MJ-15 and its attachments

Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-15: Operating Plan Change

What is this form?

This operating plan change form is required for all marijuana establishment licensees seeking to change a licensed marijuana establishment's existing operating plan, as required by 3 AAC 306.100. With this form, a licensee may request changes to as much or as little as desired of Form MJ-01 and/or the corresponding operating plan supplemental for the establishment's license type. **The required $250 change fee may be made by check, cashier's check, or money order.**

Please download, complete, and submit with this form **only the pages** of Form MJ-01 and/or the corresponding operating plan supplemental that contain sections that you are requesting to change. All fields that are left blank will be considered unchanged from the existing operating plan. All fields that are completed and submitted with this form will be considered as changes to the existing operating plan and are subject to board approval. **Please do not submit any wholly unchanged pages of an operating plan.**

The form(s) that I am requesting board approval to change is:

- [x] **Form MJ-01:** Marijuana Establishment Operating Plan
- [x] **Form MJ-03:** Retail Marijuana Store Operating Plan Supplemental
- [ ] **Form MJ-04:** Marijuana Cultivation Facility Operating Plan Supplemental
- [ ] **Form MJ-05:** Marijuana Product Manufacturing Facility Operating Plan Supplemental
- [ ] **Form MJ-06:** Marijuana Testing Facility Operating Plan Supplemental

This form must be completed and submitted to AMCO's main office prior to changing existing operations. The licensed establishment's operations may not be altered unless and until the director has given temporary approval or the Marijuana Control Board (MCB) has given final approval of the changes. Please note that licensees seeking to change operating plans for multiple licenses must submit a separate completed copy of this form for each license.

Section 1 – Establishment Information

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

Licensee:	Axion Enterprises, LLC	**MJ License #:**		12768	
License Type:	Retail Marijuana Store				
Doing Business As:	Secret Garden Cannabis				
Premises Address:	726 E 15th Ave Suite 1				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99501

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Alaska Marijuana Control Board

Form MJ-15: Operating Plan Change

Section 2 – Summary of Changes

Provide a summary of the changes for which you are requesting approval.

Converted to New Forms per AMCO Request. Where applicable, sections from old forms combined and duplication removed. Content changed only as noted below.

MJ-01
Section 1 - • Updated mailing and e-mail addresses.
Section 3.1 - • Changed 'exterior motion detecting lighting' to 'exterior low light activated lighting'. • Changed 'office and safe room' in the list of areas covered by 24 hour security camera monitoring to 'Security Room'.
Section 3.2 - • Changed that in order to be escorted into restricted access areas a visitor should be pre-scheduled and pre-approved, previously read 'must' be pre-scheduled and pre-approved. • Added that unscheduled visitor must be approved by a manager prior initiating the visitor sign-in process. • Changed to visitor's log will be scanned and stored as official business records. Previously stated hard copy would be business record. • Removed that hard copy may be destroyed after 7 years. • Added that all business records, including visitor log scans, will be backed up on a regular basis.
Section 3.3 - • Added Visitor badge example.
Section 3.4 - • Removed specific number of exterior lights to be affixed to the building. • Removed that LED lights will be posted along the outer perimeter of the property.
Section 3.5 - • Removed statement that a third party security company would test the devices every six months. (The security system being installed is self-diagnosing and will alert the management if there is a malfunction. The security system will additionally be tested by management on a regular basis.) • Updated that the third party security company will continuously monitor the facility when the system is armed. Previously stated that third party security would continuously monitor. • Added entry sensors as components of the alarm system. • Removed that panic buttons will be worn on a lanyard and replaced with panic buttons will be utilized. • Updated to state that employees and visitors report to the primary safe area (Lobby) and management will determine if evacuation of the building to the secondary safe area is necessary. • Clarified that visitors will be asked to leave immediately after being accounted for. Previously stated they would be asked to leave immediately. • Added that any required notifications to AMCO will be made within 24 hours of the event.
Section 3.6 - • Changed location of security monitors and video recording equipment to be the Security Room located in the Cultivation Facility, instead of the safe room.
Section 3.13 - • Removed that all exterior corners of the space will have cameras installed to facilitate monitoring of all activity on each side of the building. • Removed statement that the parking lot will have video coverage to identify vehicles. • Updated that the failure notification system will provide e-mail and/or text notification of any failure in the surveillance system. Instead of audible and visual notification. • Changed that during a power outage all cameras and recording equipment will be run on battery backup for at least 30 minutes. Previously stated one hour.
Section 3.14 - • Updated that all surveillance recording equipment and footage will be stored in the Security Room located in the Cultivation Facility, instead of in the office. • Removed that surveillance recording equipment and footage will be stored in a locked and secured cabinet.
Section 4.2 - • Updated that all business records will be stored in the Security Room, instead of in the office and/or safe room.
Section 8.1 - • Changed description of secure storage compartment to read, 'Vehicles that will be used for transportation of marijuana will contain, or have affixed or mounted, a secure and sanitary lock box, that is either enclosed by the vehicle or affixed to the bed of the vehicle or trunk of the vehicle that will lock and will ensure the products cannot be seen by anyone from outside of the transportation vehicle.' Previously read, 'Vehicles that will be used for transportation of marijuana will contain a secure and sanitary area affixed to the inside of the transportation vehicle that will lock and will ensure the products cannot be seen by anyone from outside of the transportation vehicle.' • Removed that the vehicle storage box would specifically be a large rectangular industrial container and secured by a combination lock. Now reads that the container will be formed of steel, hard plastic or like materials and that it will lock and be 'safe and secure'.
Section 9.2 - • New Section

