Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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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:	Denali Fire Green LLC	**MJ License #:**	11614		
License Type:	Retail Marijuana Store				
Doing Business As:	AK Joint				
Premises Address:	7801 Schoon St, Unit F				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99518

Mailing Address:	6209 Mike Street				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99518

Designated Licensee:	Chris Owens		
Main Phone:	907-230-7112	**Cell Phone:**	
Email:	chris@denalifire.com		

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Section 2 ☐ Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

AK Joint will monitor and restrict access to the licensed premises for all persons under the age of twenty-one (21). Employees will deny entrance to the store to any person who does not provide a valid form of photo identification showing date of birth, date of issuance, and date of expiration. At no time will a person under twenty-one years of age be permitted to purchase marijuana or marijuana products or enter the licensed premises. If an employee suspects that a sale is being made on behalf of an individual under the age of twenty-one, the employee will refuse the transaction and ask the individual to leave the premises. Local law enforcement and AMCO may be notified if necessary. There will be physical barriers between the sales floor and the restricted access area which will have a chain or half door with signs posted at each restricted access point stating "Restricted Access Area" "Visitors Must be Escorted". At the main entry door, signs will read: "No one under 21 years of age allowed". All signs will be twelve (12) inches long and twelve (12) inches wide, and the letters will be one-half (1/2) inches in height in high contrast to the background of the signs.

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:

AK Joint will have a 24-hour monitoring alarm system, exterior lighting, and video surveillance. There will be one customer entrance/exit for walk-in customers. The restricted access area will be located behind the retail sales counter allowing the employees to access the rest of the facility. An employee will always be present behind the point of sale/display counter, ensuring customers do not enter the restricted access area behind the counter and the safety of the budtenders. The entrance to the restricted access area behind the counter will have prominent signage stating that each area is restricted and that the public must be escorted on the barrier closing off the restricted access area. The door to the office will remain closed and locked at all times. Security cameras will be installed throughout the retail store, which will allow for monitoring of all areas 24 hours a day, including, at a minimum, all entrances and exits, restricted access areas, all windows every portion of the office, marijuana storage, point-of-sale areas 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:

All visitors must be pre-approved and pre-scheduled to enter the restricted access area of the facility, with exception to regulatory agents, AMCO enforcement or local law enforcement. Visitors must show valid, government-issued photo identification showing they are 21 years of age or older. Valid forms of identification are an unexpired, unaltered passport, driver's license, or instruction permit, ID card of any U.S. State or territory, the District of Columbia, or a province of Canada, ID cards issued by a state or federal agency authorized to issue driver's licenses or ID cards and tribal ID as outlined in the regulations. All visitors will be given a visitor badge, which they must always display on their person. All employees will have their employee ID badge clearly displayed in a readily accessible location on the licensed premises. Visitors will sign into a visitor log, which will show the date, time in and out, and the purpose of their visit (if necessary). All visitors will be escorted by a licensee or employee at all times, with no more than five (5) visitors per licensee/employee. Immediately after the visit concludes, visitors must return their badges and leave the premises. Visitor logs will be stored as official business records and will be readily available for review by AMCO enforcement and law enforcement.

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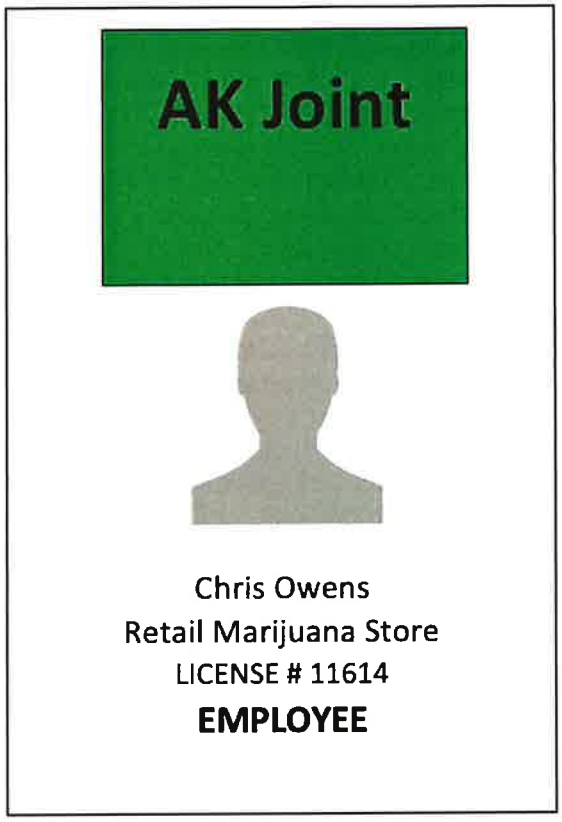
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



