Current MJ-01 and MJ-03 in case is needed

Alcohol and Marijuana Control Office
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https://www.commerce.alaska.gov/web/amco
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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:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment Information

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

Licensee:	Axion Enterprises, LLC	**License Number:**	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 1611				
City:	Girdwood	**State:**	ALASKA	**ZIP:**	99587

Primary Contact:	James M.P. Thornton		
Main Phone:	907-952-7070	**Cell Phone:**	907-952-7070
Email:	james@alaskaraw.com		

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Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

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

The facility will be equipped with a 24 hour monitoring alarm system, exterior motion detecting 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 office and safe room, and the exterior of the building to monitor and identify all activity adjacent to the facility.

Describe your 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 owners 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 must sign into a log indicating their name, the date, time in and out of the restricted access area, and purpose of the visit. The visitor's log will be kept and stored as official business records. 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.

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

In order to be escorted into restricted access areas a visitor must be pre-scheduled, with the exception of AMCO and duly authorized law enforcement agents, and pre-approved. 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. The visitor's log will be kept and stored on-site as official business records. The visitors will be escorted by an employee at all times while on the premises. 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 records will be stored on the company's computer server, hard original copy will be stored in the secured locked office located on the second floor of the building. After 7 years the hard copy may be destroyed.

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

The licensee and all employees and agents of the facility who have been approved for access on the premises will be given an identification badge to display on their person at all times.

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

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

Exterior lighting will be positioned against the building and perimeter, and evenly distributed throughout the property. The facility plans to install a total of 8-12 commercial LED lights to be affixed to the building, evenly distributed on the property, and posted along the outer perimeter of the premises. 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.

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

A third party security company will install the alarm system, maintain its equipment, test the devices every six (6) months, and continuously monitor the facility at an off-site center to ensure the safety of the property and to detect unauthorized activity. The alarm system will be set up to monitor for intrusions with motion detectors in all areas of the building, 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 worn on lanyard 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 alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

Sensors will be installed and maintained on all potential entry points, including all doors and windows, to monitor for motion, intrusion, or activity when the alarm system is activated. The last employee to leave the facility each day will lock all doors and windows that are not self locking, and will activate the overnight security devices and sensors. The alarm system will be active at all times that the facility is closed, and any attempted intrusion will initiate an immediate and electronic notification to the off-site security center and to the manager's mobile phone. Each morning, the on-site manager will disable the alarm system, and inspect the security cameras and recordings to ensure that the system is functioning as expected.

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

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 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 safe room which is shared with 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.

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.

Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:

Motion detectors will be rigged to the exterior lighting system, 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 alarm system will monitor for intrusions with motion detectors on all access points, the licensed facility, office, and secured storage during closed hours. Any unauthorized or attempted intrusion will prompt an automatic, electronic alert to the security company who will then contact local law enforcement and ownership. Panic buttons worn on lanyards for emergencies will trigger the alarm system at any time they are pressed. Employees will be trained in how and when to use the panic buttons prior to beginning work. All alarm systems and devices will be tested every six (6) months.

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Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

In the event that 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 and visitors present on the premises will be escorted immediately to the exit in a safe and organized manner. 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 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 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.

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	✓	
Both the interior and exterior of each entrance to the facility	✓	
Each point of sale area	✓	

Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	✓	
Clearly and accurately displays the time and date	✓	
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	✓	

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Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

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. All exterior corners of the space will have cameras installed to facilitate monitoring of all activity on each side of the building. The parking lot and entrance will also have video coverage. Footage from security cameras will be accessible remotely, allowing ownership to view operations from anywhere. A failure notification system will be installed to provide audible and visual notification of any failure in the electronic monitoring system. During a power outage all video cameras and recording equipment will be run on emergency power with a battery backup system to ensure that they will continue to operate for at least one (1) hour.

Describe the locked and secure area where video surveillance recording equipment and records will be housed and stored and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the board:

All surveillance recording equipment and footage will be stored in the secured office, in a locked and secured cabinet, with hard drive backups on site. The office 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.

Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	✓	
Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area	✓	
Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board	✓	
Video surveillance records are stored off-site	✓	

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Business Records (3 AAC 306.755):

All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:	Yes	No
All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises	✓	☐
A current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment	✓	☐
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	✓	☐
Records related to advertising and marketing	✓	☐
A current diagram of the licensed premises including each restricted access area	✓	☐
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	✓	☐
All records normally retained for tax purposes	✓	☐
Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed	✓	☐
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	✓	☐

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A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All business records, including operational and regulatory documents, recordings, surveillance, financial books, inventory and employment records, logs, manifests, and communications, will be stored on-site in the office and safe room, and backed up on an off-site hard drive backup every 6-12 months to protect from loss and destruction and to allow ownership and designated authorities access at any time. Surveillance records may also be stored off-site and will meet all security requirements of 3 AAC 306. 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 secured office and safe room, separate from all storage of marijuana products and currency. Only ownership, the daily manager, and authorized agents will have access to the office 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.

