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:	Tok Harvest Company, LLC	**License Number:**	32613		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Tok Harvest Company, LLC				
Physical Address:	MP 1308 Alaska Highway				
City:	Tok	**State:**	AK	**Zip Code:**	99780
Designated Licensee:	Patricia Young				
Email Address:	tokharvestcompany@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

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

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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:	Tok Harvest Company, LLC	**MJ License #:**	32613		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Tok Harvest Company, LLC				
Premises Address:	MP 1308 Alaska Highway				
City:	Tok	**State:**	Alaska	**ZIP:**	99780

Mailing Address:	PO Box 70				
City:	Tok	**State:**	Alaska	**ZIP:**	99780

Designated Licensee:	Patricia Young		
Main Phone:	same as cell	**Cell Phone:**	907-505-0966
Email:	tokharvestcompany@gmail.com		

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APR 29 2022

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:

Visitation to the facility will be allowed by appointment only; during the scheduling of the appointment the "visitor" will be informed that no one under the age of 21 is allowed anywhere on or near the premises, along with signage posted at the visitor entrance. Upon arriving, all visitors will be immediately greeted upon entrance to the facility and a legal ID (i.e. valid, unaltered DL, ID or Passport) will be checked by an employee and will be verified to be a legal ID. During verification, the visitor will be logged in the THC, LLC logbook. No person under the age of 21 will be allowed anywhere on the premises. Any person who cannot show a legal ID in compliance with 3 AAC 306.350 will not be allowed anywhere on the premises.

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:

All restricted access areas will be locked and secure at all times. All restricted areas will be clearly marked by signs saying "Restricted access area. Visitors must be escorted." These areas will be accessible by a commercial grade, non-residential door locks that only authorized personnel will have the ability to unlock/open. Further security will be provided by video surveillance cameras at each restricted access area and each entrance to a restricted access area within the licensed premises; including all areas covered and has a clear view to identify anyone inside the licensed premises and within 20' of each entrance (interior and exterior) to the licensed premises. Employees will be trained properly to identify fraudulent IDs; employees will follow a procedure for checking IDs; including asking visitors to remove ID from wallet/purses for physical inspection, examining the ID throughly, checking birthdate and confirm visitor is over the age of 21, check to ensure photograph matches visitor, check built in security features (hologram), and verify details by asking visitor to state some details from the ID.

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

All visitors will be immediately greeted upon entrance to the facility and a valid/legal form of ID will be checked. Each visitor will be required to leave all personal items (i.e. purses, coats, backpacks) in a locker before entering the restricted area. At all times, there will be at least 1 licensee, employee, and/or agent escorting not more than 5 visitors at a given time.

Each visitor will be given a visitor badge to wear during the entire visit while they are on-site. They will be required to sign the log, a non-disclosure form, as well as a visitor policy agreement. The log will consist of the following information; Date, Name, Type of ID, Badge #, Arrival Time, Departure Time, Signature of Visitor. These forms and agreements will be considered permanent and kept in a visitor file stored in a secure on-site for a minimum of 6 months. Visitors entering the restricted areas will be required to wear some form of protective covering to help prevent the spread of contaminate to crops.

Upon leaving the facility, all visitor badges will be collected and accounted for.

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APR 29 2022

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:

TOK HARVEST
COMPANY

EMPLOYEE

Insert photo

Employee Name
Job Title
(Full / Limited) Access

Tok Harvest Company, LLC
MP 1308 Alaska Highway
Tok, AK 99780

TOK HARVEST
COMPANY

VISITOR

Must be accompanied by Employee at ALL times.

Visitor must sign-in upon arrival and sign-out when departing facility; using THC, LLC Visitor Log Book.

Please return badge upon departing facility.

Tok Harvest Company, LLC
MP 1308 Alaska Highway
Tok, AK 99780

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:

LED lighting will be placed around the perimeter of the building at a minimum height of 9'. Three lights installed along each of the long walls. Two lights installed along each of the short walls. n addition, there will be a motion detector lighting above the entrance of each exterior door that will be able to identify someone from a distance of 20'. There will be continuous monitoring with a security alarm system on all exterior doors; as provided in 3AAC306.720. There are no exterior windows in the facility, therefore window alarm systems are not described.

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APR 29 2022

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 security alarm will consist of the following features: Burglary and theft monitoring 24/7; remote arm/disarm & remote user code management; mobile system text alerts and email notifications; mobile lighting 7 thermostat control; secure, real-time video from almost anywhere; event-triggered video clip & time indexed storage; remote access from any web-enabled device; automation and scheduling capabilities; and system will store video for a minimum of 40 days. There will be 24/7 monitoring and recording, including motion detectors on all exterior doors. There are no windows at the facility, therefore window alarm system was not described.

