



## POST-APPROVAL INSTRUCTIONS FOR MARIJUANA CULTIVATION FACILITIES

The following steps are to be taken after your application for a marijuana cultivation facility license has been approved by the board. You may not operate your business until the following requirements have been met.

1. When all other approvals (Local Government, Fire Marshal, DEC, etc.) and any board requirements have been met, you will be contacted by AMCO to notify you that your license status has been changed to “active-pending inspection” in our database. This does not mean you can open your doors or start operating your business. The status change is a necessary step so that you may be credentialed into METRC, AMCO’s seed to sale tracking system.
2. You, the licensee, must have your marijuana handler permit. All licensees, employees, and agents – 3 AAC 306.700 – must have their handler permit at the time of inspection.
3. You, the licensee, must take a METRC training class and pass the test.  
<https://www.metrc.com/>
4. Once you have passed the METRC test, place a request to the METRC Support Team to be credentialed into METRC.
5. Set up your facility in METRC and order plant and package tags. The tags should take 4-5 days to arrive.
6. When you have received your plant and package tags, contact AMCO Enforcement at [amco.enforcement@alaska.gov](mailto:amco.enforcement@alaska.gov) to schedule your initial inspection. Do not schedule an initial inspection unless you are within two weeks of being 100% ready to operate your business. Review the pre-inspection checklist and be sure that you will have completed all items by the time of your inspection. Depending on your location, it may be two weeks before an inspection can be performed due to state travel restrictions.
7. When your plant and package tags arrive, you may begin the process of entering your inventory into METRC in compliance with the following guidelines. Please ensure your inspection is scheduled within approximately seven (7) days before beginning this step:
  - a. Plants over 8 inches – Tracked by plant tag.
    - 12-month plants (non-flowering plants of any size) tagged
    - Any number of immature plants no taller than 18 inches
    - All tagged correctly and in-line with training from METRC. Tags attached on first fastener around the “trunk” and above first branch after plant is able to support the tag.
  - b. Plants under 8 inches – Tracked by batch.
    - Strain specific batches with up to 50 plants

- Unlimited number of batches
  - Batches should be in rows and columns for ease of verifying numbers
- c. Seeds – Tracked by package tag
- Strain specific packages by count or by weight
  - Unlimited number of packages
8. After you have tagged your plants and seeds, send an email to [amco.enforcement@alaska.gov](mailto:amco.enforcement@alaska.gov) notifying them that your plants and seeds have been tagged. AMCO staff will place your account in METRC on hold until the inspection.
9. On the day of your inspection, the investigator will bring your license. If your facility matches what you have submitted to the board and all requirements are in place, you will receive your license, the hold will be removed from METRC, and an “effective date” will be added in our system.
10. Congratulations, you are now operating a marijuana cultivation facility license in the State of Alaska!