Alcohol & 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**

# Cover Sheet for Marijuana Establishment Applications

## What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

**Items that are submitted without this page will be returned in the manner in which they were received.**

### Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

| | | | | | |
|---|---|---|---|---|---|
| **Licensee:** | Ayme's Garden, LLC | **License Number:** | 15867 | | |
| **License Type:** | Standard Marijuana Cultivation Facility | | | | |
| **Doing Business As:** | AYME'S GARDEN, LLC | | | | |
| **Physical Address:** | 9785 Totem Bight Rd. Suite 200 | | | | |
| **City:** | Ketchikan | **State:** | AK | **Zip Code:** | 99901 |
| **Designated Licensee:** | Kanoe Zantua | | | | |
| **Email Address:** | aymesgarden@gmail.com | | | | |

### Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

| | |
|---|---|
| **Attached Items:** | MJ-01 Corrections<br>• MJ-01 page 2<br>• MJ-01 page 5<br>• MJ-01 page 11<br>• MJ-01 page 12<br>• MJ-01 page 15 |

| *OFFICE USE ONLY* | | | | | |
|---|---|---|---|---|---|
| Received Date: | | Payment Submitted Y/N: | | Transaction #: | |

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| **Physical Address:** | 9785 Totem Bight Rd. Suite 200 | | | | |
| **City:** | Ketchikan | **State:** | AK | **Zip Code:** | 99901 |
| **Designated Licensee:** | Kanoe Zantua | | | | |
| **Email Address:** | aymesgarden@gmail.com | | | | |

### Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

| | |
|---|---|
| **Attached Items:** | • Form MJ-01: Marijuana Establishment Operating Plan<br>• Restricted access sign example<br>• Entry log example |

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# 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:** | Ayme's Garden, LLC | **License Number:** | 15867 | | |
| **License Type:** | Standard Marijuana Cultivation Facility | | | | |
| **Doing Business As:** | Ayme's Garden, LLC | | | | |
| **Premises Address:** | 9785 Totem Bight Road Suite 200 | | | | |
| **City:** | Kethikan | **State:** | ALASKA | **ZIP:** | 99901 |

| | | | | | |
|---|---|---|---|---|---|
| **Mailing Address:** | PO Box 6082 | | | | |
| **City:** | Ketchikan | **State:** | ALASKA | **ZIP:** | 99901 |

| | | | |
|---|---|---|---|
| **Primary Contact:** | Kanoe Zantua | | |
| **Main Phone:** | 907-254-0878 | **Cell Phone:** | 907-254-0878 |
| **Email:** | aymesgarden@gmail.com | | |



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# Form MJ-01: Marijuana Establishment Operating Plan

## 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:**

The entire cultivation facility is restricted access. The door to the facility will remain locked at all times. Signs will be placed on the entrance door stating unauthorized access is prohibited. There will also be surveillance cameras inside and outside the entrance.

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

Authorized visitors will be met at the premises, were they will sign in with their name, company affiliation, reason for visit, time in/out, which areas of the facility they will enter, and which employee/licensee is accompanying the visitor. The visitor will be given a visitor's badge to wear while in the facility. Only two visitors will be allowed at any time, and will be accompanied by an employee or licensee at all times. The visitor to escort ratio will not exceed 2:1.

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KZ



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# Form MJ-01: Marijuana Establishment Operating Plan

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

Recorded written information will include the persons name, affiliation, reason for access, date & time in and out, and the employee escort name.

Record sheets will be maintained on the premises as routine paperwork.

The premises will be under video surveillance as well. This will be a video record of any visitor (s) to the cultivation facility. Video records will be maintained on the premises for no less than 60 days.

**Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:**

**Ayme's Garden**
Manager

MHP: 10584

**Kanoe Zantua**

Signature



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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:**

Motion lights will be installed at the entrance to the facility.
The surveillance cameras will also have infra-red capability.