MJ-03
Section 2.1 - • New Section
Section 3.1 - • Changed to read that no marijuana or marijuana products will be on display in the retail waiting room. Previously read, "no marijuana will be accessible in this area". This change is being made to allow the possibility of limited retail transactions through the ID check window without accessing the Retail Showroom. This is further described under Section 5.1.
Section 3.3 - • Changed selection to 'Yes'.
Section 5.1 - • Completely re-written.
Section 6.1 - • Completely re-written.
Section 6.2 - • New Section
Section 7.1 - • Changed from no marijuana will be available in the waiting room to no marijuana will be displayed in the waiting room. (This change is made to accommodate limited access, secured marijuana retail sales by way of the ID verification window as described in the previous question.)

Section 3 – Declarations

Read each statement below, and then sign your initials in the corresponding box to the right: Initials

The proposed changes conform to all applicable public health, fire, and safety laws. JT

I understand that any temporary approval granted by the director is pending a final decision by the MCB; therefore, any investment I make, based upon temporary approval, is at my own risk. JT

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

Signature of licensee

James M.P. Thornton

Printed name of licensee

"Official Seal"
Notary Public
Breanne Martucci
State of Alaska
Commission # 170828008 Exp 08/28/2021

Notary Public in and for the State of Alaska.

My commission expires: 08/28/21

Subscribed and sworn to before me this 16 day of August, 2018.

AMCO Director Review for Temporary Approval Pending Final MCB Decision: Approved ☐ Disapproved ☐

Printed name of Director

Date

Signature of Director

Director Comments:

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12768 MJ-15 Section 2 Text

Converted to New Forms per AMCO Request. Where applicable, sections from old forms combined and duplication removed. Content changed only as noted below.

MJ-01

Section 1 - • Updated mailing and e-mail addresses.

Section 3.1 - • Changed 'exterior motion detecting lighting' to 'exterior low light activated lighting'. • Changed 'office and safe room' in the list of areas covered by 24 hour security camera monitoring to 'Security Room'.

Section 3.2 - • Changed that in order to be escorted into restricted access areas a visitor should be pre-scheduled and pre-approved, previously read 'must' be pre-scheduled and pre-approved. • Added that unscheduled visitor must be approved by a manager prior initiating the visitor sign-in process. • Changed to visitor's log will be scanned and stored as official business records. Previously stated hard copy would be business record. • Removed that hard copy may be destroyed after 7 years. • Added that all business records, including visitor log scans, will be backed up on a regular basis.

Section 3.3 - • Added Visitor badge example.

Section 3.4 - • Removed specific number of exterior lights to be affixed to the building. • Removed that LED lights will be posted along the outer perimeter of the property.

Section 3.5 - • Removed statement that a third party security company would test the devices every six months. (The security system being installed is self-diagnosing and will alert the management if there is a malfunction. The security system will additionally be tested by management on a regular basis.) • Updated that the third party security company will continuously monitor the facility when the system is armed. Previously stated that third party security would continuously monitor. • Added entry sensors as components of the alarm system. • Removed that panic buttons will be worn on a lanyard and replaced with panic buttons will be utilized. • Updated to state that employees and visitors report to the primary safe area (Lobby) and management will determine if evacuation of the building to the secondary safe area is necessary. • Clarified that visitors will be asked to leave immediately after being accounted for. Previously stated they would be asked to leave immediately. • Added that any required notifications to AMCO will be made within 24 hours of the event.

Section 3.6 - • Changed location of security monitors and video recording equipment to be the Security Room located in the Cultivation Facility, instead of the safe room.

Section 3.13 - • Removed that all exterior corners of the space will have cameras installed to facilitate monitoring of all activity on each side of the building. • Removed statement that the parking lot will have video coverage to identify vehicles. • Updated that the failure notification system will provide e-mail and/or text notification of any failure in the surveillance system. Instead of audible and visual notification. • Changed that during a power outage all cameras and recording equipment will be run on battery backup for at least 30 minutes. Previously stated one hour.

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Section 3.14 - • Updated that all surveillance recording equipment and footage will be stored in the Security Room located in the Cultivation Facility, instead of in the office. • Removed that surveillance recording equipment and footage will be stored in a locked and secured cabinet.

Section 4.2 - • Updated that all business records will be stored in the Retail Office, instead of in the office and/or safe room.

