Alcohol & Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

What is this form?

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

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

Section 1 – Establishment Information

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

Licensee:	Top Tier Gardens, LLC	**License Number:**	17916		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	TOP TIER GARDENS, LLC				
Physical Address:	408 North O'Daniel Circle				
City:	Meadow Lakes	**State:**	AK	**Zip Code:**	99623
Designated Licensee:	Andrew Hurst				
Email Address:	toptiergardens01@gmail.com				

Section 2 – Attached Items

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

Attached Items:	MJ-01 Marijuana Establishment Operating Plan - Top Tier Gardens

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

Received by AMCO 7.16.18

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Attached Items:	MJ-01 Marijuana Establishment Operating Plan - Top Tier Gardens - Revised Page 10

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Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- 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:	Top Tier Gardens, LLC	**MJ License #:**	17916		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Top Tier Gardens, LLC				
Premises Address:	408 North O'Daniel Circle				
City:	Meadow Lakes	**State:**	Alaska	**ZIP:**	99623

Mailing Address:	7362 West Parks Hwy, Box 477				
City:	Meadow Lakes	**State:**	Alaska	**ZIP:**	99623

Designated Licensee:	Andrew D. Hurst		
Main Phone:	907-351-3455	**Cell Phone:**	907-351-3455
Email:	waparsley@yahoo.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 rural and remote location of this facility will negate any casual interactions. The property is secure from unintentional trespassers. Any interested persons will be vetted prior to visitation and under age parties or access by under age persons will not be permitted.

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 building is secure with only one access door, which is monitored 24/7. Access to the building is restricted and requires passing through the main entry door from outside, which is going to have a key coded security entry system, and will remain locked always. The interior doors will be locked during non-business hours.

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

All processes are in accordance with 3 AAC 306.710, with three (1) licensee/employee/agent on premises, and do to the nature of TTG's business, we do not anticipate more than 5 visitors on the premises at any given time. Visitors will be on the premises via appointment ONLY. When they arrive on premises, they will announce their arrival via the door bell near the main door. Visitors will be vetted, granted a visitor badge, and signed in at the reception/office area, before escorted access is granted into the restricted area. In the event of an unannounced visitor, if time permits, they will be vetted, granted a visitor's badge, and signed in at the reception/office area, before escorted access is granted, if time does not permit, they will not be permitted on premises, and asked to schedule an appointment.
All visitors will be by appointment ONLY, vetted prior to appointment time, "logged in" by completing the 'restricted area sign-in form', which will include, but is not limited to, times, dates, reason for visit, and identification information as part of the visitor's log. The log will be retained and stored for safe-keeping for the required retention periods according to applicable law.

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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:

Each licensee and/or employee will be required to wear their MJ Handler Badge and TTG's employee badge on premises to ensure proper identification and compliance requirements are met. Please see attached.

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 is provided by fixtures mounted on each corner of the building and over the entry way. Each fixture contains two floods light bulbs. The areas of interest are fully illuminated by these fixtures.

Please see MJ-02.

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TOP TIER GARDENS, LLC

Visitor Pass

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TOP TIER GARDENS, LLC

ANDREW HURST

LICENSEE

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TOP TIER GARDENS, LLC

ANDREW HURST

EMPLOYEE ID

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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:

An alarm system, consisting of CCTV cameras and associated hardware and software, will be installed, when system is tripped, the system will notify, the owner, manager, police or security firm upon an unauthorized entry. Mr. Hurst will be notified and will immediately investigate the system alarm notification. If the investigation results in theft of marijuana, marijuana products, or money from the licensed premises, then Mr. Hurst will notify the police, provide all necessary evidence, and get a police report generated and then AMCO within 24 hours of the theft.

The MJ Cultivation Security includes the following: 4MP HD-CVI WDR IR Vandle Proof Bullet Cameras; 16CH Tribrid 4MP; 2 SATA; HDMI; 8CH Additional 5MP IP; 8TB Surveillance Grade Hard Drives and a Lockable Security Vertical Wall Mount Cabinet - located on the premises; DSC Cellular Alarm System; Door Sensor; Motion Detectors; Panic Button and Monthly 24/7 Monitoring Included For 60 Months.

The closing procedures include securing all doors, activating the security system by a coded key-pad, upon leaving the premises each time. Upon return, the system will be de-activated in the same manor.

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

Policies and programs to prevent diversion of product (flower and sell-able leaf) are addressed as follows: Company policy states "diversion of any marijuana is not allowed and if discovered is cause for termination." The management program, METRC, identified by the State of Alaska, will be used to track individual plants. All product from the individual plants and the resulting product (flowers and sell-able leaf) will be identified through the individual plant Id's provided by METRC. This individual plants and the resulting product (flowers and leaf) are easily tracked by the program identification. Between the METRC tracking system and adherence to company policy and vigilant surveillance on my part, diversion of any marijuana will be easily identified and addressed.

