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:** | TOK LLC | **MJ License #:** | | 40539 | |
| **License Type:** | Limited Cultivation | | | | |
| **Doing Business As:** | TOK | | | | |
| **Premises Address:** | 12001 Jonesville Mine Rd | | | | |
| **City:** | Sutton | **State:** | Alaska | **ZIP:** | 99764 |

| | | | | | |
|---|---|---|---|---|---|
| **Mailing Address:** | 3060 N. Lazy Eight CT. #2-441 | | | | |
| **City:** | Wasilla | **State:** | Alaska | **ZIP:** | 99654 |

| | | | |
|---|---|---|---|
| **Designated Licensee:** | Zeke Hilsinger | | |
| **Main Phone:** | 9074144014 | **Cell Phone:** | 907-414-4014 |
| **Email:** | zhilsinger@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:**

It is TOK policy and state law that no persons under the age of 21 are employed or allowed to gain authorized access at the cultivation facility. TOK developed a Visitation Protocol to ensure all visitors are required to present a valid government-issued identification card to confirm identity, age, and authenticity. All scheduled visitors that do not meet the minimum age requirement of 21 years old, will not be granted authorized access. If an unauthorized person refuses to leave, the cultivation agent handling the visitor intake may contact local law enforcement if the issue persists.

## 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:**

TOK will utilize a combination of physical design features, technologies, and procedures to prevent unauthorized entry. The cultivation facility will operate from a non-descript, preexisting stick frame structure.
TOK will secure and monitor access to facility through the installation and use of a highly secured access control system. The access control system will be used to monitor and record the movement of personnel onto the site, into the building and throughout the facility, and selectively allow and prevent access to restricted areas.
All doors will be fire rated 25-gauge metal with commercial locks. Exterior doors and restricted access entries will be equipped with electric strike and electronic access hardware that automatically lock. Emergency door systems are connected to access control and alarms systems that will produce an audible alarm if the door is opened. Additional features include adequate security lighting, metal mesh guards over HVAC openings, and landscaping, which will be maintained to easily detect unauthorized activity and prevent concealment.

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

All visitors will be logged in and out of a visitors log, which will be available for inspection by the Alaska Marijuana Control Board at all times. All outside vendors, contractors, and visitors will obtain an identification badge prior to entering a limited access area and will be escorted at all times by an agent authorized to enter the restricted access area. Agents are required to immediately report security breaches and incidents of non-compliance. All visitors, including outside vendors, consultants, contractors and representatives of an independent laboratory will be required to comply with this visitation protocol as a condition of premise access. Unannounced visitors at any TOK premise are prohibited, except, when necessary to perform their governmental duties, Alaska Marijuana Control Board representatives and other designated officials acting in accordance with state and local laws and regulations. Visitor access will be rare, no more then 5 visitors at the same time and limited to only those that are absolutely necessary to conduct business.

Upon entry into secure entry way each visitor is required to sign into the visitors log. Each visitor is given a visitors badge with their name and date that while on the premise they must wear at all times. Visitors must stay with employee escort at all times. No more then 5 visitors are allowed at any one given time.

**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:**

Please see attached document; Sample Identification Badges

**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:**

TOK will install security lighting within premise, at entry and egress points and around the building and site perimeters, such that surveillance footage recorded will provide images that are useful to law enforcement. Intruders will be discouraged from attempts to gain access to the cultivation premise through proper illumination at entry points, making detection much more likely. Light glare will be directed outward toward the direction of a would-be intruder. Fixtures will be high-lumen, vandal-resistant and will be installed high and out of reach. Redundancy and lamp overlap will be provided so that a single lamp outage does not result in a dark spot vulnerable to intrusion. LED lights will be used due to their reliability and whiteness in color, aiding in clear video identification. All security lighting will be equipped with an internal auxiliary 48-hour battery backup power supply and will be connected to an on-site Propane generator system that
Light trespass will be limited so as not to interfere with vehicular traffic, neighbors, and adjacent properties. Security lighting will illuminate all exterior areas of the premise site, including pedestrian or vehicular entrances, the perimeter, the exterior of the building, and parking areas and will be installed in accordance with the following light levels on the horizontal plane at ground level:
1. Perimeter of outer area - 0.2 foot candles (fc)
2. Perimeter restricted area - 0.4 fc
3. Vehicle entrances and access control point - 5.0 fc
4. Parking lots — 2.0 fc
5. Pedestrian entrances - 2.0 fc
6. Area between building and fence —1.0 fc
7. Sensitive inner structures - 1.0 fc
8. Entrances and active — 10.0 fc
9. Open yards — 2.0 fc