Section 8.1 - • Changed description of secure storage compartment to read, 'Vehicles that will be used for transportation of marijuana will contain, or have affixed or mounted, a secure and sanitary lock box, that is either enclosed by the vehicle or affixed to the bed of the vehicle or trunk of the vehicle that will lock and will ensure the products cannot be seen by anyone from outside of the transportation vehicle.' Previously read, 'Vehicles that will be used for transportation of marijuana will contain a secure and sanitary area affixed to the inside of the transportation vehicle that will lock and will ensure the products cannot be seen by anyone from outside of the transportation vehicle.' • Removed that the vehicle storage box would specifically be a large rectangular industrial container and secured by a combination lock. Now reads that the container will be formed of steel, hard plastic or like materials and that it will lock and be 'safe and secure'.

Section 9.2 - • New Section

MJ-03

Section 2.1 - • New Section

Section 3.1 - • Changed to read that no marijuana or marijuana products will be on display in the retail waiting room. Previously read, "no marijuana will be accessible in this area". This change is being made to allow the possibility of limited retail transactions through the ID check window without accessing the Retail Showroom. This is further described under Section 5.1.

Section 3.3 - • Changed selection to 'Yes'.

Section 5.1 - • Completely re-written.

Section 6.1 - • Completely re-written.

Section 6.2 - • New Section

Section 7.1 - • Changed from no marijuana will be available in the waiting room to no marijuana will be displayed in the waiting room. (This change is made to accommodate limited access, secured marijuana retail sales by way of the ID verification window as described in the previous question.)

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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:	Axion Enterprises, LLC	**MJ License #:**	12768		
License Type:	Retail Marijuana Store				
Doing Business As:	Secret Garden Cannabis				
Premises Address:	726 E 15th Ave Suite 1				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99501

Mailing Address:	PO Box 200011				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99520

Designated Licensee:	James M.P. Thornton		
Main Phone:	907-952-7070	**Cell Phone:**	907-952-7070
Email:	james@secretgardenak.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:

The facility will refuse entrance to any person who does not produce a form of valid photo identification showing that person is twenty one (21) years of age or older. A valid form of identification includes: (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. At no time will a person under the age of twenty one (21) be permitted to remain on the premises. If at any time an employee suspects that a person is a minor, the employee will refuse access and have the individual escorted off the premises. A designated employee will request from all customers for government-issued identification and will thoroughly examine ID before allowing entrance into the retail store. In addition to passing the Marijuana Handler's Card course, employees in this position will be trained to spot the inconsistencies of forged identifications, and they will be given an ID guide to help them recognize IDs from other states and countries. Signage will be posted at the main entry door and the shopping area entry door stating "No one under 21 years of age allowed". The sign will be twelve (12) inches long and twelve (12) inches wide, and the letters will be one half inch in height in high contrast to the background of the sign.

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:

The facility will be equipped with a 24 hour monitoring alarm system, exterior low light activated lighting, and video surveillance. The restricted access area doors will be locked at all times with a spring loaded hinge to ensure it closes behind persons as they enter or leave the secured area. Access will only be granted to employees and licensees, and signage will be displayed on the door/entrance to each restricted access area indicating that members of the public are not allowed un-escorted access. At least one employee will be present behind the counter at all times, ensuring customers do not enter the restricted access area behind the counter. The facility will be equipped with an alarm system and video surveillance. Security cameras will be installed throughout the retail store that allow for monitoring of all areas 24 hours each day including, at a minimum: all entrances and exits, all security doors and restricted access areas, all windows, every portion of the Security Room, and the exterior of the building to monitor and identify all activity adjacent to the facility.

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

Maintaining all cannabis products and the security of our agents requires that access to the premises be monitored and restricted at all times during business hours. Individuals that will be permitted into the facility will have various degrees of access. Those with unrestricted access to the entire facility, including the office, behind the retail sales counter and the marijuana storage areas include the Licensee, the Manager on duty, specially-defined agents, and any emergency personnel during the time of an emergency. Limited access will be granted to other agents to include the retail sales counter and marijuana inventory storage. The establishment will be equipped with key card locks with varying degrees of access for the owner and employees. All other visitors to the facility must remain in the show room or waiting room of the retail facilities at all times.
In order to be escorted into restricted access areas a visitor should be pre-scheduled, with the exception of AMCO and duly authorized law enforcement agents, and pre-approved. Unscheduled visitors must be approved by a manager prior to initiating the visitor sign-in process. Each visitor will sign into the visitor's log indicating their name, the date, time in and out of the restricted access area, and purpose of the visit. All visitors will be required to sign in, and to provide valid government issued photo identification. All visitors will be given a visitor badge to be displayed on their person at all times and returned upon exit. Visitors will be escorted and actively supervised by an employee at a 5:1 ratio while in the restricted access areas, and once the visit has concluded, the visitor must leave the restricted access area immediately. The escorting employee will record all information related to the visitor's presence, including any reportable activity or behavior during the visit. This visitor log will be made available to AMCO upon request. The visitor's log will be scanned and stored as official business records. The records will be stored on the company's computer server. All business records, including visitor log scans, will be backed up on a regular basis.

