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:	Absolem's Garden, LLC	**License Number:**	12612		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	ABSOLEM'S GARDEN				
Physical Address:	13247 East Wycoff Drive				
City:	Palmer	**State:**	AK	**Zip Code:**	99645
Designated Licensee:	Lorrie Moffitt				
Email Address:	absolems.garden@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 Operating Plan with corrections as requested in AMCO letter dated August 10, 2018.

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

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Designated Licensee:	Lorrie Moffitt				
Email Address:	absolems.garden@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 Operating Plan pages 2, 4, 5 and 8 with corrections as requested in AMCO email dated August 24, 2018.

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Received Date:		Payment Submitted Y/N:		Transaction #:	

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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:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

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 & Contact Information

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

Licensee:	Absolem's Garden, LLC	**MJ License #:**	12612		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Absolem's Garden				
Premises Address:	13247 E Wycoff Drive				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Mailing Address:	PO Box 521163				
City:	Big Lake	**State:**	Alaska	**ZIP:**	99652

Designated Licensee:	Lorrie Moffitt		
Main Phone:	(907) 746-9808	**Cell Phone:**	(907) 575-9807
Email:	absolems.garden@gmail.com		

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Section 2 – Control Plan for Persons Under the Age of 21

2.1. 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:

Absolem's Garden will not employ persons under 21 years of age. Any person under the age of 21 years will not be admitted to the facility. Identification of all persons requesting access will be verified prior to entrance.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

Unescorted members of the public will be prohibited from entering restricted areas as required by 3 AAC 306.710, and will not have access past the main entrance/office area.

A locked security door will prevent unauthorized access to restricted areas.
Signs stating "Restricted Access Area, Visitors must be escorted" will be posted identifying areas that have restricted access.

Guests will be escorted at all times, and will be required to wear; in plain sight, a "VISITOR PASS" for the duration of the visit.

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

Visitors will be admitted through the main entrance into the uncontrolled office area. There, they will be required to sign the Visitors register with their name, date and time of visit, age and form of identification (such as Driver's License or State ID).

Visitors will be issued a Visitor's Pass to be worn in plain sight, and will be accompanied by an authorized person in accordance with 3 AAC 306.710 (3) at all times while they are in the restricted area.

The Visitor's Register will be kept in a locked storage cabinet when not in use.

No escort will be responsible for more than 5 persons at a time.

3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

Motion detecting lights will be installed on the exterior of the building. Lights will be located such that the area for 25 feet surrounding each door will be illuminated. Illumination will be sufficient that persons approaching from any direction will be identifiable via security cameras at all hours.

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3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

There will be no windows and two doors into the facility. Pressure sensitive alarms will be installed on the doors. The alarm system will notify the owners via smart phone with the ability to alert local law enforcement.

The alarm system will be activated by an agent, owner or employee upon exiting the building. The doors will be equipped with locks and will remain locked at all times.

In the event of a breach in the facility, the alarm system will notify the owners, who will verify the breach and call 911.

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

All areas where marijuana product will be present will be controlled, and monitored via video surveillance. Records will be kept of plants at all stages using the Metrc software system. Owners and employees understand that this is a strictly controlled business, and not a homegrown operation.

All employees will be thoroughly vetted prior to hiring.

Should someone be caught stealing, their employment will be terminated and appropriate charges filed.

3.7. Describe your policies and procedures for preventing loitering:

The facility sits in the middle of a clear area which prohibits loitering. Signs will be posted indicating that loitering is prohibited on all sides of the building. There are no other businesses in the immediate area to attract persons to this location. Any person observed loitering on the property will be asked to leave immediately. If they do not, the Troopers will be called and asked to remove them from the property.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use.

Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility.

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image.

3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application.

3.12. 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 where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board).

3.13. 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:

In accordance with 3 MC 306.720 (3) (b), cameras will be placed to provide clear field of view of each entrance door such that any person will be identifiable within 20 feet of the building. Cameras will be located to record from both sides of each door.

In areas where marijuana is present, cameras will be placed below the ventilation and lighting equipment to provide unobstructed views of all areas of the facility, such that any person or activity is easily identifiable at all times.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance 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 Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

The surveillance recording equipment will be kept in the safe room as indicated on the premises diagram.

