 306.475) or in wholesale packages not to exceed 5 pounds. Each package prepared will have an identifying tracking label from the inventory tracking system and will be sealed in a tamper evident shipping container, the shipping container will have a tracking label and a transport manifest will be generated from the inventory tracking system.

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

To transport marijuana in vehicles, the sealed package/s will be contained within hard sided plastic bins/tote that can be securly closed and locked. Depending on package size, some variation in the bins will be expected.

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Additional space as needed (continued…)

Page 15 box 1
Marijuana will be packaged for shipment either as packaged for resale (compliant with packaging and labeling as per 3 AAC 306.470 and 3 AAC 306.475) or in wholesale packages not to exceed 5 pounds. Each package prepared will have an identifying tracking label from the inventory tracking system and will be sealed in a tamper evident shipping container, the shipping container will have a tracking label and a transport manifest will be generated from the inventory tracking system.

Additional packaging and labeling details…

- Marijuana may be packaged for shipment either as packaged for resale (not exceeding 1 ounce) or in wholesale packages (not exceeding 5 pounds).
  - Packaged for resale – Packages of marijuana for retail sale will not exceed 1 ounce. Marijuana will be placed in sealed tamper evident containers that protect the product from contamination and will impart no toxic or damaging substance to the marijuana. Packages will be labeled with- business name and logo, license #, harvest batch #, a list of all soil amendments and growing aids used in the growth of the marijuana, the name of the testing facility that tests the marijuana and a listing of results from required tests. The label will also list the following statements:

    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 the reach of children

. Marijuana should not be used by women who are pregnant or breastfeeding

- Packaged for wholesale – Packages sold to another marijuana establishment will have a label that contains: The name and license number of the cultivation facility, the harvest batch #, the net weight of the marijuana in the package, a complete list of all growing aids used in the growth of the marijuana, a list of any pesticides, fungicides or herbicides used,
    - Affixed to the shipping container of any package transported to another marijuana facility will be a label that includes: the name of the licensed testing facility that performs required laboratory tests, and the results of the tests including cannabinoid profile expressed as a range of percentages that extends from the lowest percentage to the highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from the same marijuana cultivation facility in the last 3 months, a statement listing the results of the microbial testing required, a statement listing any residual solvents if applicable, a statement listing any contaminants for which the product was tested including; molds mildew, filth, herbicide, pesticides, fungicides, or a statement indicating which of these were not tested for.

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- The following (p.23-24) sample labels (retail and wholesale respectively), are approximations of what my labels will look like. My logo is still in development and needs to be digitized, but this is essentially what it will be at this point. The retail labels will need to be scaled appropriately for the packaging and will likely have a colored background, the labels will be scaled such as to ensure that all necessary labeling is clearly legible.

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Retail

Galactic Herb

License # 14227

Variety here

Cannabinoid content:

THC:

CBD:

HARVEST BATCH#_____
TESTED BY:_____

Weight:_____

Additional testing: STEC, Salmonella spp., Aspergillus spp. Tested free of contaminants, or within acceptable limits reported as (CFU/g)

Warning: 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

This marijuana is grown using: Peat, Soil, pearlite, compost, fish-bone meal, fish hydrolysate, worm castings/compost, lime, hydrolyzed kelp, rooting hormone. No pesticides, herbicides, or fungicides used

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Wholesale

Galactic Herb

License # 14227

Variety here

Weight:
Harvest Batch #:
Cannabinoid profile:
- THC:
- CBD:
- Other:

Microbial Testing:
- STEC:
- Salmonella spp.:
- Aspergillus spp.:

Additional tests:

Tested by: (Name of testing facility)

This marijuana is grown using: Peat, Soil, pearlite, compost, fish-bone meal, fish hydrolysate, worm castings/compost, lime, hydrolyzed kelp, rooting hormone. No pesticides, herbicides, or fungicides used

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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:

I will have a small sign at the front of my building (2'x2'). The top portion will have my business name (Galactic Herb) with logo. The bottom portion of the sign will have the address and information such as 'no admittance' and my contact information.
The sign will be for the purpose of identifying the building rather than for advertising as it will be pretty hard to see from the road.

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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Form MJ-01: Marijuana Establishment Operating Plan

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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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:

As a cultivation facility it will be general practice to limit visitation. All employees will be over 21. Since the entire facility will be restricted access all visitors will be required to show ID as part of my recording procedure for admitting visitors and keeping a log of any visitation.

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

Theodore C Delaca
Printed name

Subscribed and sworn to before me this 23 day of October, 2017.

R. GRANGER NOTARY PUBLIC MY COMMISSION EXPIRES NOVEMBER 20, 2019 STATE OF ALASKA

Notary Public in and for the State of Alaska.

My commission expires: 11/20/2019

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