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

Why is this form needed?

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:	Tufted Puffin LLC	**MJ License #:**	34856		
License Type:	Retail Marijuana Store				
Doing Business As:	The Tufted Puffin				
Premises Address:	48380 Sterling Highway				
City:	Soldotna	**State:**	Alaska	**ZIP:**	99669

Mailing Address:	PO Box 1934				
City:	Seward	**State:**	Alaska	**ZIP:**	99664

Designated Licensee:	Jennifer Wells		
Main Phone:	907-224-2222	**Cell Phone:**	907-802-1162
Email:	tuftedpuffinllc@gmail.com		

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:

The Tufted Puffin will prominently display a sign at/on each entry door to the business which states "NO ONE UNDER THE AGE OF 21 IS ALLOWED." The sign will not be less than 12 inches wide, with letters at least 1/2 inch in height in high contrast to the background of the sign in accordance with 3 AAC 306.325.
When a customer enters The Tufted Puffin, they will be greeted by a trained staff member who will check and verify the validity of each customer's government issued photo identification. Once ID verification is confirmed, customers will then be allowed to browse the retail store. Once on the retail sales floor, a budtender will assist the customer to complete a retail sales transaction under the legal sale limit. After the transaction is completed, and the purchase is bagged/packaged in an opaque, child-resistant exit bag, the customer will be shown the exit door to the store. Any customer that does not comply by leaving the premises immediately upon completion of their retail purchase will be trespassed and law enforcement will be contacted.
The facility will also be equipped with motion-activated security cameras 24/7 with 40 days of storage backup on site to ensure no minors gain access to any portion of the licensed premises. There will also be commercial grade locks on all exterior doors and windows as well as interior and exterior motion detectors. Staff will walk the perimeter of the premises at unscheduled intervals throughout the day to ensure there are no persons under the age of 21 attempt to gain access to any portion of the licensed premises at any time.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

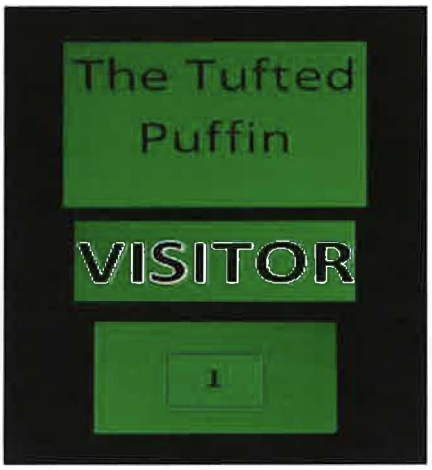
3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

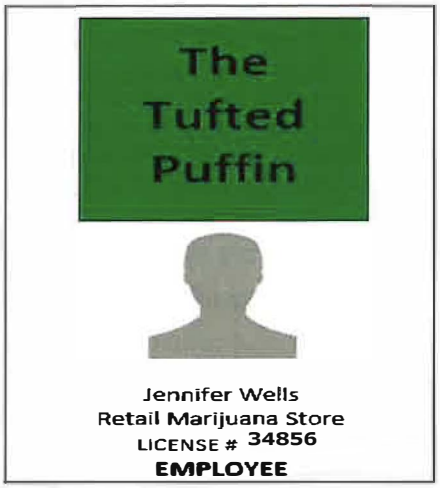
The Tufted Puffin will be equipped with a 24 hour monitoring alarm system, exterior lighting, and video surveillance and motion detectors on all doors and windows. Locks on the exterior of the building will be commercial grade and will include keypad access. There will be one customer entrance/exit to better manage ingress and egress. The restricted access area will be located behind the retail sales counter that will allow for employees to access the rest of the facility. At least one employee will be present behind the point of sale/display counter at all times, ensuring customers do not enter the restricted access area behind the counter. The entrance to the restricted access area behind the counter will have prominent signage stating "Restricted Access Area" and "Visitors Must Be Escorted." The door to the office will remain closed and locked at all times. Security cameras will be installed throughout the retail store that allow for monitoring of all areas 24 hours each day including, at a minimum, all entrances and exits, restricted access areas, all windows, every portion of the office, the point of sale area 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:

The Tufted Puffin will ensure that each visitor is pre-scheduled by a licensee or an employee/manager to access any restricted access area, with the exception of AMCO and duly authorized law enforcement agents. Each visitor will sign into the visitor's log indicating their name, the date, time in and time out of the restricted access area, and purpose of the visit (if deemed necessary).
All visitors will be required to sign in, and to provide valid, government issued, photo identification. Each visitor will be issued a visitor badge (which is visually different than the staff ID badge) and will be instructed to clearly display it on their person at all times while in the restricted access area, and return the badge upon exit. At this time, the employee/manager or licensee will brief the visitor on the company's policies regarding safety, regulatory compliance and any other pertinent information the visitor should be aware of while inside the restricted access areas of the retail store. A designated employee, manager, or licensee will escort and actively supervise the visitor(s) during the entire visit. At no time will there be more than five (5) visitors per supervising employee, manager or licensee. Once the visit has concluded, all visitors will be required to exit the premises and return their visitor badges. The visitors log will be kept and stored on-site as an official business record. The escorting employee/manager or licensee will record all information related to the visitor's presence if there is any reportable activity or behavior during the visit. The visitor log will be stored as an official business record.

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:





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:

The Tufted Puffin will ensure that adequate exterior lighting is installed throughout the property and will be sufficient to facilitate video surveillance. Commercial-grade LED lights with 2700 lumen or more will be used in all exterior light fixtures as well as motion detection sensors. A licensee or manager will ensure light fixtures are installed in such a way to keep the exterior of the premises, signs and doors well-lit and to allow surveillance cameras to clearly record individuals that are within twenty (20) feet from the entrance. Exterior lighting, as well as video surveillance recordings and cameras will be inspected frequently by a licensee or manager to ensure that each light is functioning and there is sufficient lighting for surveillance. 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 Tufted Puffin will contract with a third party security company who will install the alarm system and panic buttons, maintain the equipment, test the devices and continuously monitor the facility to ensure the safety of the property and to detect unauthorized activity. The alarm system will be set up to monitor for intrusions with motion detectors in all areas of the building during closed hours. A licensee or manager will be educated on the alarm system and panic buttons by the third party company. The Tufted Puffin will train all employees on the alarm system's functions such as arming and disarming the alarm, panic buttons, police response and proper use of the system. Troubleshooting any issues will remain the responsibility of a licensee or manager. Each morning, the first employee to arrive at the store will disable the overnight alarm system and check the surveillance cameras and recordings to ensure the system is functioning as expected. The last employee to leave the store in the evening will activate the overnight devices and sensors, and lock all doors that are not self-locking.
Sensors will be installed and maintained on all potential entry points, including all doors and windows, to monitor for motion, intrusion, or activity when the alarm system is activated. The alarm system will be active at all times the store is closed, and any attempted intrusion will initiate an immediate and electronic notification to the off-site security center and to the licensees and/or manager's cell phones.
In the event of an unauthorized breach, a licensee or manager will direct all persons in the retail store to vacate immediately and await law enforcement. The Tufted Puffin will comply with all law enforcement directives. When deemed safe to do so, a licensee and manager will enter the retail store and inspect for damages and/or missing property. 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 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; or any unauthorized access to the licensed premises, a licensee will notify AMCO and AMCO Enforcement, electronically, within 24 hours.

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

All areas of the licensed premises where marijuana or marijuana products are stocked for sale or dispensed for sale and storage/inventory areas will be designated as restricted access areas and will be under 24/7 video surveillance. Access to restricted access areas will be granted only to specific personnel. These secured, surveilled areas will have video back up for all video footage and will be stored for a minimum of forty (40) days. When the business is open, all products will be on display in specific areas, unreachable to customers. Cameras will be visible and provide a full view of the room, including the entryway, point of sale counter and marijuana storage areas. Security monitors and video recording equipment will be located in the facility office. Mandatory inventory counts will be taken weekly or as needed and stored as official business records. Additionally, the licensees or manager will perform internal audits by reconciling the inventory on hand with the recorded data in Metrc to ensure they match.
(CONTINUED ON PAGE 11)

3.7. Describe your policies and procedures for preventing loitering:

The Tufted Puffin will have signs on the exterior of the store and around the property that states "No Loitering". Employees will do frequent, but not scheduled, checks around the retail store and the property. If anyone is found to be loitering, they will be asked to leave.