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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:

Or similar format and content

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:

Exterior lighting will be positioned against the building and perimeter, and evenly distributed throughout the property. The facility plans to install commercial LED lights to be affixed to the building and evenly distributed on the property. The light fixtures will keep the premises, signs, doors, and windows well lit, and allow the exterior surveillance cameras to record individuals up to twenty (20) feet from all entry points. The lighting fixtures will be positioned at an inaccessible height with sturdy housings to deter vandalism and common obstructions. The bulbs will be extremely bright to maximize visibility and deter crime. The exterior lighting will be checked weekly by the manager on duty to ensure that each light in the system is operational, and that each mount is positioned for optimum recording clarity and to deter unauthorized presence on the premises.

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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:

A third party security company will install the alarm system, maintain its equipment, and continuously monitor the facility at an off-site center when the system is armed to ensure the safety of the property and to detect unauthorized activity. The alarm system will be active at all times that the facility is closed. The alarm system will be set up to monitor for intrusions with motion detectors and entry sensors at all potential entry points (all doors and windows), during closed hours. When triggered, an electronic alert will be automatically sent to the security company who will then contact local law enforcement and ownership. Panic buttons will be utilized for employees to access in case of emergency. When pressed, the buttons will trigger the alarm system, 24 hours a day. Employees will be trained to know how and when to use the panic buttons prior to beginning work, and all owners and managers will be educated on proper use, troubleshooting, and control of the alarm system. Each morning, the on-site manager will disable the overnight alarm system and check the surveillance cameras and recordings to ensure the system is functioning as expected. The last agent to leave the store each night will activate the overnight devices and sensors, and lock all doors and windows that are not self-locking. The exterior lighting system will activate in low light, in addition to the stationary lights, to allow for additional security measures during closed hours and to provide extra lighting for all surveillance recordings. The security system will be self-diagnosing and will alert management if there is a malfunction. The security system will additionally be tested by management on a regular basis.

In the event that a dangerous, threatening, or unauthorized situation arises in or around the facility and the electronic notification system alerts the local law enforcement, law enforcement will head to the location of breach. All customers present on the premises will be escorted immediately to the exit in a safe and organized manner. Employees and visitors will report to the primary safe area (Lobby) and management will determine if evacuation of the building to the secondary safe area is necessary. Employees will receive emergency training and will be trained to stay away from the location until otherwise told by law enforcement that it is safe. A designated employee will take a head count at the designated safe location to ensure all employees and visitors are accounted for. Employees will cooperate with local law enforcement and meet local police or the fire department in a safe location. All visitors, unless the visitor is the cause of emergency, in which case employees will be trained to react defensively and isolate and contain the visitor with out violence until the police arrive, present on the premises will be asked to leave immediately after being account for and will be escorted to the nearest exit in a safe and organized manner. If an emergency occurs in or around the facility during operation that threatens the facility, or the safety of employees and visitors, Management will evacuate the building of all people, including themselves, and await the arrival of the local police or fire department in a safe and accessible location. Once back in store, employees will look for property damages and verify cash and inventories. If anything is damaged or missing, a police report will be filed. Video surveillance will be downloaded and submitted to the appropriate law enforcement personnel for further investigation. Any required notifications to AMCO will be made within 24 hours of the event.

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

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

3.7. Describe your policies and procedures for preventing loitering:

A "No Loitering" sign will be prominently posted on the exterior of the building. Loitering outside the establishment will be met with a request from company agents to leave the premises. The loitering individual will be given a verbal warning that law enforcement will be notified if they do not comply. Employees will complete a walk around of the facility to look for suspicious activity or lingerers who have no legitimate business being on the property and ask them to leave if sighted. The last resort is to reach out to law enforcement personnel for assistance. In the retail area, agents will be constantly interacting with customers. If customers no longer have a purpose inside the retail and display area, agents will politely state that we have a "No Loitering" policy and customers are then asked to leave. The facility will have a single and secure entrance for all regular ingress and egress from the building and for all visitors. The entrance and perimeter of the building will be monitored by security cameras at all times. Agents will maintain a regular and noticeable presence around the property to deter unauthorized entrance. Managers will work with the security company and local law enforcement, if necessary, to secure the premises, prevent business practices which could entice or allow loitering, and escort all loitering individuals off the premises as soon as possible. Agents will maintain a regular periodic check around the property to deter any unauthorized persons.

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. JT

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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. JT

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. JT

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

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). JT

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:

Multiple cameras will be used in order to record all areas of the establishment, inside and outside at multiple angles and at a height that will provide a clear, unobstructed view. Cameras will be carefully placed to prevent any blockage from fixtures, posts, display cases, or other equipment. All security cameras will be positioned in such a manner as to get the best facial image of anyone present within the building and within twenty (20) feet of the exterior walls. The front entrance door of the facility as well as the exterior emergency exit door will have cameras documenting the face of anyone going in or out of the building. All restricted access doors will have coverage to clearly identify the face of anyone present. All exterior entrances and restricted access areas will have video coverage documenting the face of the individual entering the room. Footage from security cameras will be accessible remotely, allowing ownership to view operations from anywhere. A failure notification system will be installed to provide e-mail and/or text notification of any failure in the electronic monitoring system. During a power outage all video cameras and recording equipment will be run on a battery backup system to ensure that they can continue to operate for at least 30 minutes.