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

The alarm system for the premises will include door sensors, multiple passive infared sensors, and surveillance cameras in every room (excluding the bathroom), as well as cameras at the entrance to the facility.

The alarm system will be activated by entering an access code in a control panel by the entrance door. Only the owners and the head grower will know the access code. If the alarm is tripped by unauthorized access, an electronic notification will be sent to the alarm monitoring company as well as local law enforcement and licensees.

**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 alarm system will include sensors on all doors and windows. The sensors will trigger the alarm if any door or window is opened while the alarm is activated.

In addition, passive infrared sensors will detect any movement in the building when the alarm is activated and trigger the alarm.

The alarm system will sned an electronic notification to the monitoring companhy, local law enforcement, and the licensees during an unauthorized breech of premises.



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# Form MJ-01: Marijuana Establishment Operating Plan

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

Video surveillance cameras will be placed inside and outside the facility to record all activity. These cameras should help deter diversion.

If an act of diversion is caught, local authorities will be called and we will provide and surveillance recordings as evidence.

Initial training of employees will include information about what will happen if they committed an act of diversion. Employees will know they are on camera at all times, which should help deter diversion. Employees will only get access to the safe room when accompanied by a licensee.

ASZ
KZ

**Describe your policies and procedures for preventing loitering:**

Surveillance cameras and external lighting will be in place to prevent loitering. The external cameras will be infrared to allow for a good visual both day and night.

Any persons caught loitering will be asked to leave the premises immediately. If something seems amiss, a call will be placed to the local authorities to file a complaint.

**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:**

Besides multiple surveillance cameras, the facility will have multiple motion sensors installed. Panic buttons will be worn by the licensees or head grower when inside the facility. Holding the button for a few seconds will trip the silent alarm, and alert the monitoring company as well as the state troopers.



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# Form MJ-01: Marijuana Establishment Operating Plan

**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:**

If the alarm is activated by an unauthorized breach of security, an electronic notification will be sent to the alarm monitoring company. They will then notify the state troopers and the licensees. Once notified, the licensee will meet the troopers at the premises to deactivate the alarm and answer any aquestions law enforcement may have. Which may include providing surveillance camera recordings.

In the event of an accidental activation by the licensee or head grower, local law enforcement will be called to notify them of the false alarm and the alarm will be cancelled by also calling the alarm monitoring company and providing a cancellation code.

**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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# Form MJ-01: Marijuana Establishment Operating Plan

**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:**

One or more cameras will be installed by our local security company into each room of the facility (excluding the bathroom). They will be placed to cover each room and the main entrance to the facility, as well as one or more cameras outside 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:**

All surveillance and records will be stored in the office inside the facility. The office will be locked at all times, and will only be accessible to the licensees. The office will be equipped with cameras, as well as door and motion sensors.

| **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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# Form MJ-01: Marijuana Establishment Operating Plan

**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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# Form MJ-01: Marijuana Establishment Operating Plan

**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:**

Records will be maintained on the premises for the current business year and three previous business years as required by law.

Paper records will be stored in a fire resistant file cabinet.

All electronic records excluding video surveillance records, will be kept on a laptop computer and stored in a fire resistant safe when not in use by the licensees. A back up of the electronic records will be kept on an external hard drive and stored off site.

Video surveillance records will be maintained on a 4TB hardrive for 40 days as required by law in a secured area on site.



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# Form MJ-01: Marijuana Establishment Operating Plan

## 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:**

We will be using the Metrc tracking system that the state requires. All plants will be tagged after they are planted with the RDIF Metrc tags.
Metrc will be updated as requiree with any new activity from our facility.



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# Form MJ-01: Marijuana Establishment Operating Plan

## 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:**

Any employee will be required to get a marijuana handler permit card before hire. They will also be required to provide a valid state issued ID or passport, as well as their social security number for record keeping.

Proper knowledge of cultivation will also be a requirement.

In-house training will be conducted upon hire which will include facility safety procedures, cleaning procedures, and plant care.