Our facility is a small 2 man operation and thus easy to control diversion. If, in the future, employees are brought on, training and adherence to company policy addressing prevention of diversion will be conditions of employment.

There are exterior and interior security cameras located throughout the restricted area and areas of interest (office, entry way, entry door) to monitor and record activities. This monitoring will provide an additional deterrent to any attempted diversions.

3.7. Describe your policies and procedures for preventing loitering:

The facility is located in a rural and less populated area. "Private Property" & "No Trespassing" signs are posted, our policy dictates that the procedure for handling uninvited/suspicious persons/traffic is to investigate, and if necessary ask said uninvited/suspicious persons/traffic to leave the premises, and then if necessary, report to the local authorities for trespassing.

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. AH

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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. AH

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. AH

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

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). AH

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:

Camera placement will be as follows:
- Exterior door has one exterior camera:
  - One camera facing out to capture images of activity approaching the area.
- Interior access point will have an interior camera covering the area in front of and around the portal.
- Several other cameras will cover the office, cultivation and processing areas.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

The surveillance recording equipment will be housed safely and securely on-site, housed in a lock box cabinet, accessible only to the marijuana establishment licensee or authorized employee, and to law enforcement personnel including a peace officer or an agent of the board. In accordance with 3 AAC 306.720(d).

Access to the equipment will be provided to authorities upon request.

Company policies and procedures regarding actions to be taken in the event of electronic notification of a security breach are:
- The system/service notifies Andrew Hurst.
- Contacts the local law enforcement prior to accessing the property.
- Access the security camera system to determine the nature of the breach.
- Visit the facility, if safe to access, determine nature and extent of breach.
- Interface with law enforcement to determine next steps to be taken.

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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)*; AH

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;** AH

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

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

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

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

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

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;** AH

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

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

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:

On a monthly basis, all electronic data (i.e. inventory, orders, receipts, invoices, payables etc.) will be transferred to a separate hard drive and stored off premises.
On a bi-annual basis, all paper records and data (i.e. Visitor's logs, Transportation logs, Testing logs, time sheets, accounting, orders, receipts, invoices etc.) will be collected and stored off premises for the designated time requirements.

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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. AH

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

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. AH

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. AH

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. AH

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. AH

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

Each applicant for employment will be required to have a resume, and will be vetted. Once they are employed, the following will be required:
- Each employee will obtain a Marijuana Handler's card; and
- Each employee will be trained regarding the Company policies and procedures, all in accordance with applicable law.

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

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

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

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. AH

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. AH

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). AH

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

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

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

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

The product will be harvested and dried, the valuable parts will be separated from the waste and then sorted into appropriately sized portions all in accordance with 3 AAC 306.470:
(1) to a retail marijuana store, either
(A) in a package not exceeding one ounce for resale to consumers without additional handling by the retail marijuana store
except to add the retail marijuana store's own
(i) identifying name or logo; and
(ii) license number; or
(B) in a wholesale package not exceeding five pounds for repackaging by the retail marijuana store; or
(2) to a marijuana product manufacturing facility in a wholesale package
(A) not exceeding five pounds; and
(B) consisting of a single strain or a mixture of strains as identified on the label
(3) identified by a tracking label generating for tracking by the marijuana cultivation facility's marijuana inventory tracking system, and stored in a locked, secure vault or applicable safe until ready for transportation.
(4) The labeling will be in accordance with 3 AAC 306.475 pending on contract with retailer i.e. package for direct resale or wholesale packaging.

Prior to shipment the product will be stored in a safe in the restricted area. All required information will be recorded in the tracking system (type, amount and weight) and a transport manifest will be prepared. The manifest will include the name of the transporter, time of departure and expected arrival, make, model and license number of the transporting vehicle. The manifest remains with the marijuana at all times.

Upon transportation, the marijuana will be placed into a sealed packed and locking safe built in to the vehicle. The marijuana will be transported and remain secured in the safe until transferred to the retail facility or other cultivation facility. Records of all marijuana shipped from the establishment. The practice described herein is consistent with #AAC306.750.

An appropriately sized safe will be securely fastened inside the transport vehicle.

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

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700. AH

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. AH

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. AH

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. AH

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. AH

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. AH

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

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):

The Company does not plan on advertising, the business is wholesale and all business contacts will be made by word of mouth or networking.

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Form MJ-01: Marijuana Establishment Operating Plan

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

Please see attached.

The Company does not plan on advertising, the business is wholesale and all business contacts will be made by word of mouth or networking. The Company will have hats, clothing, etc. with company logo, but no advertising of products.

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

Signature of licensee

Andrew D. Hurst

Printed name of licensee

WHITNEY A PARSLEY
Notary Public, State of Alaska
My Commission Expires
March 1, 2020

Whitney A. Parsley

Notary Public in and for the State of Alaska

My commission expires: March 1, 2020

Subscribed and sworn to before me this 15th day of July, 2018.

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Top Tier Gardens

9.2 Attachment

Received by AMCO 1.15.19