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:

All surveillance recording equipment and footage will be stored in the Security Room located in the Cultivation Facility. The Security Room will be accessible only by authorized agents (licensees and designated managers). The door will be equipped with a key card lock (only accessible by authorized personnel) and a spring-loaded hinge to ensure closing. The security system will only be accessible with a password (given to only authorized individuals), so no tampering with data will be possible. Data will be stored on the security system's DVR for a minimum of forty (40) days. Data has the ability to be uploaded to a separate hard drive to maintain records for longer than forty (40) days if there is a pending criminal, civil, or administrative investigation. These recordings will include the time and date stamp, and will be archived in a format that does not permit alteration of the recorded image. Recordings will be available to AMCO and local law enforcement upon request.

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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)*; JT

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;** JT

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

d. **records related to advertising and marketing;** JT

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

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

g. **all records normally retained for tax purposes;** JT

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;** JT

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

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

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:

All business records, including operational and regulatory documents, recordings, financial books, inventory and employment records, logs, manifests, and communications, will be stored for a minimum of 6 months in the Retail Office ~~Security Room in the Cultivation facility~~. Facility records will be managed by authorized agents in accordance with standard retention policies to ensure that business records are stored in a consistent and searchable manner. ~~Records within the facility will be stored in the Security Room, separate from all storage of marijuana products and currency. The owner, management team, and authorized agents will have access to the Security Room and business records. A commercial grade door with card access locking mechanism will be used to separate the office from the rest of the facility.~~ The required 6 months of business records will be stored within the licensed premises on a password protected computer. When not in use by authorized personnel the computer will be stored in a locked and secured file cabinet with any additional hard copy records.

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

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.	JT
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.	JT
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.	JT

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

Qualified agents will be given all necessary education and training upon hiring to be proficient in their jobs, as well as a three (3) month probationary period during which time they will receive training and evaluation. All qualified employees and agents must obtain their marijuana handler permit prior to employment per 3 AAC 306.700. Employees will be trained in handling of marijuana and sanitary procedures to ensure the marijuana is kept free from filth and germs. Each employee will be provided with any written materials generated by the company regarding procedures and State Laws and Regulations.

Received by AMCO 8.20.18

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. JT

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. JT

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. JT

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). JT

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):

n/a

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:

For all transports of products the establishment will create a METRC generated Trip Manifest. All Trip Manifests will be sent with the products, and an additional copy will be stored and filed on the premises as an official business record. The Manifest documents will clearly have the strain name, type of product, batch number, weight, name of the transporter and handlers ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. All marijuana product will be in a sealed package or container not exceeding five (5) pounds and then stored in a locked storage compartment within the transport vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops and at no time during transit will marijuana products be directly visible. All marijuana packaging will have a label stating that a licensed testing facility has tested each batch in the shipment. All packaging materials that will be sold to marijuana establishments for sale to consumers will be child-proof and unappealing to children. All packaging done at the facility will be performed in a specific 24 hour surveillance monitored area and will then be packaged in a uniform manner with labels secure and clearly displayed. Packaged marijuana will be stored in a secured area until ready for display or transport, and will be inspected, accepted or rejected, and recorded in an official log. The company will check all packages to make sure that they will keep all marijuana from contamination and will check to make sure that the packages will not impart any toxic or deleterious substance to marijuana. Secret Garden Cannabis will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility which are available to AMCO at its request. All usable marijuana sold to any marijuana establishment will be labeled with the following information: (1) the name and license number of the cultivation facility; (2) the harvest batch number assigned to the marijuana; (3) the net weight and the quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system; (4) a complete list of all pesticides, fungicides, and herbicides used in the cultivation and preparation of the marijuana; and (5) the date of expiration if perishable; (6) testing results; and (7) required warnings (if packaged for retail sale). A label and transport manifest will be affixed to all shipping containers.
Any vehicle transporting marijuana will be unmarked and inconspicuous. Vehicles that will be used for transportation of marijuana will contain, or have affixed or mounted, a secure and sanitary lock box, that is either enclosed by the vehicle or affixed to the bed of the vehicle or trunk of the vehicle that will lock and will ensure the products cannot be seen by anyone from outside of the transportation vehicle. The secure storage area within the transportation vehicle will be sanitized before and after each use. Prior to departure, a manager will ensure all marijuana is in sealed packages, and locked in the safe and secure storage compartment in the transport vehicle. All employees will be trained and will understand that under no circumstances (absent instruction from a duly authorized law enforcement officer) shall a sealed package containing marijuana be opened during transportation. The structure will be formed of steel, hard plastic or like materials. From time to time ownership may utilize a third party for transport and shall ensure the third party transport company has their Marijuana Handlers' card.