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:

AK Joint will install exterior lighting fixtures that will keep the premises well-lit and assist with security surveillance for at least twenty feet (20') from all the building's outer perimeters, paying particular attention to all entry points to the building. The lighting will be installed with protective coverings and at an inaccessible height to discourage vandalism and prevent common obstructions. A licensee, facility manager, or a designated employee will frequently check the exterior lighting to ensure all lights remain fully operational and undamaged.

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3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

A regulatory compliant alarm system will be installed in the facility. Video security and intrusion detection sensors, including motion sensor and night vision lenses will be utilized to ensure no unauthorized access to the facility, eliminate break-ins, secure equipment and inventory 24-hours a day/365 days a year. Furthermore, current commercial security alarm and facility function will include the ability to arm and disarm the system, has night vision and motion sensors, receives security alerts such as fire/smoke, carbon monoxide, adjust the facility's environment (via thermostat control), control lighting, lock and unlock doors. More importantly, the security surveillance system will automatically notify owners if an alarm is triggered, and push notifications to the licensees smartphones or tablets. If this happens and if necessary, the licensees, an employee or agent will immediately notify first responders to be dispatched to the facility and will meet first responders and assist as necessarily required. Immediately following such incident, the licensees/or a company representative on-site will be required to fill out and save an incident report in the company's computer database. As a minimum said "incident report" will include the following: (1) Date and time the surveillance system was activated, (2) what type of activation occurred such as; unauthorized access/motion sensor, fire/smoke, carbon monoxide, etc; and (3) actions taken to "re-secure" the facility prior to departing the premises. If any property damage or theft occurs, all necessary documentation will be promptly submitted to law enforcement officials and AMCO enforcement. Per AMCO regulations, any event on the licensed premises involving law enforcement will be reported to AMCO enforcement electronically as soon as reasonably practical - within 24 hours of discovery that there has been a theft, diversion, or unexplained disappearance of any marijuana, product, or money.

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 or dispensed for sale and storage/inventory rooms will be designated restricted access areas and will be under 24/7 video surveillance. Access to restricted access areas will be granted only too specific personnel. These secured, surveilled areas will have video backup for all video footage and will be stored for at least forty (40) days. When the business opens, all products will be displayed 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 and stored as official business records. Additionally, a licensee 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:

AK Joint will abide by a strict no-loitering policy and promote business practices that discourage loitering. A licensee, facility manager, or a designated employee will perform frequent but random perimeter checks to ensure no loiterers are on the premises. All loiterers will be asked to leave and escorted off the premises. If loiterers do not comply, law enforcement will be contacted. The exterior of the building will be extremely well-lit and equipped with 24/7 video surveillance and signs which read "No Loitering". Signs will also be posted that brings notice to the video surveillance. Employees of AK Joint will view security footage to identify anyone within 20' of any entrance as well as loiterers and potential vandals. Visitors must leave the premises immediately upon the completion of their visit.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use.

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Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility.

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image.

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

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board).

