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

Alaska Marijuana Control Board

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:	Raspberry Roots, LLC	**MJ License #:**	10097		
License Type:	Marijuana Retail Facility				
Doing Business As:	RASPBERRY ROOTS				
Premises Address:	501 Raspberry Road, Suite 101				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99518

Mailing Address:	501 Raspberry Road, Suite 101				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99518

Designated Licensee:	Kimberley Kole		
Main Phone:	907-727-6584	**Cell Phone:**	
Email:	kim@raspberryroots.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:

Raspberry Roots will refuse entrance to any person who does not produce a form of valid photo identification showing that person is twentyone (21) years of age or older. A valid form of identification includes: (1) an unexpired, unaltered passport; (2) an unexpired, u naltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbi a, 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 id entification card. At no time will a person under the age of twentyone (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. The p ublic must pass through the atrium to enter the waiting room. At that entrance, there is a receptionist desk where an employee chec ks state issued IDs to ensure that all patrons are over the age of 21. The door between the waiting room and the retail sales floor is re stricted by another door that can be controlled by a button under the receptionist desk. Marijuana products are stored in locked displ ay cases, behind the POS counter in the Restricted Access Area, and in the retail office.

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:

Maintaining the security of all marijuana products requires that access to the premises be monitored and restricted. Access beyo nd the waiting room to the sales floor is through a high security door that can be controlled by a button accessible by receptionis t and budtenders. There is also signage indicating that the area behind the sales counters are Restricted Access, and there is a ch ain designating that separation as well. Behind the sales counter, through the mini office is the Restricted Access door leading to the common area of the facility, which will remain locked. It has a springloaded hinge to ensure it closes behind people as they enter or leave the secured area. At least one employee will be present behind the counter at all times, ensuring customers do no t enter the restricted access area behind the counter. Cameras are placed conspicuously to encourage people to not attempt acc ess. The facility is equipped with an alarm system, and video surveillance is installed throughout the premises that allows for mo nitoring all areas 24 hours each day, including all entrances and exits, all security doors and restricted access areas, offices, secur ity room, windows, and the exterior of the building to monitor and identify all activity adjacent to the facility.

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

Individuals permitted into the facility have various degrees of access. Those with unrestricted access to the entire facility include the Owners, the Manager on duty, AMCO, AMCO Enforcement, and any emergency personnel during the time of an emergency. Employees are granted limited access to the areas of the building that are pertinent to their job description, and all employees wi ll have access to the break room.
All members of the public over the age of 21 must show proper government issued IDs and are restricted to the waiting room an d retail sales floor area. In order to be escorted into restricted access areas, a visitor must be prescheduled by either Kim or Jerry, or a manager, with the exception of AMCO and duly authorized law enforcement agents. Those who are granted access to the fa cility beyond this unrestricted access area sign into the Visitor's Log in the waiting room at the front entrance and obtain a visitor 's badge, which they must wear throughout the duration of their visit. All visitors will be escorted by an employee while on the pr emises (at a ratio of no more than 5 guests per employee), and the visitor's badge is returned to the front desk upon departure. T he Visitor's Log includes the guest's name, ID number, organization, purpose of the visit, date, and time in and out of the facility. This will be made available to AMCO and AMCO enforcement upon request and stored as official business records.

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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:

The employee badges contain the Raspberry Roots name, logo, the employee's name, as well as a color photograph of them as shown below. The visitor's badge contains the Raspberry Roots name, logo, and the Visitor number, also shown below. *or similar format and content

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

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

Raspberry Roots will ensure that the exterior of the building is well lit. Exterior lighting is specially designed and positioned to help visually secure the premises and allow the surveillance system to depict individuals up to twenty feet from all entry points. The luminaries are mounted in inaccessible places and have sturdy housings and lenses. The lights are extremely bright LEDs, emitting 5300 lumens, to deter crime and to ensure maximum visibility. These are checked daily by management to ensure that each light is operational to deter loitering or unauthorized presence on the premises. Additional lighting will be installed as/if needed.