**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:**

TOK will ensure the security access control, surveillance and intrusion alarm detection systems are continuously monitored and functional at all times. Alarm will be monitored via a GSM connection and Wifi. The alarm will contact authorized personnel who are on the call list and as necessary user will contact law enforcement to report all alarm conditions. Surveillance cameras will record all building and site perimeter areas, entrances and exits to the premises, and 100% of interior floor space with the exception of restrooms and locker rooms.
TOK will ensure the security system will monitor smoke and fire detection and all detectors will be installed in accordance with regulations established in National Fire Protection Association 72 and will detect one or more elements of combustion, heat, invisible smoke particles, and water vapor. Detectors will connect to an automatic fire alarm system integrated with the security system. Upon detection of smoke or fire the audible alarm and secure notification system will activate automatically.
TOK will ensure the integrated security system will be capable of detecting power loss and remaining operational in the event of power supply deficiencies. Security systems will be equipped with a 48-hour battery backup supply and will be connected to an on-site propane generator.
An intrusion alarm system will protect the cultivation premise with motion and door sensors, silent panic alarm and siren alarm. Authorized users will be trained by the Security Director on the use of the intrusion alarm system, including arming and disarming the alarm system, the armed settings, the location of motion and door sensors, the location of fixed panic alarm buttons, and accidental activation procedures. The intrusion alarm system will provide coverage of all entrances and exits and sensitive interior spaces, including the secure product storage room.
An audible intrusion alarm, signaling a break in or unauthorized entry, which contacts the Security Director and/or authorized personnel when the alarm is triggered and, if not triggered by accident, subsequently notifies local law enforcement

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

TOK will employ a series of training requirements that all cultivation agents (agents) must complete in order to ensure best practices related to product security and to mitigate the potential for the diversion of marijuana. TOK will train all agents on security provisions, including the comprehensive loss prevention and anti-diversion strategy to ensure marijuana produced by TOK is only dispensed to approved customers.
No agent or consultant may work on-site at the cultivation facility prior to receiving orientation training. Training will be tailored to the roles and responsibilities of the job function of each cultivation agent.
TOK will train and educate agents on detecting losses or diversions caused by either internal or external parties with direction on observation, identification and documentation of activities related to losses or diversion. Agents will be trained to identify indicators of diversion, including: splitting of orders, deviations from TOK policies and procedures, suspicious behavior, exterior site surveillance, and other indications of planned diversion. Agents will be trained on determining whether activity or incidents constitute an emergency or a non-emergency response procedure, how to act upon all necessary and responsible actions, and to follow the directions of supervisors, emergency respondents, and other authority figures. Agents will report any suspicion of theft or diversion as a condition of employment. Training on security provisions relating to the strategy include inventory management and control, using the inventory tracking, audit and verification, ensuring proper packaging and labeling, and following security protocols.
TOK will investigate and report to the Alaska Marijuana Control Board and appropriate law enforcement agencies immediately, if necessary. Except in the case of an emergency needing immediate attention, TOK will determine the category and severity of the loss or diversion and determine the best course of action. In the case of an identified emergency, law enforcement agencies will be contacted immediately. All discussions, decisions, and activities will be documented in accordance with TOK policy. Agents who participate in, allow, or fail to report diversion will be terminated in accordance with TOK policy and reported to law enforcement as necessary.
All sensitive transactions related to the receiving, transportation and sale of marijuana and associated products will require verification by two agents. Each agent must confirm by signature the accuracy of the delivery invoice, identification numbers, number of containers and the total inventory count. Weekly inventory audits will be performed and all marijuana and marijuana products awaiting disposal must be stored in a secured and locked container, recorded and disposed of in accordance with 3 AAC 306.740 and the Waste Management Plan.
All marijuana in the process of cultivation, production, preparation, transport, or analysis shall be housed and stored in such a manner as to prevent diversion. The provisions outlined herein include strict security measures to prevent cultivation agent or third-party theft or transfer of marijuana products by an authorized customer to an unqualified individual.
In the event of theft or loss from TOK, all TOK agents are required to immediately report the incident to TOK management, whom will contact the Alaska Marijuana Control Board and local law enforcement. In accordance with TOK's policy and industry best practice, all marijuana and marijuana products within TOK facilities will be stored in a safe within a restricted access secure product storage room in order to prevent diversion, theft, or loss. Managers will conduct periodic checks to assure all locks and security equipment in the secure product storage room are maintained in good working order.