If said person does not comply,the local Police Department or Alaska State Troopers will be contacted. AMCO enforcement will be notified electronically in any event that law enforcement is contacted.

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:

To record every aspect of the retail establishment, both inside and out, from various angles and at a height that will allow a clear, unobstructed view, The Tufted Puffin will utilize many cameras. To avoid any obstruction from fixtures, posts, show cases, or other equipment, cameras will be properly positioned to provide a clear, unobstructed view. The facial image of anyone within the building and within twenty (20) feet of any facility entrance will be captured by each security camera's placement. Any entrance door will have cameras that can clearly see who is inside by their faces. There will be 24/7 video monitoring of all external doors and restricted access locations, capturing every individual entering or leaving the building. To enable surveillance of all activities on either side of the structure, cameras will be mounted in all of the outside corners of the area. There will also be camera surveillance of the entrance and parking area. The licensees and the manager will be able to remotely watch security camera footage to view operations from any location. The electronic monitoring system will have a failure notification system installed to deliver auditory and visual alerts in the event of a malfunction. All video cameras and recording devices will operate on emergency power and a battery backup system during a power loss to ensure uninterrupted functioning 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:

All surveillance recording equipment and footage will be stored in the facility office with backups on site. The office will be accessible only by the licensees and the manager, and any authorized AMCO agents or law enforcement. The office will have a security door, locked at all times. The door will be equipped with a commercial grade lock with keys that are marked "do not duplicate" and a spring loaded hinge. The licensees and manager will have remote access to surveillance recordings to monitor the 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 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)*; [JV]

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;** [JV]

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

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

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

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

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

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;** [JV]

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

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

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, manifests, and communications and marketing documents, will be stored on-site in the office, and backed up every six to twelve (6-12) months on an off-site external hard drive to protect from loss and destruction and to allow ownership and designated authorities access at any time. Paper business records will be kept in the facility office in a locked cabinet that is accessible only to the licensees and manager. Facility records will be managed by authorized agents in accordance with standard retention policies to ensure that business records are stored in a consistent and searchable manner.

Every six (6) months the company will do a manual back up to an external hard drive.

The Tufted Puffin does not intend to destroy electronic records. Hard copies of documents will be kept for a minimum of five (5) years, after which documents may be destroyed.

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):

The Tufted Puffin's training and evaluations are specific to each staff members' position within the company. Training will include, but is not limited to: marijuana industry topics, customer care, food handling, safety precautions and procedures, legal issues, as well as state, local and federal regulations.
Training will take place throughout the year, as well as when topics arise that need further explanation. A licensee or manager will personally present or arrange training and education to employees. Within the probationary period, all new employees will be required to meet with the general manager to learn the company's business approach and to adopt the standard of service. Educational packets may be provided to each retail employee to be read and reviewed. The educational packets will also include safety procedures that specifically address the facility's security measures and controls for the prevention of diversion, theft, and loss of marijuana such as emergency response procedures and state and federal statutes regarding confidentiality.
(CONTINUED ON PAGE 11)

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:

In the event that The Tufted Puffin transports any marijuana or marijuana product from the retail store, a trip manifest will be printed from Metrc to accompany the shipment. A copy of the trip manifest will also be maintained on the licensed premises as a business record. Any marijuana or marijuana product to be transported will be placed within a sealed package or container up to ten (10) pounds and then into a secured storage compartment within the transport vehicle or in the bed of a truck. Any individuals involved in the transport will have a valid, marijuana handler permit and be trained to travel directly to the destination without any unnecessary stops and without opening packages of marijuana or marijuana product.
(CONTINUED ON PAGE 11)

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):