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:

The alarm system was installed by Cardoso Integrated Security (CIS) and has a 3rd party monitoring company (Alarm.com) monitoring the premise activity at all times to ensure the safety of the agents and assets, and to detect any unauthorized intrusion or activity. When an alarm is triggered, Kim or Jerry is called by the monitoring company before contacting local law enforcement, if necessary. Alarm testing will be executed every 6 months. The security system has a user friendly software that allows for playback, still frame pictures, and slow/fast motions. The footage can be accessed through a computer or phone, by upper management only, without being present at the location. The security equipment has been installed with enough hard drive storage capacity to preserve recordings for over 40 days. As more cameras get added, Raspberry Roots will continually verify that the storage capacity maintains 40 days of back up or more. During closed hours, the system will always be activated, and it monitors all exterior doors and windows. It also includes interior motion and glass break detectors. Any unauthorized intrusion or attempted intrusion will send an automatic call to licensee's, who will determine if a call local law enforcement is warranted. In the event that the alarm system sends an electronic alert to local law enforcement to notify them of an unauthorized breach, the management team will evacuate the building (if it's safe to do and necessary) to a pre-determined safe location. A designated employee will take a head count of employees and any visitors that may have been on the premises to ensure everyone is accounted for. Management will await instruction from law enforcement and comply with all directives. Once it is safe to do so, employees will return to the facility and inspect for property damage, theft, take inventory and submit all necessary and requested documentation to law enforcement officials and to AMCO enforcement. Additionally, any event that occurs on the licensed premises that involves local law enforcement will be promptly reported to AMCO Enforcement via email. The facility is equipped with strategically placed panic buttons to provide easy access by employees in an emergency. At all hours of the day or night, these buttons will trigger the alarm system. At a minimum, they are located at the front entrance, behind the POS system, and in various offices. All employees are aware of the locations of the panic buttons and taught proper use. Licensee's and Management are educated on the security and alarm systems by the security and alarm system installers; including proper use, troubleshooting, police response, and controls. When the first Manager or Licensee arrives, they will disable the alarm and check that the cameras are functioning by viewing them in the security office. The last agent to leave at the end of the night will activate the overnight security system (doors, windows, motions sensors, glass breaks) and ensure that all doors are locked. Windows in the Raspberry Roots facility will never be opened. Additionally, any event that occurs on the licensed premises that involves local law enforcement will be promptly reported to AMCO Enforcement via email. In the case of the establishments knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises; or any unauthorized access to the licensed premises, the licensees will notify AMCO and AMCO Enforcement within 24 hours.

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

SEE PAGE 11 "(ADDITIONAL SPACE NEEDED)"

3.7. Describe your policies and procedures for preventing loitering:

A "No Loitering" sign is 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 would then be given a verbal warning that law enforcement will be notified if they do not comply. The last resort would be 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 on the sales floor, agents will politely state that we have a "No Loitering" policy and they will be asked to leave the retail area. If they are waiting on others, they may do so in the waiting room. The facility has a single, secure entrance for all regular ingress and egress from the building and for all visitors. The south and west sides of the building are monitored by cameras. The north and east sides have no access. Employee's and the facility manager maintain a regular and noticeable presence in the waiting room and retail areas to deter unauthorized entrance to restricted access areas. The Licensee's and 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 premises as soon as possible.

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. CAK

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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. KAK

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. KAK

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

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). KAK

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

Multiple cameras are used 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 are carefully placed to prevent any blockage from fixtures or other equipment. To ensure clear views for identity, there are cameras positioned in such a manner as to get the best facial image of anyone present within the building and within 20 feet of the exterior entrances. All interior and exterior doors, plus the checkin area (for retail and visitors) has coverage to clearly identify the face of anyone entering or leaving a room. Footage from security cameras are accessible remotely, allowing Licensee's 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 continued operation for at least one (1) hour.

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 and records are stored in the Security Office. It has an advanced, reinforced security door, and remains locked at all times when unoccupied by Manager. There are two different levels of key access. Managers and Leads have a key to open most doors that are lower security, such as the restricted access door between retail and cultivation. Only the Licensee's and select Managers have access to the Security and Inventory Offices, which remain locked when someone is not present. The door has a spring loaded hinge to ensure closing behind people as they leave. The security system is password protected, and only known to a select few, so data cannot be tampered. Data is stored on the security system's DVR for a minimum of 40 days and it can be uploaded to a separate hard drive to maintain records for longer than 40 days if there is a pending criminal, civil, or administrative investigation. The recordings include the time and date stamp and are archived in a format that doesn't permit alteration of the recorded image. Recordings are available to AMCO, AMCO Enforcement, and local law enforcement upon request.