This room is robustly constructed, and accessible by one locked door. This room will be locked at all times and accessible only to owners, authorized employees and authorized personnel as described in 3 AAC 306.720 (3) (d).

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Section 4 – Business Records

Review the requirements under 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.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*; [Initials]

b. **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;** [Initials]

c. **the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;** [Initials]

d. **records related to advertising and marketing;** [Initials]

e. **a current diagram of the licensed premises, including each restricted access area;** [Initials]

f. **a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;** [Initials]

g. **all records normally retained for tax purposes;** [Initials]

h. **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;** [Initials]

i. **transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and** [Initials]

j. **registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.** [Initials]

4.2. 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:

Absolem's Garden will utilize Metrc as our Marijuana Inventory Tracking System (MITS). The system will be backed-up daily and stored on site. A redundant back-up will be generated to a USB flash drive and will remain with one of the owners off-site.

Financial accounting will be preserved in Quickbooks. Paper records will be entered into Quickbooks, scanned onto a flash drive, and retained in a filing cabinet. The flash drive will be stored in the safe room. Quickbooks will be backed up daily, with a redundant copy to remain with one of the owners off site.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc 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 is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc. [Y]

5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745. [Y]

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745. [Y]

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. 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, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. 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. [Y]

6.2. 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 licensed premises) when on the licensed premises. [Y]

6.3. 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. [Y]

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

Absolem's Garden provides training to all our employees as required for them to maintain currency with Alaska State statutes and regulations pertaining to the cultivation of marijuana. We also provide training for our operating practices, including bio-security, safe handling of nutrients, operation and maintenance of lighting and air handling systems and any other systems and practices we determine are necessary for the safe, secure operation of our facility.

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present. [ ]

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded. [ ]

7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace. [ ]

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d). [ ]

Answer "Yes" or "No" to each of the following questions:	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	☒	☐
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	☒	☐

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

When the marijuana is ready for distribution to testing or retail facilities, Absolem's Garden will package our product for shipment in tamper proof packaging. Each package will be clearly labeled with the type of product, amount and weight and any testing data that is appropriate and available.
Shipping manifests will be generated to include the above information, the name and Marijuana Handler's Card number of the person transporting the material, the make, model and license number of the vehicle being used, and the time of departure and estimated time of arrival at the destination facility.
A copy of the manifest will be retained on site, and the original will accompany the shipment.
Marijuana from Absolem's Garden will only be transported to either an authorized testing facility, or a retail sales facility.

The marijuana will be secured in a locked container such as a KNACK box in the transport vehicle. The container will be placed in a secure location within the vehicle.

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You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. 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. [Initials]

8.3. 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. [Initials]

8.4. 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. [Initials]

8.5. 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. [Initials]

8.6. 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. [Initials]

8.7. 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. [Initials]

8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest. [Initials]

Section 9 – Signage and Advertising

9.1. Describe any signs that you intend to post on your establishment with your business name, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

There will be one small sign, 8"x11" at each door reading:
"Absolem's Garden
Restricted Access
No-one under 21"

There will be an "Exit Only" sign on the door that is not the primary entrance.

There will be "No Loitering Allowed" signs on all sides of the building.

There will be "This facility under Video Surveillance" signs on all sides of the building.

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9.2. Describe any advertising you intend to distribute of your establishment. Include medium types and business logos (photos or drawings may be attached):

Absolem's Garden is a cultivation facility. We may provide banners with our logo to retail shops to aid in the marketing of our products. A sample banner is shown below.

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Lorrie Ann Moffitt
Signature of licensee

Lorrie Ann Moffitt
Printed name of licensee

NOTARY PUBLIC
SHAUNE E. O'NEIL
STATE OF ALASKA
My Commission Expires June 14, 2021

Shaune O'Neil
Notary Public in and for the State of Alaska

My commission expires: June 14, 2021

Subscribed and sworn to before me this 14 day of August, 2018.

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Form MJ-01: Marijuana Establishment Operating Plan

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