

# STATE OF ALASKA

Department of Commerce, Community, and  
Economic Development  
Division of Administrative Services



AMENDMENT #03 TO RFP 230000010

## ALCOHOLIC BEVERAGE AND MARIJUANA LICENSING AND ENFORCEMENT DATABASE

**ISSUED: MONDAY, DECEMBER 19, 2022**

### MANDATORY ACKNOWLEDGMENT

**This amendment is being issued to recognize changes to the RFP.**

**Important Note to Offerors:** The only acceptable method of acknowledging this Amendment: use of the Revised Submittal Form A in your proposal and acknowledging this amendment on the Revised Submittal Form A of your proposal. Only the RFP terms and conditions referenced in this amendment are being changed. All other terms and conditions of the RFP remain the same.

Rob Roys  
Procurement Officer  
Robert.roys@alaska.gov

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COMPANY SUBMITTING PROPOSAL

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AUTHORIZED SIGNATURE

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DATE

E. Questions unanswered in Amendment 02 are answered below. Answers follow each question in **bold.**

1) How many people support your current system?

**Answer: AMCO has 22 people and the department IT business support staff number 12. However, they all have other jobs to perform. The work in this RFP will be performed by the contractor and not the state.**

2) Are there any Security needs required to maintain the data? I.e., FEDRAMP and Audit requirements? If so, please describe.

**Answer: Solution must be certified for FedRAMP high impact level. AMCO Enforcement will need separate secure access area for enforcement as we will be entering confidential information, investigations and CJIS information and have to be compliant with all requirements. We are audited by the FBI to verify this compliance.**

3) "The Vendor must be willing to attest to a completed, annual risk analysis, in accordance with the HIPAA Security Rule." Please provide more details regarding your expectations for the annual risk analysis mentioned in F. Annual Risk Analysis on page 20.

**Answer: Please see Question 42 in Amendment 02.**

4) How many total users at the agency will be accessing the portal and managing the contracts, assigning work, making changes, doing reporting, etc.?

**Answer: There will be one primary contact during the build. However, others may access the portal during testing.**

5) Are there any state IT policies related to the use of open source technology, i.e. PostgreSQL?

**Answer: not in general, however use of open source technology would require approval of the Office of Information Technology.**

6) Section 1.07 Return Instructions states that the "submission forms must be saved as separate PDF documents and emailed to CED.Procurement@alaska.gov as separate, clearly labeled attachments..." Are the submission forms the only documents that can be emailed in the response? Will other information, outside of the submission forms, be accepted?

**Answer: Requirements for submission are detailed in the RFP. Additional materials submitted with your proposal will not be used for evaluation. Additional materials may be requested prior to contract award as authorized by §5.04, §5.05, and/or §5.07 of the RFP.**

7) Please provide a breakdown of the number of State employees that will be using the new solution.

**Answer: 25 to 30**

8) Regarding RFP §2.04.1 (A) 3. Can the State provide details of the myAlaska authentication repository or authentication method (Azure AD, Active Directory, other)? If other, does the method provide an interface to integrate to verify a user account?

**Answer: MyAlaska can be federated and used. It has a web service or can utilize claims for additional account information.**

9) Do you use inspectors in the application process to verify requirements for a facility, business, etc. If so, what is the criteria to kick off an inspection with an application?

**Answer: Investigators do not verify requirements until the board has approved the license. Investigators verify information provided to the board is correct. Investigators do get involved during the application process for criminal background checks (disqualifying criminal charges and for residency verification).**

10) Can you give us a sample of your inspection worksheets?

**Answer: These are attached to this Amendment.**

11) Do you currently measure or track SLAs for cases, complaints, or renewal processes? Are these legislative SLAs?

**Answer: No.**

12) How many monthly reports are you tracking in your current system by department? Please list the reports you have/will need in the new system.

**Answer: Licensing would like a system that creates statistical reports, such as how long an application has been seating in the queue, reports that show user production/performance, how long it takes an application to get from point A to point B, things like that. Reports that show license statistics: what type, where/ in which community, how many, etc. (this is a must because of our license caps. We need to know how many licenses of what type there are where).**

**Enforcement is interested in being able to utilize standard reports and the ability to create new reports.**

13) Are there any other integrations you anticipate needing outside of what's listed in the RFP in the future?

**Answer: We anticipate adding a local government portal and a public portal**

14) If so, do you envision then to be one-way or two-way? What frequency of data push/pull?

**Answer: To be determined in consultation with the contractor.**

15) Do you anticipate your license count growing or shrinking over the next year?

**Answer: Future counts are not something we accurately estimate, but we do think it will be about the same.**

16) How many internal AMCO users are anticipated to be using the system on an annual basis?