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)*; KAK

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;** KAK

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

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

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

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

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

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;** KAK

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

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

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 surveillance recording equipment and footage will be stored in the shared office with backups on site. The office will be accessible only by Licensee's and the company's general manager, and any authorized AMCO agents or law enforcement. The office will have an advanced, reinforced security door, locked at all times. the licensee's will have remote access to surveillance recordings to monitor operations virtually. The security system will be password protected to prevent any data tampering, and recorded data will be stored for a minimum of forty (40) days as an official business record. All surveillance footage will be accessible for upload to a separate hard drive in the event that it must be stored longer for criminal, civil, or administrative investigations. All recordings will be time and date stamped, and archived in a format that prevents alteration of the recorded image. Recordings and surveillance data will be available to the AMCO, AMCO Enforcement and local law enforcement upon request. Employees managing facility records will be trained in standard retention policies to ensure that all records are maintained and filed in a consistent and searchable fashion until they may be destroyed.

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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. KAK

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

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. KAK

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. KAK

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. KAK

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. KAK

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

Budtenders and receptionists are crosstrained and must complete an inhouse video course on various forms of marijuana produc ts, their production and consumption, how people's tolerance adjusts with more or less consumption, and customer service. They must pass a test on this information before they are permitted to work in the front of the house. They must shadow another bud tender or receptionist for up to a week before being put on the schedule for their own shifts. This allows them to learn how to co nduct customer interactions, checkin procedures, reinforce cannabis knowledge, the POS system, and general company policies a nd procedures including safety and security protocols, as well as state and federal regulations through their training week. Trainin g and education continue with a meeting held at the beginning of each shift. Managers are trained in all aspects of company busi ness protocols, so they can oversee the budtenders and receptionists and coach them appropriately regarding quality, inventory, and sanitation procedures. Managers are also trained in Metrc and the POS system to ensure accurate accounting records are ma intained and in the general running of the store, including opening and closing procedures. Licensee's and Managers are responsi ble for ensuring that agents are capable of performing these positions.

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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.	KAK
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.	KAK
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.	KAK
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).	KAK

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:

SEE PAGE 11 "(ADDITIONAL SPACE NEEDED)"

Form MJ-01: Marijuana Establishment Operating Plan

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. KAK

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. KAK

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. KAK

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. KAK

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. KAK

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. KAK

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

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):

In the future, Raspberry Roots will have a light up sign on the front of the building, measuring 4 ft x 8 ft. It will have the words "Raspberry Roots" and the logo, and potentially the tag-line "not your average berry…"

If Anchorage adopts the state's sign changes into Title 21, we will have one sign not attached to building. Unattached sign will be less than 4800 sq. inches.

RASPBERRY ROOTS

RASPBERRY ROOTS

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

Raspberry Roots uses print and digital media. This could include the name of Raspberry Roots and t he tagline "not your average berry…" along with the logo shown below.

The content of the advertising will be dependent on the media platform and the time of year since we incorporate a holiday or local event. However, it will NOT contain any statements or illustrations that are false or misleading, promote excessive consumption, indicate that marijuana has curative or ther apeutic effects, depict a person under 21 years of age, or include any object or character targeted to a person under 21. They will not be placed within 1000 feet of any child-centered facility, playground s or recreational centers, public parks, libraries, substance abuse or treatment facility, or game arcad es open to people under 21 years of age. They will not be on any publicly owned or operated propert y, or any campus for posted secondary education. They will not include any giveaway coupons or ga mes.
Advertisements will include each warning statement verbatim as they are listed in the regulations.

We will use TV, radio, social media, & direct messaging for marketing.

RASPBERRY ROOTS

RASPBERRY ROOTS

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

Kimberley A Kole
Signature of licensee

Kimberley A. Kole
Printed name of licensee

VALERIE MASTOLIER
Notary Public
State of Alaska
My Commission Expires Jun 7, 2022

Notary Public in and for the State of Alaska

My commission expires: 6/7/22

Subscribed and sworn to before me this 21 day of August, 2018.