**3.7. Describe your policies and procedures for preventing loitering:**

TOK will post signs around the facility that are no less than 12" x 12", with letters in high contrast to the background of the sign, which will read, "NO LOITERING. Violators will be prosecuted." The signs will be located on the exterior of the cultivation facility, in the parking area, and at all entry points.

All cultivation agents (agents) will be trained to identify suspicious activity and loitering. Anyone loitering will be asked immediately to leave. Every agent is responsible for reporting suspicious activities and persons to the Security Director, who will notify law enforcement when a potential risk is identified. Should the person leave before the arrival of law enforcement, the Security Director will note the time to retrieve surveillance records, and record a description of the suspect and his/her vehicle for possible police use. Examples of suspicious activity could involve coworkers, customers, vendors or unknown persons and include any persons monitoring business operations; persons asking about closing times, volume of business, the amount of money on hand, etc.; persons who appear to loiter in the area examining the business layout and operations; and persons waiting for a lull in activity.

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.** ZAH

**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.** ZAH

**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.** ZAH

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

**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).** ZAH

**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:**

TOK's security surveillance system will be configured to capture all entrance to and exits from the facility, at a distance no less than 20 feet from the perimeter of the licensed premises. Each camera will be mounted, providing a full profile view a person who exits through an alarmed door or through forcible entry from the outside. The camera system will have video loss detection and will alarm if the camera view is blocked. The surveillance system images will be high resolution and provide detailed facial images and other characteristics such as hair color, clothing type and height. Site entrance and parking cameras will capture vehicle make, model and license plate number.

**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:**

TOK will ensure all security system equipment and recordings are maintained in a secure location so as to prevent theft, loss, destruction and alterations. The DVRs used for on-site video surveillance viewing and storage will be located in a restricted access security enclosure within the marijuana dry room, protected by an access control card reader on the door that allows only a limited number of authorized persons, to gain access. Access to the DVR and Records security enclosure where all surveillance equipment and on-site recordings are located will be limited to personnel who are essential to surveillance operations, law enforcement officials as necessary, security system service personnel, the Alaska Marijuana Control Board and other persons authorized by the Alaska Marijuana Control Board.

A list of currently authorized TOK personnel and service personnel that have access to the DVR and Records will be available to the Alaska Marijuana Control Board upon request. Any authorized third-party who must access the DVR and Records must be escorted by the Security Director. All access to the DVR and Records will be recorded on camera and by the access control system. Surveillance footage of access to the restricted access DVR and Records will be maintained separately off-site in a secure lock box only accessible to the Security Director, which adds an extra layer of protection and ensures that if all on-site surveillance recordings are destroyed, the Security Director will still have access to security room surveillance footage for the purpose of investigation. In accordance with 3 AAC 306.720(e), the video recordings will be available to the Alaska Marijuana Control Board for no less than 40 days in a format that can be easily accessed for viewing.

## 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)***;** ZAH

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;** ZAH

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

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

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

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

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

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;** ZAH

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

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

**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:**

In addition to the restricted DVR and Records on-site the licensed premises, all records pertinent to the operation of the cultivation facility, including but not limited to, those related to production operations, compliance, security, cultivation agents, inventory, transportation, recall and withdrawal, and analytical testing, will be stored as duplicates at a secure, off-site storage location, which will be protected by a secondary security alarm and video surveillance system. All required records will be retained for at minimum five (5) years and will be made available to the Alaska Marijuana Control Board immediately upon request. Secure records storage areas can only be accessed by Security Director. All video records will be kept for 40 days and will be made available to the Alaska Marijuana Control Board immediately upon request.