The last person to leave the facility will use a keypad to alarm the system. Upon setting the alarm, they will have 60 seconds to leave the premise. Authorized personnel will receive a notice on their mobile device that the alarm has been set. When system is armed for the night, all doors and windows will set off alarm if there is a breach. The alarm will signal the monitoring center, police enforcement, and authorized personnel. Tok Harvest Company will notify the Department of Commerce, Community, and Economic Development, Alcohol and Marijuana Control Office as soon as reasonable practical and in any case not more than 24 hours after any unauthorized access to the premises or the establishment's knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of 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:

Track and trace technology (METRC System) will be in effect and inventory checks will be performed. An environment of accountability among employers and employees will be established, educating employees in the that a diversion prevention program with organization, that controlled substances are being monitored (cameras will be reviewed periodically to access any diversion incidents) and that diversion is being taken seriously by management. There will be restricted access to certain areas for certain employees - i.e. an employee who is trimming will not be allowed in the growing area and their badge will reflect this. Staff will be trained to recognize diversion and report it. Visitors will be supervised at all times during their visit. All staff and visitor personal items will be stored in a segregated area and will not be allowed in restricted areas. METRC will prevent diversions by efficiently monitor and enforce compliance.

3.7. Describe your policies and procedures for preventing loitering:

There will be a "no loitering" policy in effect. Security cameras will be displayed live on a monitor in the office area. No one will be permitted inside the facility without a previous scheduled appointment. There will be "No Loitering" signs posted. Employees will inform those who appear to be loitering, that we have a no loitering policy and asking them to leave. Failure to comply with request to leave and/or individuals returning to the premises after being asked to leave will result in the staff calling law enforcement.

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.

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:

Exterior video cameras will be placed at a height of at least 3 to 6 inches above all exterior doors and at an angle that adequately shows an approaching person from 20 feet away as well as them standing at the outside entrance. Interior video cameras will be placed at least 8 feet away from doors, including all restricted access area entrances, and aimed at the door and/or at an angle that clearly shows the face of the person entering the establishment or room.

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:

Video surveillance recording equipment and records will be kept in a secure locked room, surveillance footage will be on file for a minimum of 40 days. This room will have a keyed lock and the key for that room will be held in a vault on the premises. Authorized personnel will have access to the vault. Upon request, the room will be accessible to law enforcement personnel, MCB and agents and/or enforcement of MCB. An access record book of pertinent information and signatures will be kept on-site.

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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)*; [MV]

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;** [MV]

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

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

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

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

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

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;** [MV]

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

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

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:

Paper records and electronic backups will be stored in a fire safe file cabinet and/or a fire safe vault. Records for the last six months will be maintained on the licensed premises; while older files will be archived on the licensed premises in a secure room/office. Records will be kept up-to-date and electronic backups will happen daily. The file cabinet will be in the secure area with the video surveillance equipment. This room will only be accessible by authorized personnel. These documents will be readily available and immediately accessible upon request. Tok Harvest Company will have records available upon request by the MCB or Enforcement.

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APR 29 2022

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. All licensees, and every 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. All licensees, and each 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):

Each employee will have hands on training in their prospective area for two weeks upon initial hire. They will be briefed on health and safety requirements as stated in our policy and procedure handbook, along with becoming familiar with marijuana regulations. They will be trained to recognize diversion, understand our no tolerance policy and the proper way to handle any given situation. Employees will be trained on proper utilization of the METRC tracking system. It will be mandatory for employees to watch all METRC training videos, then an on-site METRC training will be scheduled. Every six months, employees will be required to watch METRC online training videos. On site METRC trainings will be re-scheduled, as needed (i.e. new employee, annual refresher).

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APR 29 2022

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. [MV]

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. [MV]

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. [MV]

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). [MV]

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):

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APR 29 2022

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:

Tok Harvest Company is originating the transport; therefore will use MERTC to record the amount, type, and weight of marijuana/marijuana product being transported, along with the name of transporter (whom has a current marijuana handler card), time of departure and expected delivery, and the make, model, and license plate # of transporting vehicle. During transport, a complete printed transport manifest (form prescribed by the board) will be kept with the marijuana/marijuana product at all times. Also during transport, the marijuana/marijuana product will be kept in a sealed, package or container, in a locked, safe, and secure storage compartment, in the vehicle on identified in the transport manifest. The sealed packed will not be opened during transport.
(See additional space as needed on page 11, for continued description)

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

Review the requirements under 3 AAC 306.770.

9.1. Describe any signs that you intend to post on your establishment, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

We will have a quantity of 2 - 24"x24" sign, which will be posted at the main entrance to the facility and at the secured entrance to the mechanical room, "Tok Harvest Company; Restricted Access; Visitation By Appointment Only."

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APR 29 2022

Form MJ-01: Marijuana Establishment Operating Plan

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

TOK HARVEST
COMPANY

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

Signature of licensee

Patricia Young
Printed name of licensee

State of Alaska
NOTARY PUBLIC
L. Johnson
My Commission Expires Apr 14, 2023

Notary Public in and for the State of Alaska

My commission expires: 04/14/2023

Subscribed and sworn to before me this 25 day of April, 2022.

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APR 29 2022

(Additional Space as Needed):

continued from Section 8.1: The vehicle transporting marijuana/marijuana product will travel directly from the facility to the receiving marijuana establishment and will not make any unnecessary stops in between except to deliver marijuana/marijuana product to another licensed marijuana establishment. Once delivered, the recipient of shipment will use MERTC to report type, amount, and weight of marijuana/marijuana product received from Tok Harvest Company.

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