



INSTRUCTIONS

The following steps are to be taken after your application for a marijuana establishment 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 Marshall, DEC, etc.) have been met, you will be contacted by this office to notify you that your license status has been changed to active in our database. This doesn't 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.
2. The licensee must have their marijuana handler permit.
3. The licensee must have taken a METRC training class and passed the test.
4. The licensee will place a request to the METRC Support Team to be credentialed into METRC.
5. When you have access to METRC, contact AMCO Investigators to schedule your initial inspection. Don't schedule an initial inspection unless you are within two weeks from being 100% ready to operate your business.
6. Set up your facility in METRC and order tags. The tags should take 4-5 days to arrive.
7. When your tags arrive, you may tag your plants and enter them in Metrc. After you've tagged your plants, send an email to AMCO.enforcement@alaska.gov, notifying them that your plants have been tagged. AMCO staff will place your account in METRC on an administrative hold until the inspection.
8. Make sure that you are within approximately seven days of your inspection when you tag your plants. The plants will be approximately 6-18 inches tall on the day of your initial inspection.
9. On the day of your inspection, the enforcement officer will bring your license. If your facility matches what you've submitted to the board and all requirements are in place, you will receive your license and the administrative hold will be removed from METRC. Congratulations, you are now operating a marijuana establishment license in the State of Alaska!