## 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.** ZAH

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

**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.** ZAH

## 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.** ZAH

**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.** ZAH

**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.** ZAH

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

TOK will train all agents as required to perform job duties and functions safely and in compliance with applicable laws and regulations. TOK orientation for new agents will include a custom summary overview which include: agent's role in TOK's overall operations, cultivation safety, cultivation security, emergency management, agent's role in diversion prevention, record keeping, controlled access management, sanitation and hygiene; quality assurance and quality control; recall and withdrawal; marijuana cultivation methods; propagation and cloning; plant care; cultivation environment; methods of fertilization, proper mixing and application of nutrients, irrigation practices, methods for recognizing and treating insect infestation and disease, the safe disposal of plants,room care, safe handling of equipment, including without limitation, lamps, electrical ballasts, pumps, fans, cutting implements, and other equipment for cultivation; harvest and post-harvest processing.
Agents will receive updated training as necessary to maintain a safe and compliant growing operation.

All agents will receive a TOK Employee Manual, and attend and complete new agent orientation prior to commencing employment. Orientation is designed to make the new agent feel comfortable, informed about TOK, and prepared for their new position. New agent orientation is conducted by the relevant management representative(s), and includes an overview of TOK's benefits, tax, and legal issues; provided time to complete any necessary paperwork; given all codes, access cards, keys, and procedures needed to navigate within the workplace; introduced to the support staff and management personnel throughout the facility; instructed regarding the job description; informed about TOK evaluation procedures; and helped with getting started on specific job functions.

## 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.** | ZAH |
| **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.** | ZAH |
| **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.** | ZAH |
| **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).** | ZAH |

| 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:**

TOK will prepare marijuana for sale to wholesale by packaging marijuana in smell proof bags of no more then 5 lbs of marijuana per sealed bag. These bags of packaged marijuana will be carried and delivered in a locked carrying box to there final destination. While in transit locked boxes will be locked in a large cage that is bolted to the vehicle. TOK will also offer packaged and sealed pre-weighed 1 gram, 3.5 gram, 7 gram, 14 gram and 28 gram.
TOK requires all final packages containing marijuana to be recorded within METRC and assigned a unique package number at the time of sealing, which will be printed on a label affixed to the package along with all product information required by the Alaska Marijuana Control Board, including the date and time of the sealing of the package for shipment. All packages will clearly indicate the name and signature of the cultivation agent who prepared and sealed the package for shipment, the time of sealing, which will be printed on a label affixed to the package, the name and address of TOK's licensed facility where the package was sealed for shipment, and the shipment identification number of the package.

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.** ZAH

**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.** ZAH

**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.** ZAH

**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.** ZAH

**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.** ZAH

**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.** ZAH

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

## 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):**

TOK will not be displaying any business signs on the establishment. No loitering and restricted access signs will be posted. Letter on these signs will be no smaller then 12' x 12' and have letters with a high contrast to the signs background.
Please see attached document; No Loitering and Restricted Access signs

**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 advertising will consist of the business logo and current strains. Advertising will be conducted on

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.

ZAH

Zeke Hilsinger

Printed name of licensee

Signature of licensee

**(Additional Space as Needed):**

FRONT OF BADGE

Employee ID: _____

Name: _____

Position: _____

Licensee Name: TOK LLC

State License #: 40539

Access Level: _____

Badge Expiration: _____

[Photo Here]

BACK OF BADGE

VISITOR RULES:

- Must be escorted at all times
- No photography without approval
- Badge must be worn visibly
- No access to grow rooms without management clearance
- Badge must be returned upon exit

Emergency Contact: (907) 414-4014

# TOK LLC

License #: 40539

Pkg ID: [Inventory Tracking Number]

Strain: [Strain Name]

Type: Indica | Hybrid | Sativa

Net Weight: [4g | 8g | 28g]

Harvest Date: [MM/DD/YYYY]

Grow Amendments: [Soil, Kelp Meal, etc.]

Pest/Mold Management: [Neem, Sulfur Burn

Testing Laboratory: [Lab Name]

THC: [XX.XX%] | CBD: [XX.XX%] | Moisture: [XX.X%]

Contaminants: [Pass/Fail]

Cultivator: TOK

Harvest Batch ID: [Batch Number]

**WARNING:**

Marijuana has intoxicating effects and may be habit forming and addictive. Do not operate a vehicle or machinery under its influence.There are health risks associated with consumption of marijuana. For use only by adults 21 and older. KEEP OUT OF REACH OF CHILDREN. Marijuana should not be used by women who are pregnant or breastfeeding.