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:	Cosmic SeaWeed, LLC	**License Number:**	19728		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	COSMIC SEAWEED, LLC				
Physical Address:	262 Charles Way				
City:	Homer	**State:**	AK	**Zip Code:**	99603
Designated Licensee:	Christina Logan				
Email Address:	cosmicseaweed@gmail.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 REVISION 2/16/19

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:	Cosmic SeaWeed, LLC	**MJ License #:**	19728		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	COSMIC SEAWEED, LLC				
Premises Address:	262 Charles Way				
City:	Homer	**State:**	Alaska	**ZIP:**	99603

Mailing Address:	272 Charles Way				
City:	Homer	**State:**	Alaska	**ZIP:**	99603

Designated Licensee:	Christina Logan		
Main Phone:	907-982-0513	**Cell Phone:**	907-982-0513
Email:	cosmicseaweed@gmail.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:

As a manufacturing facility, the premises will be closed to anyone except employees and managers. Employees will be over the age of 21. The building is designed to prevent unauthorized entry by all persons at all times. Exterior entry points will be kept locked at all times and only employees and managers will be able to unlock doors and enter the facility. ID's of anyone attempting to enter the building for legitimate purposes will be verified for age over 21. Exterior cameras will be placed above the entry door and along the perimeter of the building, so anyone attempting to gain entry to the facility can be viewed by authorized personnel both inside the facility and remotely. There will be a written policy designating that no one under the age of 21 is allowed entry into the facility and all employees will be trained to verify identification and age of any visitor to the facility.

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:

Other than uniformed emergency personnel, AMCO inspectors, and state inspectors from fire or food safety, and repair technicians from equipment manufacturers, there is no reason that members of the public, other than the categories mentioned above, will be allowed into the building. The facility entry door leads to an office space which is separated by a door from the rest of the facility. Any legitimate visitors will be visually verified via the exterior surveillance system prior to being allowed to enter the facility. Except under emergency circumstances, any visitors to the facility will be escorted and supervised by an employee or manager while in the restricted areas of the facility. No more than 5 visitor per licensee or employee will be allowed at any time. If a fire or medical emergency occurs, first responders will be allowed unrestricted access to all areas of the facility. Any events of this manner will be reported to AMCO.

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

Once inside the office area, visitors who have a legitimate reason to enter the restricted access areas will be required to provide staff with a valid form of identification as required in 3 AAC 306.350 to prove they are 21 years of age or older. Staff will fill out a visitor log, documenting the visitor's name, date, time of entry, time of exit, and reason for visit. Once the initial identification check and log entry is complete, all visitors will be given a Visitor Badge and will be instructed to clearly display the badge at all times. All visitors will be escorted by a Cosmic SeaWeed employee or licensee at all times while in any restricted access areas.
The visitors log will be maintained on site for a minimum of 6 months, and if records will be stored off-site they will be maintained for 3 years. Any business records on or off site will be made available to AMCO within 3 days upon request.

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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:

Staff ID will have the person's name, photo, and MJ handler permit number.

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 will illuminate 20 feet around the entrance to the facility in order for external video cameras to provide surveillance. Motion sensor flood lights will be placed above each entry to the facility, which will provide additional illumination if motion is detected. The city of Homer has specific exterior lighting requirements in order to minimize light pollution and these requirements will be met with the lighting plan. The surveillance camera imagery is quite good at low light levels. As much light as is necessary for quality night time camera images will be used, while at the same time not be creating light pollution for any neighboring buildings.

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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:

A quality alarm system with digital video surveillance will be installed and will be monitored 24/7/365. The alarm system will monitor the entry and exit door to the facility, and interior motion detectors will monitor the entire space for any motion activity inside the facility when employees aren't present. Any unauthorized intrusion or attempted intrusion will trigger an audible alarm inside the facility and send an electronic alert to the cell phones of the all of the managing partners, and the manager on duty. The alarm system will always be activated and monitored when the facility is closed for business. The last employee to leave the facility each day will activate the security devices and sensors, and lock entry/exit door as they exit the facility. The daily manager will set the alarm system to standby mode (audible door alerts will still be active), and the opening staff will check all security tapes and cameras to ensure they are functioning properly. A policy and procedure will be in place designating a head of security who will be responsible for maintaining the schedule of the manager on duty, and ensuring that the alarm system is functioning and notifications are going to all cell phones of the partners. If an alarm notification is deemed to be legitimate by the manager on duty, local law enforcement will be notified by the manager. In order to avoid multiple false alarm notifications to local law enforcement, the manager will check the live video feed from their phone prior to notifying police. Policies will be in place which designate the order of actions to be taken depending on the perceived threat level. Safety of staff takes precedence over apprehending an intruder, and local law enforcement will be involved if any alarm is deemed legitimate. AMCO will be notified within 24 hours of any unauthorized access and/or evidence of any theft, diversion, or missing marijuana, marijuana products or money from the licensed premises.