AZ KZ



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# Form MJ-01: Marijuana Establishment Operating Plan

## 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:**

An email will be sent to AMCO enforcement three days before marijuana waste is rendered unusable.

Any solid waste will be stored in a container in our storage room until it can be ground and mixed with paper, dirt, and cardboard waste, and be taken to our local landfill, where they will mix it with waste of their own. This method was approved by state DEC, as well as our local landfill.

We do not intend to have any waste water, as we will be using a method that will provide the plants the proper amount of water they require each week without excess. Should the water reservoir itself need to be drained, it will be drained to the septic, but will only be fresh water.

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

Ground marijuana waste will be mixed with paper, dirt and cardboard waste before being delivered to the landfill, where it will be mixed with landfill waste as well.



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# Form MJ-01: Marijuana Establishment Operating Plan

**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:**

Any marijuana waste will be ground down and mixed with paper, dirt, and cardboard waste. It will then be on a scheduled delivery to our landfill where they will mix it with their waste.



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# Form MJ-01: Marijuana Establishment Operating Plan

## 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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# Form MJ-01: Marijuana Establishment Operating Plan

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

Marijuana will be sold in bulk to a licensed retail facility or manufacturing facility. Marijuana will be packaged for wholesale into half-pound or one-pound bags by strain and heat sealed to close. This will ensure the bulk packages are tamper-evident.

Wholesale marijuana packages will be labeled (see package label example) and have the corresponding METRC tags. The marijuana will be stored in a locked storage room until it is ready to be transported.

When ready for transport, all sealed bags of marijuana will be placed in a locked, secure container, where it will remain until arriving at the destination. A transport manifest generated from METRC will accompany the marijuana packages during the entire transport, and a copy will be left with the establishment receiving the bulk marijuana packages. The establishment will also receive a copy of the test results from the testing facility stating the name of the testing facility and license number, cannabinoid potency profile, microbial testing results and contaminants.

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Example package label:

Ayme's Garden, LLC License # 15867
Strain: name of strain
Harvest Batch# xxxxxxxxxxxxxxxxxxxx
Harvest Date: XX/XX/XXXX
THC: XX.XX% CBD: XX.XX%
Net Weight: 1 pound
Pesticides: none
Fungicides: none
Herbicides: none

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

All packages and tagged marijuana will be transported from cultivation facility to the destination facility in a locked metal box within the cultivation facility vehicle.



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# Form MJ-01: Marijuana Establishment Operating Plan

## Section 7 – Signage and Advertising

**Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:**

The only signs that will be posted on the outside of the facility will be restricted access signs and security monitoring signs. No business or other signs will be posted unless required by AMCO.

**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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Alaska Marijuana Control Board

# 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

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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:**

No one under the age of 21 will be allowed to enter the cultivation facility. All employees will be required to show ID before employment and a copy of their ID will be kept on premises as routine paperwork.

Surveillance cameras will be placed on the outside of the building to deter anyone from entering the premises as the entire facility will be considered restricted access. This includes any person under the age of 21.

A restricted access sign will be posted at the entrance to the cultivation facility.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief ~~find it to be~~ true, correct, and complete.

Signature of licensee

Kanoe Zantua

Printed name

Subscribed and sworn to before me this 30 day of Oct., 2017.

STATE OF ALASKA
NOTARY PUBLIC
SHARON E WAGNER
My Commission Expires Nov. 7, 2020

S. E. Wagner

Notary Public in and for the State of Alaska.

My commission expires: 11/07/2020



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**(Additional Space as Needed):**

See attached Restricted Access example
See attached Entry Log example



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# RESTRICTED ACCESS AREA

## AUTHORIZED VISITORS MUST BE ESCORTED

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# Restricted Access Entry Log

| Visitor Name (Print) | Affiliation | Date | Time In | Time Out | Reason for Access | Signature | Restricted area being accessed | Name of Employee Escort |
|---|---|---|---|---|---|---|---|---|
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