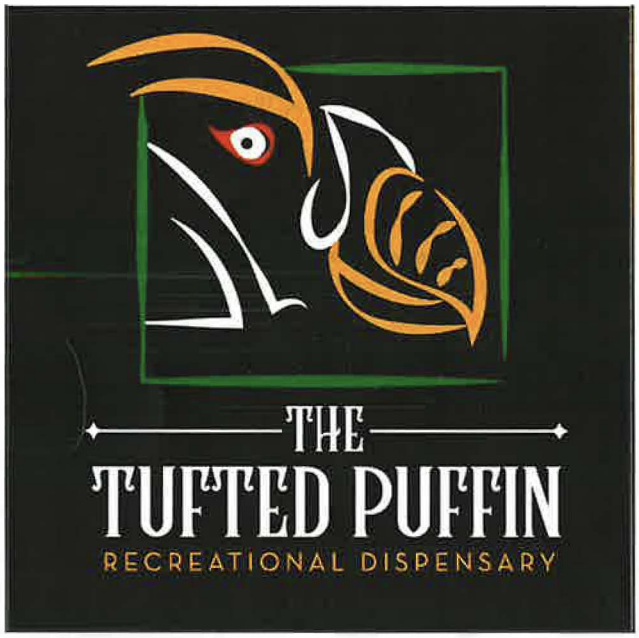
The Tufted Puffin Retail location may have up to three signs outside the retail store. Two of the signs will be affixed to the building and one may be free-standing. Signs will read "The Tufted Puffin"-Located on top & "A Recreational Dispensary"-located on the bottom. All signs will comply with AMCO and Borough regulations/ordinances.

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

The Tufted Puffin plans to utilize the following medium types when distributing advertisements:

- Newspaper ads
- Magazine ads
- Social media to feature specific strains
- Direct text messages (that require consent and an opt out feature)
- Sponsorships such as sporting events or fundraisers
- Platforms such as leaflinks and weed maps

Advertisement will contain each warning statement as they are listed in the regulations.



I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Jennifer Wells
Printed name of licensee

Signature of licensee

(Additional Space as Needed):

3.6 Continued: The Tufted Puffin understands that diversion can happen in two ways - inversion and diversion - and is equally profitable diverting product out of the legal system as it is diverting product from the illegal system into the legal market. In the event that theft or diversion is suspected, employees will be trained to alert a licensee or manager immediately. In the event that an employee is caught stealing marijuana, or infusing the store with non-regulated black-market product, The Tufted Puffin will notify local law enforcement and AMCO Enforcement immediately, comply with all directives, and provide all necessary information and records for the investigation. The licensees or manager will take the necessary steps to ensure that illegal conduct by an employee does not compromise the facility's license and legitimate business operations. All employees will be trained to recognize potential theft, and are required to notify either a licensee or manager if they suspect such activity is occurring. All reports and documentation concerning potential or actual theft will be maintained by The Tufted Puffin and will be made available to AMCO upon request.

6.4 Continued: As proper safety and security procedures are of the utmost importance to The Tufted Puffin, the most up-to-date reading materials will be available to employees at all times. The Tufted Puffin will conduct quarterly staff meetings with the purpose of updating all employees on new state and local regulations, assuring that each employee is performing within company procedure, assessing any procedural changes that are needed, and addressing any comments or concerns from the staff. Prior to beginning work, employees will be expected to understand (1) Alaska laws, regulations, and codes governing the marijuana industry and marijuana establishments; (2) all of the permitting requirements to act as a marijuana handler including obtaining a marijuana handler permit prior to commencing employment; (3) The Tufted Puffin's standards, operational protocol, and best practices with regard to retail and sale of marijuana; (4) general safety procedures and security protocol; (5) how to think defensively if a threatening situation occurs, and how to recognize the signs of impairment, drug abuse, and instability; (6) in-depth information about marijuana strains and related products; (7) in-depth information on the requirements of each room, task, and system; (8) the general federal, state, and local employment regulations by which The Tufted Puffin is governed; and (9) retail-specific education. To ensure full coverage for each position, all employees will be cross-trained on the requirements of each job. The Tufted Puffin will encourage staff to attend seminars, conferences and workshops. The Tufted Puffin will maintain a library of resources on marijuana topics, available to employees at all times. The state and local marijuana regulations will be posted in the facility for reference. All new hires will be required to meet with a licensee or manager to go over employment documents, specific tasks, educational materials, facility features, security and position-specific training.

8.1 Continued: Labels will be affixed to the packaging including all information originally provided by the cultivation or manufacturing facility such as (1) testing facility license number; (2) testing date and results; (3) name and license number of cultivation facility; (4) name and license number of manufacturing facility, if applicable (for concentrates and products); (5) harvest batch number or production lot number; (6) date of packaging; (7) net marijuana weight and (8) expiration date if applicable.