**Answer: 25 to 30.**

17) How many external or public AMCO users are expected to be using the system on a monthly basis?

**Answer: The number of potential users are identified in §2.04 of the RFP.**

18) Regarding RFP §2.04.1 (C) 21 What software product/platform is currently used for the Dept. of Corporations Business & Professional Licensing Database? Is it a Cloud-based solution or On-Premise?

**Answer: AMCO and CBPL use On-Premise in-house solutions.**

19) Regarding RFP §2.04.1 (C) 21 Is data migration needed from the existing licensing system(s) into the new one? If so, please provide an estimate of the total data migration needed.

**Answer: To be determined in consultation with the contractor. We have legacy data but have not concluded how much to import.**

20) Regarding RFP §2.04.1 (C) 12 Please provide a use case scenario required for this type of integration or functional capability.

**Answer: Confirming whether or not a alcohol or marijuana license has a valid business license. Seeing other business under the same ownership structure.**

21) Regarding RFP §2.04.1 (C) 22 Does the proposed system need to provide this GIS/Mapping feature or use the current state-owned system?

22) Regarding RFP §2.04.1 (C) 22 What type of mapping is needed?

23) Regarding RFP §2.04.1 (C) 27 Could you elaborate on the level of detail you want tracked and what actions need to be visible in the audit log?

**Answer 20-23: AMCO currently has access to ArcGIS through a different department. The GIS shows the marijuana premises locations and some basic information. This system is not currently linked to AMCO's licensing database.**

**The new system shall have a GIS interface between the licensing system and enforcement RMS would be utilized in various ways to include but not limited to:**

- **All licensed or pending licensed alcohol and marijuana premises tied to the GIS map and with color codes to indicate, “ACTIVE”, “EXPIRED”, “PENDING” etc. so an investigator in the field could access the map and see what licensed premises, or pending ones are in their vicinity.**
- **A connection to our RMS so an investigator could access from the GIS map the dates of last inspection, complaint history, other reported crimes, and enforcement actions taken at the location**
- **General tie into RMS to indicate locations of incidents, complaints, etc. that may have occurred at a licensed premises**

24) Regarding RFP §2.04.1 (D) Does AMCO have routing and dispatch console requirements? If so, what are those requirements?

**Answer: No.**

25) Regarding RFP §2.04.1 (D) How many total inspectors do they have in the field?

**Answer: Enforcement has nine Investigators and Licensing has seven Examiners.**

26) Regarding RFP §2.04.2 (D) Deliverable 2: Step 2 Business Needs Analysis ServiceNow information.Pdf suggests that environment consists of the following instances hosted in serviceNow's Government Community Cloud (GCC) hardened to FedRAMP High standards so if the solution is built on ServiceNow do we need to complete the Information security policies?

**Answer: Solution must be certified for FedRAMP high impact level.**

27) Regarding Submittal Form G #21, #36 What APIs exist for data comparison with the Division of Corporations? What specific data elements are to be compared with the Division of Corporations?

**Answer: We have a couple high-use APIs and can custom-make APIs if needed.**

28) Regarding Submittal Form G Do the systems you wish this solution to interface with have APIs available? If so, are they available for review? If not, please describe integration capabilities.

**Answer: No.**

29) Regarding Submittal Form G #11 Does the organization hold licenses for an electronic signature tool you would like to use as part of this solution? If so, please provide the name. If not, do you have a preferred tool or would you like this to be included in the proposal?

**Answer: DCCED and the State use DocuSign, but we are open to any easy-to-use integrated solution.**

30) Regarding Submittal Form G #37 What specific GIS integration is requested? Please provide specific use cases for GIS/Mapping. Does AMCO use Esri ArcGIS?

**Answer: See Questions 20-23.**

31) Regarding Submittal Form G #48 What are the specific retention requirements?

**Answer: These are set by statute. General Records Retention and Disposition Schedules are here: <https://archives.alaska.gov/rims/> . DCCED specific Records retention schedule is available here: <https://archives.alaska.gov/rims/schedules/dcced.html> . The range is 1 year to 30 years, but some criminal records may need to be retained as long as 75 years or permanently.**

<end Amendment 03>



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23g: Onsite Consumption Endorsement

Licensee:		License Number:	
Doing Business As:		Inspection Date:	
Address:		Case No:	