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

AK Joint will have multiple cameras in use to record all areas of the retail facility, inside and outside, at multiple angles and at a height which will provide a clear, unobstructed view with no blind spots. Cameras will be carefully placed to prevent fixtures, posts, display cases, or other equipment blockage. All security cameras will be positioned in a manner to get a clear facial image of anyone present within the building. Any entrance/exit door will have cameras that will clearly identify the face of anyone present. All exterior entrances and restricted access areas will have video coverage documenting the face of anyone going in or out of the building. The parking lot and entrance will also have video coverage. Footage from security cameras will be accessible remotely, allowing the licensees and managers to view operations from anywhere. A failure notification system will be installed to provide audible and visual notification of any failure in the electronic monitoring system. During a power outage, all video cameras and recording equipment will be run on emergency power with a battery backup system to ensure continued operation for at least one (1) hour.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

Surveillance equipment will be behind lock and key in the facility office, accessible to only the licensees. No less than forty days of video recordings will be available at all times. The surveilane system will be managed ensuring their readiness for prompt availability to law enforcement or agents of the Marijuana Control Board (MCB) upon request. In cases necessitating longer retention for criminal, civil, or administrative investigations, all surveillance footage will be easily accessible, date-stamped, time-stamped, and archived in a format that effectively safeguards against any potential tampering. A monitor or a tablet will be in the secured area for viewing of video footage.

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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)*;

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;**

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

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

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

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

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

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;**

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

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

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 required business records will be stored in the retail store for at least six (6) months, either electronically on a hard drive or in a locked filing cabinet in the facility office. The business records will only be accessible to the licensees. Recordings will be managed following standard retention policies to ensure that they are stored consistently and are searchable. These stored records include but are not limited to, inventory and employment logs, manifests, financial books, diagrams, surveillance records, operational and regulatory documents, and communications materials.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.

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

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. 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):

AK Joint will hire candidates on a probationary period, during which they will receive training and evaluation specific to their position. Training will include marijuana industry topics, customer care, food handling, safety precautions and procedures, legal issues, and state, local, and federal regulations. Training will occur throughout the year and when topics arise that need further explanation. A licensee or manager will personally present or arrange employee training and education. All new employees must meet with a licensee and/or manager within the probation period to learn the company's business approach and adopt the service standard. 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...

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present.

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded.

7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace.

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d).

Answer "Yes" or "No" to each of the following questions: Yes No

7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram. ☑ ☐

7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram. ☑ ☐

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

In the event that AK Joint 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 or opening packages of marijuana or marijuana product. Labels will be affixed to the packaging, including all information initially 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 the 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.

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You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700.

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle.

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport.

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport.

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment.

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received.

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

Section 9 ☐ Signage and Advertising

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):

AK Joint will comply with the Municipality of Anchorage's ordinances regarding the size, number and placement of any sign displayed at the retail store.

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

AK Joint plans to utilize the following medium types when distributing advertisements:

- Newspaper ads
- Magazine ads
- Social Media to feature specific strains
- Direct text messages (with consent and opt-out feature)
- Sponsorship such as sporting events or fundraisers

Advertisements will contain each warning statement verbatim as they are listed in the regulations when applicable.

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.

Jones Stevens
Printed name of licensee

Signature of licensee

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(Additional Space as Needed):

Section 3.6 Continued: AK Joint understands that diversion can happen in two ways - inversion and diversion - and that it is equally profitable to divert product from the legal system as it is to divert product from the illegal system into the legal system market. Employees will immediately be trained to alert a licensee or manager if theft or diversion is suspected. In the event that an employee is caught stealing marijuana or infusing the store with a non-regulated black-market product, AK Joint will notify local law enforcement and AMCO enforcement immediately, comply with all directives, and provide all necessary information and records for the investigation. A licensee 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 must notify either a licensee or manager if they suspect such activity is occurring. AK Joint will maintain all reports and documentation concerning potential or actual theft and will be made available to AMCO upon request.

Section 6.4 Continued: As proper safety and security procedures are of the utmost importance to AK Joint, the most up-to-date reading materials will always be available to employees. AK Joint will conduct quarterly staff meetings to update all employees on new state and local regulations, assure that each employee is performing within company procedure, assess any necessary procedural changes, and address any comments or concerns from the staff. Before 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 before commencing employment; (3) AK Joint's standards, operational protocol, and best practices about 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 of each room, task, and system; (8) the general federal, state, and local employment regulations by which AK Joint is governed; and (9) retail-specific education. To guarantee coverage for all positions all employees will be cross-trained on the requirements of each job. AK Joint will encourage staff to attend seminars, conferences, and workshops. AK Joint 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 must meet with a licensee or manager to review employment documents, specific tasks, educational materials, facility features, security, and position-specific training.

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