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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. JT

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. JT

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. JT

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. JT

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. JT

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. JT

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

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 three (3) signs with the business name and logo on it visible to the general public. The signs will not exceed 4,800 square inches and will all be attached to 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):

Secret Gardens' advertising and marketing is still in development; however, the company plans to utilize the following medium types when distributing advertisements:

- newspaper ads
- radio & TV ads
- social media to feature specific strains
- magazine ads
- text messaging

Advertisements will include the following logo, the retail store hours and location, and will include each warning statement verbatim as they are listed in the regulations.

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

Signature of licensee

James M.P. Thornton

Printed name of licensee

"Official Seal"
Notary Public
Charlotte Selvester
State Of Alaska
Commission # 171117019 Expires 11/17/2021

Notary Public in and for the State of Alaska

My commission expires: 11/17/2021

Subscribed and sworn to before me this 17th day of August, 2018.

Received by AMCO 8.20.18

(Additional Space as Needed):

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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

Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store

What is this form?

This operating plan supplemental form is required for all applicants seeking a retail marijuana store license and must accompany **Form MJ-01: Marijuana Establishment Operating Plan**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 3** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of the 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 and 3 AAC 306.315(2).

What additional information is required for retail stores?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Prohibitions
- Signage and advertising
- Displays and sales
- Exit packaging and labeling
- Security
- Waste disposal

This form must be completed and submitted to AMCO's main office before any new or transfer application for a retail marijuana store license will be considered complete.

Section 1 – Establishment Information

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

Licensee:	Axion Enterprises, LLC	**MJ License #:**		12768	
License Type:	Retail Marijuana Store				
Doing Business As:	Secret Garden Cannabis				
Premises Address:	726 E 15th Ave, Suite 1				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99501

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Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

Section 2 – Overview of Operations

2.1. Provide an overview of your proposed facility's operations. Include information regarding the intake and flow of marijuana and marijuana product at your premises, and a description of what a standard customer visit to your establishment would entail:

All marijuana at Secret Garden Cannabis retail facility will be identified and tracked from the time the marijuana or marijuana product is received through sales and/or disposal. Tracking will include identification and acceptance of incoming marijuana or marijuana product and sale to a customer who is at least 21 years of age. Secret Garden Cannabis will ensure that all marijuana and marijuana product received has been tested by a licensed marijuana testing facility per 3 AAC 306.550. All marijuana waste and/or marijuana product waste will be disposed of per 3 AAC 306.740. A METRC transport manifest will be required for all transfers between licensed facilities. All marijuana and marijuana product will be out of reach of customers. Secret Garden Cannabis will comply with Alaska State and Anchorage Municipality health and safety standards. All transactions will be reconciled in METRC by the end of each business day.
Customers will enter the waiting room through the main retail door where they will be greeted and must provide valid identification (per 3 AAC 306.350(a)) to demonstrate that they are at least 21 years of age. Once their ID has been verified, customers may proceed to the retail showroom to view and purchase marijuana, marijuana products and non-marijuana products. Customers in the retail showroom will be greeted by the sales staff and offered assistance in their product selection. Customers may ask questions, browse available products in the glass display cases and view a menu of available products. Customers may choose to purchase pre-packaged marijuana, marijuana product, deli-style flower and/or non-marijuana merchandise. For customers who choose to purchase pre-packaged marijuana only, ID will be validated and pre-packaged marijuana or marijuana products will be available for purchase through the ID window (no deli-style flower will be available for purchase at the ID window). Once the customer transaction is completed, customers will exit the building and leave the premises.

Section 3 – Prohibitions

Review the requirements under 3 AAC 306.310.

3.1. Describe how you will ensure that the retail marijuana store will not sell, give, distribute, or deliver marijuana or marijuana product to a person who is under the influence of an alcoholic beverage, inhalant, or controlled substance:

Secret Garden Cannabis will not sell, offer to sell, give, distribute, or deliver marijuana or marijuana products to any consumers who are: (1) not physically present on the licensed premises; (2) under the influence of an alcoholic beverage, inhalant, or controlled substance; or (3) not at least twenty one (21) years of age at the time of purchase, as evidenced by valid government-issued photo identification. All customers will enter one main door into our retail waiting room (no marijuana or marijuana products will be on display in this area). Once in the waiting room, employees of Secret Garden Cannabis will greet customers and check ID's. During this time, employees will be watching for signs of impairment. If a person enters the premises exhibiting signs of impairment, employees will be trained to recognize those signs, refuse all service and sale to that individual, and escort them safely from the premises. Law enforcement will be contacted for back-up when necessary. Additionally, employees and management will exercise strict diligence and compliance with the sale limits embodied in 3 AAC 306.355. A manager will be on hand to help manage customer ingress and egress and ensure there is an adequate number of employees on the sales floor.

