



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 this office to notify you that your license status has been changed to "active-pending inspection" 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. You, the licensee, must have your marijuana handler permit. All licensees, affiliates, agents, and employees (see 3 AAC 306.700(a)) 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/alaska>
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 investigators at AMCO.enforcement@alaska.gov 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. 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 tag your plants and seeds and enter them in METRC. Make sure that you are within approximately seven days of your inspection when you tag your plants. Plants that are eight inches or taller must be tagged and no plants should be over 18 inches tall on the day of your initial inspection. Plants shorter than eight inches may remain in clone batches.
8. After you've tagged your plants and seeds, send an email to AMCO.enforcement@alaska.gov notifying them that they have been tagged. AMCO staff will place your account in METRC on an administrative hold until the inspection.
9. On the day of your inspection, the investigator 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, the administrative hold will be removed from METRC, and an "effective date" will be added in our database.
10. Congratulations, you are now operating a marijuana cultivation facility license in the State of Alaska!