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:	Ak Gold LLC.	**License Number:**	18945		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	AK GOLD LLC.				
Physical Address:	46657 Kenai Spur. Hwy.				
City:	Kenai	**State:**	AK	**Zip Code:**	99611
Designated Licensee:	Mark Powell				
Email Address:	markpowell@aspi.us.com				

Section 2 – Attached Items

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

Attached Items:	Form MJ-01: Marijuana Establishment Operating Plan

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

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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:	Ak Gold LLC.	**MJ License #:**	18945		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	AK GOLD LLC.				
Premises Address:	46657 Kenai Spur Hwy				
City:	Kenai	**State:**	Alaska	**ZIP:**	99611

Mailing Address:	46657 Kenai Spur Hwy				
City:	Kenai	**State:**	Alaska	**ZIP:**	99611

Designated Licensee:	Mark F Powell		
Main Phone:	907-776-8006	**Cell Phone:**	907-398-1683
Email:	markpowell@aspi.us.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:

Exterior doors on the premises will be locked at all times, as will interior doors. Also, there will be a posted I.D. requirement, clearly visible at each entry to the building. The employee or licensee present on duty will control the flow of individuals into each area of the premises and will request photo I.D. for age verication to any visitor.

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:

Exterior as well as interior doors of the premises will be locked at all times. The facility will be fully enclosed with surveillance at each entrance and exit. The employee or licensee present on the premises will ensure photo I.D. is given for any visitor given access to a restricted area. Any visitor will be escorted and monitored on the premises at all times.
Each entrance to a restricted access area will be marked by a sign that says "RESTRICED ACCESS AREA, VISITORS MUST BE ESCORTED"

Note: Security for Cultivation Facility is contracted with CIS - Cardoso Integrated Security

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

The employee or licensee present will have any visitor to the premises fill out a form with their name, the date, a drivers license number, reason for visit, and time of visit. If there is just cause and the visitor fulfills each legal requirement for access, the agent of the facility will then escort the visitor through each practical area of the facility. The agent will be present with the visitor at all times and will have them sign out of the premises and escort them from the building. Also, copies of these forms will be present on the premises at all times.

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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:

AK GOLD LLC

Licensee Identification Badge

Name: John Doe

PHOTO ID

Date of Birth: 1/1/2000

MJ License # : 18945

Association: Employee/Licensee

Visitors Identification Badge

Name:

D.O.B.:

Date:

Reason for Visit:

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:

All three exposed exterior walls will have continuous lighting and surveillance. Both lights and security cameras will be placed on obstructed with clear view of each entrance and exit.

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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:

Exterior, doors will be equipped with an alarm system that will be activated once each door is locked. The bathroom window will also be equipped with this device.
AK Gold LLC has contracted CIS of Anchorage to supply our surveillance needs.
If an alarm system alerts a licensee, employee, or agent of AK Gold LLC of an Unauthorized Breach, the individual will immediately call 911 and report the breach.

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

Video surveillance will allow for clear and certain identification of any person and any activity in each restricted area of the licensed premises. Also, close tracking and record keeping will be used to ensure no diversion takes place. *See additional Space 1

3.7. Describe your policies and procedures for preventing loitering:

Signs will be posted on exterior walls of the premises and the employee or licensee on duty will periodically monitor the exterior video surveillance to ensure any loiterers are dispersed. If loiterers do not comply when asked to leave the premises by an agent of AK Gold LLC, the agent will notify the police, and take further appropriate actions, necessary.

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. MP

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(Additional Space as Needed):

*1. Diversion of marijuana will also be prevented by tracing plants through the entire growing process. Clones will be tagged and lotted and traced through the entire growing process. A system will be in place to also track all flower and waste from the facility to ensure no diversion takes place. Trusted affiliates and/or licensees will be present at all times of operation to ensure these processes are followed.

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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. MP

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. MP

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

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). MP

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:

The camera system will be placed covering each entrance and exit to the premises. The cameras will be placed at a heigth of 8 to 10 feet to provide a clear, obstructed view of all regular activity. A camera will be placed on each exterior wall to provide 20 or more feet of surveillance of each entrance.

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 inside of the office which is a restricted access area. Entrances and exits to this room will be locked at all times with access only granted to licensees. Original copies of surveillance records will be kept inside the safe located in the office and the combination will be provided only to licensees to facilitate security. There will be a procedure in place which ensures surveillance and records will be available to authorities at any time.

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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)*; MP

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;** MP

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

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

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

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

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

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;** MP

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

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

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 required records will be backed up onto an external hard-drive, in conjunction with being held on the desk top computer within the office. Paper records of each transaction under the license for the current year and three preceeding calendar years, as well as all records for the last six months will be filed on the premises.

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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. MP

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

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. MP

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. MP

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. MP

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. MP

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

Each employee and agent will be educated and trained in the operation and mechanics of all security systems (in Surveillance cameras, alarm system, etc.) Also, employees will be educated in safe marijuana handling and disposal. Loitering control and underage mitigatron training will be provided

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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. MP

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. MP

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. MP

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). MP

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 marijuana inventory tracking system will be used to record the type, amount, and weight of marijuana being transported and the name of the transporter, make, model, and license plate number of the transporting vehicle will all be included on a printed transport manifest. Marijuana will be in a sealed container and in a locked storage compartment.

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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. MP

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. MP

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. MP

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. MP

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. MP

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. MP

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

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):

AK Gold LLC cultivation facility will not post a business sign on the exterior of the location. Restricted Access Signs will be posted on both exterior entrances (2) and on interior door from the office to restricted cultivation area.

Restricted Access Signs will be 12" x 12"

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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):

AK Gold LLC will have file folders and pictures of each strain for viewing by potential customers. In the future we will create business cards and possibly a website. Logos my be developed in the future.

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

Signature of licensee

Mark F Powell

Printed name of licensee

JULIE WHEELER
My Commission Expires
NOTARY PUBLIC
July 9, 2021
STATE OF ALASKA

Notary Public in and for the State of Alaska

My commission expires: 7/9/21

Subscribed and sworn to before me this 25 day of January, 2019.

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