3.2. I certify that the retail marijuana store will not: Initials

a. **sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product in a quantity exceeding the limit set out in 3 AAC 306.355;** JT

b. **sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet;** JT

c. **offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample;** JT

d. **offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation; or** JT

e. **allow a person to consume marijuana or a marijuana product on the licensed premises.** JT

Answer "Yes" or "No" to the following question:	Yes	No
3.3. Do you plan to request future approval of the Marijuana Control Board to permit consumption of marijuana or marijuana product in a designated area on the proposed premises?	✓	

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Section 4 – Signage and Advertising

Review the requirements under 3 AAC 306.360 and 3 AAC 306.365. All licensed retail marijuana stores must meet minimum standards for signage and advertising.

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

4.1. I understand and agree to follow the limitations regarding the number, placement, and size of signs on my proposed establishment, set forth in 3 AAC 306.360(a). JT

4.2. The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage the sale of marijuana or marijuana products. JT

4.3. All advertising for marijuana or marijuana product will contain the warnings required under 3 AAC 306.360(e). JT

4.4. I understand and agree to post, in a conspicuous location visible to customers, the notification signs required under 3 AAC 306.365. JT

4.5. I certify that no advertisement for marijuana or marijuana product will contain any statement or illustration that:

- **a. is false or misleading;** JT
- **b. promotes excessive consumption;** JT
- **c. represents that the use of marijuana has curative or therapeutic effects;** JT
- **d. depicts a person under the age of 21 consuming marijuana; or** JT
- **e. 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.** JT

4.6. I certify that no advertisement for marijuana or marijuana product will be placed:

- **a. within 1,000 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;** JT
- **b. on or in a public transit vehicle or public transit shelter;** JT
- **c. on or in a publicly owned or operated property;** JT
- **d. within 1,000 feet of a substance abuse or treatment facility; or** JT
- **e. on a campus for postsecondary education.** JT

Section 5 – Displays and Sales

5.1. Describe how marijuana and marijuana products at the retail marijuana store will be displayed and sold:

All pre-packaged marijuana and marijuana products available for purchase will be displayed in locked and secured display cases and cabinets and on shelving behind the point of sale counter. All pre-packaged marijuana and marijuana products will be packaged and labeled in accordance with all state and municipal laws and regulations, and in accordance with Secret Garden Cannabis policies. Any edibles or concentrates requiring refrigeration will be stored in a refrigerated display behind the point of sale counter in the restricted access area. Deli-style marijuana flower will be displayed in jars behind the point of sale counter, out of reach of customers and located in the marked restricted access area. For deli-style transactions, employees will take customer orders at the point of sale counter and weigh the flower using a certified scale. Once weighed to the desired amount, the employee will register the purchase in the POS system, seal the product into a child-proof container, and label the package in accordance with all state and municipal laws and regulations. Marijuana and marijuana products used for display purposes only will be placed into locked and secured displays located on the retail showroom floor in the unrestricted access area. Marijuana and marijuana product displays will be in full view of a working video surveillance camera at all times.
During regular retail hours of operation the ID window will serve dual purposes. For customers who choose to proceed to the retail showroom to view and purchase marijuana or marijuana products, ID verification at the window will allow them access to the showroom. For customers who intend to purchase pre-packaged marijuana only, ID will be validated and pre-packaged marijuana or marijuana products will be available for purchase through the ID window. No marijuana or marijuana products will be displayed in the waiting room. Due to the bullet resistant properties and secure nature of the ID window, the ability to sell pre-packaged marijuana and marijuana products will enhance employee safety during the early morning and late night operating hours. No deli-style flower will be available for purchase at the ID window.
The store will purchase bulk marijuana for processing into pre-roll marijuana joints, to be packaged and labeled in accordance with all state and municipal laws and regulations, and in accordance with Secret Garden Cannabis policies. All employees will be trained and monitored to ensure compliance with retail operating procedures.

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Section 6 – Exit Packaging and Labeling

Review the requirements under 3 AAC 306.345.

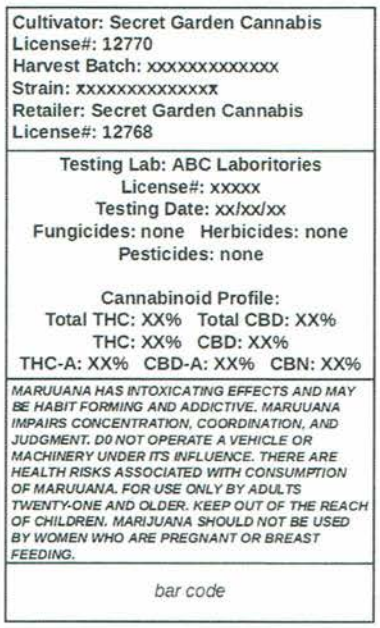
6.1. Describe how the retail marijuana store will ensure that marijuana and marijuana products sold on its licensed premises will meet the packaging and labeling requirements set forth in 3 AAC 306.345(a):