(Additional Space as Needed):

SECTION 3.6

All areas of the licensed premises where marijuana or marijuana products are stocked for sale or dispensed for sale an d storage / inventory areas will be designated as restricted access areas. Access is granted only to specific personnel to these restricted areas. Marijuana products are stored in a secured, locked area during closed business hours. The Man ufacturing Department will sign out the needed material and bring it to the Manufacturing licensed area for processin g. There is 24 hour video surveillance and video back up for all footage, that is stored for 40 days. Security monitors an d video recording equipment are in the Security Office. Mandatory inventory counts are conducted and stored as busi ness records. If an employee is caught stealing or illegally distributing marijuana, Raspberry Roots will cooperate as ne eded with the appropriate law enforcement agencies in the Municipality of Anchorage and / or the State of Alaska. Em ployees found to be diverting marijuana could be arrested and punished to the full extent of the law, and Raspberry R oots will cooperate with all law enforcement directives. All employees are 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 5 years and made available to AMCO an d its agents and representatives upon request. If any suspected or actual theft occurs, Ownership will contact local law enforcement immediately. Additionally, Ownership will take such steps appropriate and necessary to ensure that an e mployee's illegal conduct does not compromise or otherwise present a risk to the facility's license and legitimate busin ess operations. Once a theft is reported to law enforcement, Ownership will update the product records in Metrc to m aintain an accurate and comprehensive accounting for all marijuana inventory activity. Ownership will also comply wit h all directives, inquiries and investigations lodged by the Marijuana Control Board, AMCO, and AMCO Enforcement.

SECTION 8.1

For all transports of products and receiving of products, the retail store will ensure the wholesaler has completed an accurate MET RC generated Trip Manifest report. Even if the wholesaler is a colocated license in the same building, Raspberry Roots understands that a transfer, even inside the building, still requires a complete valid and accurate manifest report, and must inspect the inventor y at the time it arrives and accept the inventory (provided it is not rejected) into its independent retail metrc system. All Trip Manif ests will be sent with the products, and two copies will be provided to the retailer for signature on both copies. One copy will rema in on the licensed premise of the retailer and the other will go back to the wholesaler licensed premises to be stored on the license d premise area as official business records. Licensee's or a designated agent at the retail premises will ensure that the Manifest doc uments clearly have the strain name, type of product, batch number, weight, name of the transporter and handlers ID, time of dep arture and expected delivery, and the make, model, and license plate of the transporting vehicle. All marijuana products should arri ve in a sealed package or container not exceeding five (5) pounds and be stored in a locked storage compartment within the transp ort vehicle. A Document must be affixed to all shipping containers showing that a licensed marijuana testing facility has tested each harvest batch in the shipment. The document will include: (1) Testing report from a State licensed and approved Testing Facility in cluding (if applicable); the cannabinoid potency profile, expressed as a range of percentages, a statement listing the results of micr obial testing, a statement listing the results of residual solvent testing, as applicable, and a statement listing the contaminants for which the product was tested, including molds, mildew, filth, herbicides, pesticides. fungicides, and harmful chemicals AND a comp lete list of all pesticides, fungicides, and herbicides used in the cultivation and preparation of the marijuana. The transport vehicle (or person) should travel directly between destinations without making any unnecessary stops and at no time during transit will mar ijuana products be directly visible to the public. All packaging materials that will be sold to marijuana establishments for direct (not to be repackaged) sale to consumers will be childresistant and unappealing to children and all packaging done for transfer will be p erformed in a specific 24 hour surveillance monitored area. Packaged marijuana will be stored in a secured area until ready for disp lay or transport, and will be inspected, accepted or rejected, and recorded in an official log. Raspberry Roots 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 a ny toxic or deleterious substance to marijuana. Raspberry Roots 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 m arijuana and marijuana products received at the retail facility, regardless from which wholesaler it comes from, shall be weighed or the inventory count verified if prepackaged into units. All usable marijuana sold to any marijuana establishment will be labeled wit h 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) Total amount of THC provided by state licensed facility (5) the weight a nd the quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system; (5) require d warning statement.