CORRESPONDENCE

From:	Marijuana Licensing (CED sponsored)
To:	tananaherbcompany@gmail.com
Cc:	Marijuana Licensing (CED sponsored)
Subject:	Incomplete Application-Tanana Herb Company, LLC license #16091
Date:	Thursday, June 14, 2018 1:45:14 PM
Attachments:	16091 Incomplete Application Letter .pdf image001.png

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Hello,

Your application has been reviewed, attached is correspondence regarding corrections, additional documents, and/or resubmittals that need to be addressed. Please send any documents/correspondence to marijuana.licensing@alaska.gov.

Please let me know if you need any of the documents I have for this application. I want to make sure you receive this email and incomplete letter attached first.

Thank you,

Jacqlene Drulis
Occupational Licensing Examiner
Alcohol & Marijuana Control Office
Direct: (907) 754-3588
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501

THE STATE of ALASKA
GOVERNOR BILL WALKER

Department of Commerce, Community, and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

June 14, 2018

Tanana Herb Company, LLC
DBA: Tanana Herb Company, LLC
Via email: tananaherbcompany@gmail.com

Re: Marijuana Concentrate Manufacturing Facility #16091

Dear applicant,

The AMCO Office is reviewing the documents submitted for the proposed marijuana establishment license referenced above. The following items need to be corrected and/or resubmitted**.** Please be sure to read the entire letter.

- **MJ-01 Operating Plan**
  - Page 2, second box: please accordingly incorporate in the Operating Plan the following- a marijuana establishment shall limit the number of visitors to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.
  - Page 4, third box: the answer here does not address the question. Please add to your answer and describe how the alarm system will comply with activating it on all exterior doors and windows when the licensed premises is closed for business.
  - Page 5, first box: It seems as though there is more information that we cannot see. If so, please use the space provided by reducing the font size (but large enough font that it is legible), then, if necessary, continue on another page that is clearly titled. When we receive fillable PDFs (like you submitted), we must convert them to non-fillable PDFs in order to review them. Please make the requested corrections so that there is no scroll bar included in your answer. As is, we cannot process/review your MJ-01 in full.
  - Page 11: will you have any in-house training? Please respond in the box.
  - Pages 12-13: please amend your answer(s) to reflect that the board must be given at least 3 days' notice in METRC and by email to Enforcement before making the waste unusable.

- **MJ-02 Premises Diagram**
  - Please provide a Google-like aerial view that very clearly labels the proposed marijuana concentrate manufacturing facility, and that shows what surrounds the premises and the property (businesses, houses, etc.) Make sure you label it.
  - The diagram you submitted of the proposed cultivation facility needs some work, please show the following (more questions may come up once we receive a new diagram from you):
    - The light blue color outlining the manufacturing facility is too light and difficult to see. Please use a different color for the manufacturing facility and update the key/legend, as well.

        - Outline the entire perimeter of the proposed licensed premises and restricted access area (use separate colors and labels). OR, if applicable, you may use one color and label it Restricted Access Area and Licensed Premises.
        - Page 7 of your MJ-01 states that the surveillance room or area is clearly defined on the premises diagram. If this statement is accurate, please clearly define it on your premises diagram.
        - Clearly label the storage areas and the interior layout of the proposed licensed premises.

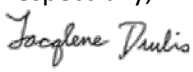
- **MJ-05 Manufacturing Supplemental**
    - On page 4, Section 4, in the "Standard Production Procedure and Detailed Manufacturing Process" field, please use the space provided by reducing the font size (but large enough font that it is legible), then, if necessary, continue on another page that is clearly titled. When we receive fillable PDFs (like you submitted), we must convert them to non-fillable PDFs in order to review them. Please make the requested corrections so that there is no scroll bar included in your answer. As is, we cannot process/review your MJ-05 in full.
    - On page 6, Section 6, please discuss/specify the plan for disposal of any expired or outdated marijuana or marijuana product that is not sold or transferred to another licensed marijuana establishment.
        - Additionally, please amend your answer to reflect that the board must be given at least 3 days' notice in METRC and by email to Enforcement before making the waste unusable.

- **MJ-07 Public Notice Posting Affidavit**
    - Is there a public bulletin board at the Lunch Café?

- **Proof of Possession for Proposed Premises**
    - Alaska Railroad Corporation master lease:
        - Please provide the master lease from the Alaska Railroad Corporation (make sure the physical address of the location being leased is present on the lease, and not just the legal description).
        - The Amendment to Lease and Assignment of Lease between Well Street, LLC and Bear Electric, Inc. Contract No. 20221 only allows for marijuana cultivation, not marijuana product manufacturing. Any changes in use requires prior written approval of lessor, in this case the Alaska Railroad Corporation which I did not see.
        - The Schedule 1, Legal Description, does not include the physical address of the proposed marijuana concentrate facility location. We need to be able to connect legal descriptions to proposed physical addresses.
    - The lease/sublease between Bear Electric, Inc. and Tanana Herb Company, LLC:
        - Please add the "Inc." to Bear Electric on the first page of the lease.
        - Please add the "LLC" to Tanana Herb Company on the first page of the lease.

It is very important that you submit the above corrections and/or documents as soon as possible. AMCO staff needs adequate time to review the documents and determine if additional corrections and/or documents are necessary to complete your application. If you fail to complete this application within 90 days of the date of this notice, you must file a new application and pay a new fee, per 3 AAC 306.025(f).

Respectfully,



Jacqlene Drulis, Occupational Licensing Examiner
For,
Erika McConnell, Director
marijuana.licensing@alaska.gov