**Section 1 – Inspection Checklist**

	PASS	FAIL	COMMENTS
<b>1. Consumption area:</b> A marijuana consumption area shall have the following characteristics.			
a.) The consumption area shall be isolated from the other areas of the retail marijuana store, separated by walls and a secure door, and shall have access only from the retail marijuana store.			
b.) A smoke-free area for employees to monitor the marijuana consumption area.			
c.) A ventilation system that directs air from the marijuana consumption area to the outside of the building through a filtration system sufficient to remove visible smoke, consistent with all applicable building codes and ordinances, and adequate to eliminate odor at the property line.			
d.) If outdoors, A sight-obscuring wall or fence around the outdoor marijuana consumption area.			
<b>2. Surveillance System:</b> Install and maintain a video surveillance and camera recording system with a camera resolution that allows for clear and certain identification of any person and activity in the area at all times.			
<b>3. Alarm System:</b> A security alarm system is required on all exterior doors and windows. Motion detectors in every room with non-opening windows are required.			
<b>4. Locks:</b> Commercial grade, non-residential door locks on all exterior entry points to the licensed premises.			
<b>5. Lighting:</b> Exterior lighting must facilitate surveillance.			



Alaska Marijuana Control Board

Preliminary Inspection Form

**Form MJ-23g: Onsite Consumption Endorsement**

	PASS	FAIL	COMMENTS
<b>6. Internal Policies &amp; Procedures:</b> Shall be designed to prevent diversion of marijuana and marijuana products and prevent loitering. Licensee must also describe the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the licensed premises. Licensee must describe the actions to be taken by a licensee, employee, or agent of the establishment when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security.			
<b>7. Marijuana Handler Permit:</b> All licensees and employees must have a valid permit. <i>(verification of all licensee's handler permits is required during inspection)</i>			
<b>8. Display of Identification:</b> In a restricted access area, a licensee, employee, or agent of the marijuana establishment shall have on display, either on the person or in a readily accessible location on the licensed premises, a current identification badge bearing the person's photograph.			
<b>9. Restricted Access Areas:</b> A marijuana facility shall restrict access to any part of the licensed premises where marijuana or marijuana product is tested, stored or stocked.			
<b>10. Metrc:</b> Conduct facility audit. Ensure licensee is using the Metrc system properly and packages have been tagged in accordance with initial instruction provided by AMCO.			

**Section 2 – Endorsement Briefing**

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

**1. Onsite Consumption Endorsement:** a freestanding licensed retail marijuana store with an approved onsite consumption endorsement is authorized to sell marijuana product, **excluding marijuana concentrates**, to patrons for consumption on the licensed premises at the time of purchase only in an area designated as the marijuana consumption area separated from the remainder of the premises, either by secure door and having a separate ventilation system or by being outdoors in compliance with 3 AAC 306.370(c)(4). **3 AAC 306.370**

**2. ID Verification:** A retail marijuana store shall refuse to sell marijuana or a marijuana product to a person who does not produce a form of valid photographic identification showing that person is 21 years of age or older. A valid form of photographic identification includes an unexpired, unaltered passport; an unexpired, unaltered driver's license, instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province or territory of Canada; or an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. **3 AAC 306.350**

**3. Limit on Quantity Sold for Consumption:** A retail marijuana store may not sell marijuana bud or flower in quantities not to exceed one gram to any one person per day. Edible marijuana products are not to exceed quantities of 10 mg of THC to any one person per day. Food or beverage may be sold that does not contain marijuana or alcohol. **3 AAC 306.370**





Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23g: Onsite Consumption Endorsement

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**4. Prohibited acts:** A licensed retail marijuana store with an approved onsite consumption endorsement may not,

- a.) Sell marijuana concentrate for consumption in the marijuana consumption area or allow marijuana concentrate to be consumed in the marijuana consumption area.
- b.) Allow any licensee, employee, or agent of a licensee to consume marijuana or marijuana product, including marijuana concentrate, during the course of a work shift.
- c.) Allow a person to bring into or consume in the marijuana consumption area any marijuana or marijuana product that was not purchased at the license retail marijuana store.
- d.) Allow a person to bring into or consume in the marijuana consumption area any marijuana or marijuana product that was not purchased at the license retail marijuana store.
- e.) Sell, offer to sell, or deliver marijuana or marijuana product at a price less than the price regularly charged for the marijuana or marijuana product during the same calendar week.
- f.) Sell, offer to sell, or deliver marijuana or marijuana product during a set period of time for a fixed price.
- g.) Sell, offer to sell, or deliver marijuana or marijuana product on any one day at prices less than those charged the general public on that day.
- h.) Encourage or permit an organized game or contest on the licensed premises that involves consuming marijuana or marijuana product or the awarding of marijuana product as prizes.
- i.) Advertise or promote in any way, either on or off the premises, a practice prohibited under this section.

