CORRESPONDENCE

THE STATE of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West Seventh Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

December 17, 2018

Tundra Farm 1, Inc.
DBA: Tundra Farms
Via email: mrdanny907@gmail.com

Re: Marijuana Product Manufacturing Facility #18706

Dear applicant,

The AMCO Office has reviewed the documents submitted for the proposed marijuana establishment license referenced above. This letter is notice under 3 ACC 306.025(e)(2) that your application is incomplete and additional items are needed to complete the application. The additional items that need correction or resubmittal are listed below—please be sure to read the entire letter. **Please note that if the corrections and/or additional documents submitted in response to this letter are not found to be complete, your application will be returned to you in accordance with 3 AAC 306.025(e)(1), and you will need to file a new application and pay a new fee should you wish to continue pursuing licensure.**

- **MJ-01 Operating Plan**
  - Page 2, 3.2: this box references 'Cultivation facility' when it should be manufacturing facility. Please correct this box accordingly.
  - Page 4, 3.5: please add to your answer in this box and describe how you will comply with 3 AAC 306.715(e).

- **MJ-02 Premises Diagram** (please take the time really do good on this, call me if you need to)
  - There is too much going on on the diagrams you submitted (and I can send them to you if you want). For one, I could not tell what is going on or figure out the flow of the building in its totality. I will give examples of my confusion, but please re-do the diagrams with all the requirements of MJ-02's guides, AND taking into consideration my points below:
    - The diagrams do not show the license number
    - Most diagrams do not show the True North arrow
    - In the manufacturing layout diagram:
      - The restricted access area/red line cannot be larger than the licensed premises perimeter/yellow line.
      - The office, employee break room, and restroom should actually be licensed premises but not restricted access area.
      - Where do the stairs lead to?
    - The diagrams you submitted that depict any given diagram as per the MJ-02 guidelines are just too confusing. How do all these diagrams relate to each other?
    - Diagrams 3, 4, 5, if done correctly and cleanly could be done in one diagram. Diagrams 1 and 2, in this particular case, should be done in 2 diagrams.

- The aerial view diagrams(s) must clearly indicate both what building is being used for this license and which section of that building is being licensed specifically for this facility.
- You still do need to keep your color coding and labels/legend, etc.
- It is possible to submit one set of diagrams that depict all three marijuana establishments and their specific requirements, but it needs to be done just perfect.

- **MJ-05 Manufacturing Supplemental**
  - On all the proposed products' sample labels (Shatter, Bubble Hash, Budder, Crumble, Vape Cartridges, Rosin), is it possible you can resend the labels, specifically made for each, but with bigger more readable font size. I will take a separate sheet for each if necessary.

- **Proof of Possession for Proposed Premises**
  - **Master lease (I requested the same thing on incompletes for licenses 18702 and 18706, I will accept one corrected document for all three licenses)**: in the 'Default' section of each, the clause about "*Landlord will contact the Alaska Marijuana Control Office and ensure Enforcement for AMCO removes all marijuana and marijuana product form facility"* needs to also state that the landlord will not remove or take possession of marijuana or marijuana product.
  - **Sublease (I requested this on incomplete for 18704, I will accept one corrected document for both licenses):** the subtenant in this sublease is Tundra Farms 1, Inc., the name of your corporation, according to all the paperwork submitted, is Tundra Farm 1, Inc. (without the 's'). Assuming this is a mistake, please correct the sublease in all the areas where the entity is mentioned to include the signature line. And,
  - in the 'Default' section the clause about "*Landlord will contact the Alaska Marijuana Control Office and ensure Enforcement for AMCO removes all marijuana and marijuana product form facility"* needs to also state that the landlord will not remove or take possession of marijuana or marijuana product.

- **Food Safety Permit Application**
  - Did you submit the Plan Review Application to DEC-Food Safety? It is not stamped as received by DEC. Please provide me with a stamped-as-received by DEC copy of the application.

It is very important that you submit the above corrections and/or documents as soon as possible so that AMCO staff has adequate time to review the corrections and/or additional documents which must be found to be complete within 90 days of the date of this letter.

Respectfully,

Jane Sawyer, Occupational Licensing Examiner
For,
Erika McConnell, Director
marijuana.licensing@alaska.gov

From:	Marijuana Licensing (CED sponsored)
To:	"mrdanny907@gmail.com"; "Jana Weltzin"; Valerie Mastolier
Cc:	Marijuana Licensing (CED sponsored)
Subject:	Following up on corrections rcvd. 1.25.19-Tunda Farms-Product Manufacturing-18706
Date:	Monday, January 28, 2019 2:04:00 PM
Attachments:	MJ-01 page 4- 3.5 not addressed.pdf

JDW,

I reviewed the corrections. Application is still incomplete:

- One of your emails lists Stamped DEC app., but it was not included in the email.
- The page attached to this email, 3.5 of MJ-01, did not include how you will meet 3 AAC 306.715(e) **as requested in the incomplete letter.** Your last sentence on this box implies you will only contact AMCO enforcement when there is local law enforcement involvement, but now it is required that you notify us even under other different circumstances (not just involvement of law enforcement). Please read the regulation.
- Deadline for you to get application complete for the Feb. meeting is 2.1.19.

This email does not extend the 90-day deadline to get this application complete which is 3.17.19, you will start over if deadline is not met. However, the application is subject to get returned altogether if corrections are not adequate second time around.

Thank you

Jane P Sawyer
Occupational Licensing Examiner|Alcohol & Marijuana Control Office
550 W 7th Avenue, Ste. 1600, Anchorage, AK 99501| 907-269-0350

From:	Marijuana Licensing (CED sponsored)
To:	"mrdanny907@gmail.com"
Cc:	Marijuana Licensing (CED sponsored)
Subject:	Incomplete Application Notice-Tundra Farms license 18706 (Product Manufacturing)
Date:	Monday, December 17, 2018 12:28:00 PM
Attachments:	18706 Incomplete Application Notice.pdf

Hello,

Your marijuana establishment license application has been reviewed, attached is correspondence regarding corrections, additional documents, and/or resubmittals that need to be addressed.

Please make sure to read the entire letter. If the submitted corrections are not found to be complete, your application will be returned to you in accordance with 3 AAC 306.025(e)(1), and you will need to file a new application and pay a new fee should you wish to continue pursuing licensure. Essentially, we will accept corrections one time within your 90-day deadline period. Feel free to call or email if you need clarification on any items from the Incomplete Letter.

Please let me know if you need copies of the transfer paperwork I have. I want to make sure you receive this email and its attachment first. Send any documents/correspondence to marijuana.licensing@alaska.gov

Respectfully,
Jane Sawyer
Occupational Licensing Examiner
Alcohol and Marijuana Control Office
550 W 7th Avenue Ste. 1600
Anchorage, AK 99501
907-269-0350