A Secret Garden Cannabis employee will be responsible for inspecting and approving all marijuana and marijuana products that will be sold at the retail store. The inspection and approval will include all packaging, labeling, and testing policies and results. Cannabis products transported from cultivation or manufacturing facilities will be inspected by the designated employee for quality, consistency, labeling and compliance with the required travel manifest consistency. Labels will be checked for compliance to 3 AAC 306.345, 3 AAC 306.470, 3 AAC 306.475, 3 AAC 306.565, and 3 AAC 306.570. Label information to be checked as applicable, includes (1) name and license number of the licensed establishments; (2) production lot or batch number; (3) strain information; (4) net weight of the product in the package (not including weight of packaging); expiration date if applicable; (5) potency profile; (6) testing results; and (7) all required warning text. The travel manifest paperwork will be checked for: (1) name and license number of the licensed establishment; (2) delivery date; (3) start time and estimated arrival time; (4) strain and batch information; (5) delivery driver name and handler permit verification; and (6) the weight of the products transferred. Once approved, the transfer will be accepted in METRC. All marijuana and marijuana product sold to a customer shall be in resealable, child-resistant packaging. All exit packages will opaque. The packages will meet all labeling requirements of the state and the municipality.

6.2. Provide a sample label that the retail marijuana store will use to meet the labeling requirements set forth in 3 AAC 306.345(b):

Front of Package

Back of Package



(Or similar format and content)

Received by AMCO 8.20.18

Section 7 – Security

Review the requirements under 3 AAC 306.350 and 3 AAC 306.720.

7.1. Describe the retail marijuana store's procedures for ensuring a form of valid photographic identification has been produced before selling marijuana or marijuana product to a person, as required by 3 AAC 306.350(a):

Secret Garden Cannabis will not sell, offer to sell, give, distribute, or deliver marijuana or marijuana products to any consumers who are: (1) not physically present on the licensed premises; (2) under the influence of an alcoholic beverage, inhalant, or controlled substance; or (3) not at least twenty one (21) years of age at the time of purchase, as evidenced by valid government-issued photo identification. All customers will enter one main door into our retail waiting room (no marijuana will be displayed in this area). Once in the waiting room, employees of Secret Garden Cannabis will greet customers and check ID's at the ID check window. Employees will be trained to identify forgeries and inconsistencies in ID's and will utilize an ID guide to help recognize ID's from other states and countries. A manager will be on hand to help manage customer ingress and egress. If the ID is in compliance the customer will be allowed to enter the retail showroom. If the ID is not in compliance for any reason, the customer will be asked to leave and law enforcement will be contacted if neccessary.

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

7.2. The video surveillance and camera recording system for the licensed premises covers each point-of-sale area. JT

Section 8 – Waste Disposal

Review the requirements under 3 AAC 306.740.

8.1. Describe how you will store, manage, and dispose of any marijuana waste, including expired marijuana or marijuana products, in compliance with any applicable laws. Include details about the material(s) you will mix with ground marijuana waste and the processes that you will use to make the marijuana waste unusable for any purpose for which it was grown or produced:

Secret Garden Cannabis will ensure that all marijuana waste is rendered unusable prior to leaving the facility. Management will maintain a log on the status of all marijuana waste, tracking the type of waste, the date of disposal, the date it was rendered unusable, and the date that it was picked up, and who made the transport to the waste station. All marijuana marked for disposal will be stored in a secured bin, separated from all other products and materials, until it can be rendered unusable. Once rendered unusable, marijuana will be securely stored in locked dumpsters located outside the premises. All locks will comply with the highest UL standards. Only authorized personnel will have access to the keys that lock and unlock the dumpsters.
After giving AMCO (via email to AMCO) at least a three (3) day notice, and entering into the METRC tracking system, the marijuana waste will be rendered unusable. To render marijuana unusable, the facility will grind and incorporate the marijuana waste with either non-compostable or compostable solid wastes so that the resulting mixture is at least fifty percent (50%) non-marijuana waste. The facility will use paper waste, plastic waste, cardboard waste, soil, food waste, yard waste, and/or vegetable-based grease or oils. Management will ensure that the resulting mixture is composed of no more than fifty percent (50%) marijuana by volume, and will log the composition of the mixture, available to AMCO upon request. All marijuana waste will be secured in waste storage in a locked and secured dumpster, separate from all other marijuana products, storage, and waste, and will then be picked up by Anchorage Waste Management.

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

8.2. The retail marijuana store shall give the board at least three days written notice required under 3 AAC 306.740(c) before making marijuana waste unusable and disposing of it. JT

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

Signature of licensee

James M.P. Thornton
Printed name of licensee

"Official Seal"
Notary Public
Charlotte Selvester
State Of Alaska
Commission # 171117019 Expires 11/17/2021

Notary Public in and for the State of Alaska

My commission expires: 11/17/2021

Subscribed and sworn to before me this 17th day of August, 2018.

Received by AMCO 8.20.18

Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

(Additional Space as Needed):

Received by AMCO 8.20.18