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Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer "Yes" to all items below.

Marijuana Tracking and Weighing:	Yes	No
A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used	☑	☐
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	☑	☐

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

Secret Garden Cannabis will use the METRC marijuana inventory tracking system to increase product security, track the movement of all marijuana products from seed to sale, and minimize diversion and illegal practices. METRC will record and store all completed sales, conversions of manufactured products, and disposal of unusable inventory. All employees will be trained in using the system to ensure that: (1) all marijuana received on the premises is identified and tracked from the time of arrival through its sale, transfer, or destruction; (2) all establishments transacting to purchase or otherwise receive marijuana products from the facility are licensed; and (3) any loss or theft of marijuana products is promptly reported. Employees will record data at several stages, including: (1) receiving marijuana products (2) during sale and transport; and (3) during disposal, destruction, and theft. The facility will enter all inventory tracking information into METRC. Employees will record all sales in the system as they are processed. Employees will use the system to verify and record each sale and, and the identity of all individuals who arrive at the facility to conduct business. In the event that marijuana products are flagged for disposal, the facility will record the disposal in METRC and email AMCO enforcement at least three (3) days prior to taking any disposal action.

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Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer "Yes" to all items below.

Marijuana Hander Permit:	Yes	No
Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment	☑	☐
Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	☑	☐
Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired	☑	☐

Describe how your establishment will meet the requirements for employee qualifications and training:

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.

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Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to the statement below.

Marijuana Waste Disposal:	Yes	No
The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it	☑	☐

Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:

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.

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

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 ground up and mixed with other compostable materials such as food waste, yard waste, vegetable oils, or non-compostable materials such as paper waste or cardboard. The mixture will be inspected by an agent of the facility to ensure it is no more than 50% marijuana waste.

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Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. Describe the process or processes that you will use to make the marijuana plant waste unusable:

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 on a regular pick up schedule.

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Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to all items below.

Marijuana Transportation:	Yes	No
The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700	☑	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle	☑	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport	☑	☐
During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport	☑	☐
Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment	☑	☐
When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received	☑	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	☑	☐

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

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 official business records. 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 date the marijuana was harvested; (3) the harvest batch number assigned to the marijuana; (4) the date the marijuana was packaged; (5) the net weight and the quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system; (6) a complete list of all pesticides, fungicides, and herbicides used in the cultivation and preparation of the marijuana; and (7) the date of expiration if perishable; (8) testing results & date tested; and (9) required warnings (if packaged for retail sale). A label must be affixed to all shipping containers showing that a licensed marijuana testing facility has tested each harvest batch in the shipment . The label will list: (1) the date of final testing; (2) the cannabinoid potency profile, expressed as a range of percentages (3) a statement listing the results of microbial testing; {4) a statement listing the results of residual solvent testing, as applicable; and (5) a statement listing the contaminants for which the product was tested, including molds, mildew, filth, herbicides, pecticides. fungicides, and harmful chemicals.

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

Any vehicle transporting marijuana will be unmarked and inconspicuous. 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. 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 vehicle storage box will be a large rectangular industrial container mounted and secured within the vehicle, accessible by a combination lock. 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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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 7 – Signage and Advertising

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

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.

If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.

Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

Applicants should be able to answer "Agree" to all items below.

No advertisement for marijuana or marijuana product will contain any statement or illustration that:	Agree	Disagree
Is false or misleading	✓	☐
Promotes excessive consumption	✓	☐
Represents that the use of marijuana has curative or therapeutic effects	✓	☐
Depicts a person under the age of 21 consuming marijuana	✓	☐
Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana	✓	☐

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No advertisement for marijuana or marijuana product will be placed:	Agree	Disagree
Within one thousand feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21	☑	☐
On or in a public transit vehicle or public transit shelter	☑	☐
On or in a publicly owned or operated property	☑	☐
Within 1000 feet of a substance abuse or treatment facility	☑	☐
On a campus for post-secondary education	☑	☐

Signage and Promotional Materials:	Agree	Disagree
I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)	☑	☐
The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products	☑	☐
All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)	☑	☐

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Section 8 – Control Plan for Persons Under the Age of 21

Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

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.

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

James M. Thornton
Signature of licensee

James M.P. Thornton
Printed name

CHRISTINA THIBODEAUX
Notary Public
State of Alaska
My Commission Expires Mar 31, 2021

Subscribed and sworn to before me this 11 day of May, 2017.

Christina Thibodeaux
Notary Public in and for the State of Alaska.