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

All staff will be trained on the detection and prevention of diversion of marijuana or marijuana products. Staff will utilize regular inventory weight and volume counts to verify inventory in METRC of both pre-extracted marijuana, and post-extracted marijuana products produced and stored on the premises. If the quantity count varies from METRC, or if there are other reasons to suspect diversion, management will begin an internal investigation. In the event that an employee is found to be illegally diverting marijuana, a managing partner will notify AMCO and local law enforcement. If diverted product is recovered, AMCO will be notified.

3.7. Describe your policies and procedures for preventing loitering:

There will be a written policy regarding loitering. Security cameras will be in place to monitor any persons who come onto the property grounds. Loitering outside the establishment will be met with a request from staff to leave the premises. If a loitering individual does not leave immediately, staff will inform them that local police will be contacted for assistance with removing the loitering individual from the premises. The entrance and perimeter of facility will be monitored and recorded by security cameras at all times. Additionally, door alarms and motion detection devices will be monitored continually during non-business hours.

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.

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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.

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.

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

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).

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:

Without going into specific detail on this public document, video monitoring devices will be placed in such a manner to meet with the requirement under 3AAC 306.720. The video system will cover the exterior entrances and entrance to the restricted access area and will provide a clear view of individuals inside the facility and within 20 feet of any entrance. Cameras will be placed at a level to provide clear and certain identification of any person inside the restricted area, and the view will not be blocked by any equipment.

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 contained in a locked cabinet in the office area. Only licensee's will have access to the locked security cabinet. The security system will be password protected and accessible only to authorized individuals. Data will be stored on the security system's DVR for a minimum of forty (40) days as official business record. All surveillance data can be made accessible for upload to a separate hard drive to maintain records for longer than forty (40) days in the event of criminal, civil, or administrative investigations. All recordings will include the time and date stamp, and be archived in a format that does not permit alteration of the requested image, and will be available to AMCO and local law enforcement upon request.

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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)*; [Initials]

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;** [Initials]

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

d. **records related to advertising and marketing;** [Initials]

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

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

g. **all records normally retained for tax purposes;** [Initials]

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;** [Initials]

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

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

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 business records, including operational and regulatory documents, recordings, surveillance, financial books, inventory and employment records, logs, and transport manifests will be stored on-site for a minimum of 6 months, allowing ownership, management, and designated government authorities to have access to them. Once the records are archived off-site, they will be provided as soon as possible and within 3 days of a request from AMCO or other enforcement agency. A weekly digital backup of all computer files and records will be kept on site in case of computer malfunction. Records within the facility will be stored in the office, separate from all storage of marijuana and marijuana products. Only ownership, management, and authorized staff/agents will have access to of the office. We plan to have business records in electronic format as much as possible, and the digital back up hard drive will be stored in a fireproof safe inside the office. A duplicate hard drive will be stored at an off-site location and will be updated every 30 days.

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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.

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

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.

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.

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.

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.

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

In addition to the marijuana handlers course, employees and agents will be familiarized with all company policies and procedures relating to AMCO regulatory compliance. There will be a regulatory compliance officer who will update the policy and procedure manual and ensure that all personnel are up to date and following regulation in all areas of tracking, production, packaging and transport. Marijuana concentrate manufacturing is an art as well as a science, involving the use of sophisticated and technical equipment. Training courses offered by the manufacturers will be attended by anyone who will use the equipment. The technology for the extraction process is evolving as the industry grows. Cosmic SeaWeed will regularly send it's staff members to trade shows and conferences to keep abreast of new and safer practices which will yield a safe, pure and quality product for the consumers.

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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. [✓]

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. [✓]

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. [✓]

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). [✓]

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:

Regulation 3AAC 306.750 will be followed when creating a policy and procedure for transport and shipment. All marijuana products intended for sale will be organized and labeled for tracking in Metrc. Products intended for sale will be packaged in wholesale or retail amounts with appropriate labels and packaging and stored in locked cabinets or freezers prior to shipment. Product will be loaded into sealed mylar bags in batches labeled for the destined individual retail outlet or manufacturer. The manager on duty will prepare the transport manifest and contents will be loaded into rectangular heavy duty lockable plastic boxes, such as Rubbermaid Action Packers. The locked boxes will be secured in the transport vehicle and will be accompanied by the manifest at all times.

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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.

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.

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.

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.

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.

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.

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

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):

Cosmic SeaWeed, LLC does not plan on posting a sign with the name or logo on the exterior of the building. We want our facility remain as inconspicuous as possible. The house number will be clearly posted to enable fire department or local law enforcement to locate the building in an emergency.

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

We will not advertise to the general public. We will have a sales associate who will make in person and phone contact with retail outlets and manufacturers (such as edible manufacturers) who would buy our product. We will have a website that will list and display our products with an on-line ordering mechanism for licensed retailers who we have established contact with. The product section of the website will be a "member's only" page, accessible only to licensed retailers within Alaska. The website contact information will only have phone and email contact and not the street address. (Which of course can easily be found by looking at these public documents.)
A copy of our business card is shown below.

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

Signature of licensee

Christina A. Logan
Printed name of licensee

Notary Public
ONASSIS G. CARTAGENA
State of Alaska
My Commission Expires June 9, 2019

Onassis G. Cartagena
Notary Public in and for the State of Alaska

My commission expires: June 9, 2019

Subscribed and sworn to before me this 15TH day of February, 2019.

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