My commission expires: March 31, 2021

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(Additional Space as Needed):

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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 the **Marijuana Establishment Operating Plan (Form MJ-01)**, 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 those 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
- On-site consumption
- Displays and sales
- Exit packaging and labeling
- Security

This form must be submitted to AMCO's main office before any retail marijuana store license application 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	**License Number:**	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

Section 2 – Prohibitions

Applicants should review 3 AAC 306.310 and be able to answer "Agree" to all items below.

The retail marijuana store will not:	Agree	Disagree
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	☑	☐
Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet	☑	☐
Offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample	☑	☐
Offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation	☑	☐
Allow a person to consume marijuana or a marijuana product on the licensed premises, except as provided in 3 AAC 306.305(a)(4)	☑	☐

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 will be accessible 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.

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Section 3 – On-site Consumption

	Yes	No
Do you plan to request approval of the board with your initial application to permit consumption of marijuana or marijuana product in a designated area on the proposed premises?	☐	☑

If "Yes", describe how you ensure that only marijuana or marijuana products that were purchased at your proposed premises are being consumed, per 3 AAC 306.305(a)(4):

Section 4 – Displays and Sales

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

All marijuana and marijuana products will be displayed in locked and secured display cases and cabinets, behind the point of sale counter only accessible to employees and the licensee, and located in the marked restricted access area. Product displays will be in full view of a working video surveillance camera at all times that marijuana or marijuana product is stored in the display. Marijuana and marijuana products will be secured in a locked case at all times. Only marijuana that is packaged and labeled in accordance with all state and municipal laws and regulations, and in accordance with Secret Garden Cannabis policies, will be placed in product displays and accessed for sale to the public. All employees will be trained and regularly monitored to ensure compliance with the display and closing policies, and that all product is secured and accounted for at all times. When customers have made their purchasing decisions, they will head to the point of sale counter. All edibles, concentrates, and flowers will be stored behind the point of sale counter. Cashiers will take the customer order and dispense for sales from behind the counter. Concentrates and edibles will all be pre-packaged and labeled. Flower will be sold either pre-packaged or "Deli" style. "Deli" style flower will be displayed in large glass jars (behind the point of sale counter) with batch labeled strains. 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 which integrates with METRC, seal the product into a child-proof container, and print the packaging label. The prepackaged products will be displayed in the glass display cases located within the restricted access area. The store will also buy bulk marijuana and roll their own pre-roll marijuana joints and package them in accordance with the regulations and place into pre-labeled mylar bags. Any edibles requiring refrigeration will be stored in a refrigerator behind the point of sale counter in the restricted access area.

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Section 5 – Exit Packaging and Labeling

Review the requirements under 3 AAC 306.345, and identify how the proposed establishment will meet the listed requirements.

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, equipment, labeling, and testing policies and results. Cannabis products transported from cultivation or manufacturing facilities will be inspected by the designated employee for quality, consistency and compliance with the required travel manifest documentation. Once approved, inventory will be entered into METRC with all mandatory information designated by AMCO. Purchase order entry information will be stored on the server, and printed and stored as official business records. When cannabis-infused edibles and marijuana concentrates are delivered from a manufacturer, the designated employee will inspect the products for labeling compliance and the travel manifest documentation consistency. Labels will be checked for: (1) name and license number of the licensed establishment; (2) production lot and batch number; (3) strain Information; (4) net weight of the product in the package (not including weight of packaging); and (5) packaging date and expiration date. 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. The employee accepting the product will take photocopies of all paperwork involved in the transfer. Both the provider and the receiver of the marijuana products will sign paperwork expressing that all information is correct and the transfer took place. All marijuana bud and flower sold to a customer shall be packaged for sale in a package not exceeding one (1) ounce. All marijuana product sold to a customer shall be packaged for sale in a package not to exceed seven (7) grams for marijuana concentrate meant for inhalation. The packages will meet all labeling requirements of the state and the municipality.

Provide a sample label that the retail marijuana store will use to meet the labeling requirements under 3 AAC 306.645(b):

Retail Sales Labels will include all of the following clearly and easily displayed on every product:

Business Name:
License Number:
Strain:
Batch / Lot Number:
Gross Weight:
Net MJ Weight:
Packaging Date:
Expiration Date:
THC: (% or MG depending on whether its a product or flower)

Alaska Safety Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding.

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Section 6 – Security

Identification Requirement to Prevent Sale to Person Under 21 (3 AAC 306.350):

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, per 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 accessible 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.

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

James M. Thornton
Signature of licensee

James M. Thornton
Printed name

Subscribed and sworn to before me this 12 day of May, 2017.

CHRISTINA THIBODEAUX
Notary Public
State of Alaska
My Commission Expires Mar 31, 2021

Christina Thibodeaux
Notary Public in and for the State of Alaska.

My commission expires: March 31, 2021