**5. Required acts of a retail store with a consumption endorsement:** The retail marijuana store holding an onsite consumption endorsement under this chapter shall,

- a.) Monitor patrons in the marijuana consumption area at all times specifically for overconsumption.
- b.) Display all warning signs required under 3 AAC 306.360 and 3 AAC 306.365 within the marijuana consumption area, visible to all consumers.
- c.) Provide written materials containing marijuana dosage and safety information for each type of marijuana or marijuana product sold for consumption in the marijuana consumption area at no cost to patrons.



Alaska Marijuana Control Board

Preliminary Inspection Form

**Form MJ-23g: Onsite Consumption Endorsement**

d.) Package and label all marijuana or marijuana product sold for consumption on the premises as required by 3 AAC 306.345.

e.) Comply with any conditions set by the local government or placed on the endorsement by the board

6. **Renewal of Onsite Consumption Endorsement:** The holder of an onsite consumption endorsement must apply for renewal annually at the time of renewal of the underlying retail marijuana store license.

**Section 3 – Inspection and Briefing Acknowledgement**

I have received information on the above subjects, and I am aware I must become familiar with and abide by the laws covering the licensing and operation of my business as prescribed in AS 17.38 and 3 AAC 306. I understand I am responsible to operate my business in compliance with all Alaska laws and regulations.

\_\_\_\_\_  
Signature of licensee

\_\_\_\_\_  
Investigator

\_\_\_\_\_  
Printed name of licensee

\_\_\_\_\_  
Investigator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rank or Title



Alaska Marijuana Control Board

**Inspection Form**

**Form MJ-23f: Marijuana Establishment Expiration/Non-Renewal**

Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)

<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

Licensee:		Case #:	
Doing Business As:		License Number:	
Address		Inspection Date:	

**Section 1 – Inspection Checklist**

Final Inventory	PASS	FAIL	COMMENTS
a.) Conduct facility audit. No inventory should be in Metrc or the facility. Verify with current inventory list.			
b.) All package tags and plant tags are accounted for.			
c.) Verify no marijuana products are in any room.			
d.) Request the last 2 weeks of video recordings from licensee.			
e.) Surrender license.			
f.) Lock out Metrc account after it is updated (close out Metrc account)			

**Section 2 – Briefing**

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

**1. Marijuana Products:** I certify that there are no marijuana or marijuana products such as seeds, plants, trim, flower, edibles, concentrates etc. at my facility.



Alaska Marijuana Control Board

### Inspection Form

# Form MJ-23f: Marijuana Establishment Expiration/Non-Renewal

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Alcohol and Marijuana Control Office

550 W 7<sup>th</sup> Avenue, Suite 1600

Anchorage, AK 99501

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)

<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

#### COMMENTS:

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## Section 2 – Inspection and Briefing Acknowledgement

I acknowledge that this is my final inspection before my marijuana establishment will be closed for business. I am aware that if I want to operate a new marijuana establishment I must resubmit a new application to marijuana licensing and abide by the laws covering the licensing of a new business under 3 AAC 306.005. I declare under penalty of unsworn falsification that this form, including all statements, are true, correct, and complete.

\_\_\_\_\_  
Printed name of licensee

\_\_\_\_\_  
Investigator

\_\_\_\_\_  
Signature of licensee

\_\_\_\_\_  
Investigator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rank of Title



Alaska Marijuana Control Board

## Inspection Form

# Form MJ-23e: Marijuana Establishment Inspection

Alcohol and Marijuana Control Office

550 W 7<sup>th</sup> Avenue, Suite 1600

Anchorage, AK 99501

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)

<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

Licensee:		License Number:	
Doing Business As:		Inspection Date:	
Address:		Case No:	

### Section 1 – Inspection Checklist

SECURITY	PASS	FAIL	COMMENTS
<b>1. Surveillance System:</b> Install and maintain a video surveillance and camera recording system with a camera resolution that allows for clear and certain identification of any person and activity in the area at all times.			
<b>2. Alarm System:</b> A security alarm system is required on all exterior doors and windows. Motion detectors in every room with non-opening windows are required.			
<b>3. Locks:</b> Commercial grade, non-residential door locks on all exterior entry points to the licensed premises.			
<b>4. Lighting:</b> Exterior lighting must facilitate surveillance.			
<b>5. Internal Policies &amp; Procedures:</b> Shall be designed to prevent diversion of marijuana and marijuana products and prevent loitering. Licensee must also describe the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the licensed premises. Licensee must describe the actions to be taken by a licensee, employee, or agent of the establishment when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security.			
<b>6. Marijuana Handler Permit:</b> All licensees and employees must have a valid permit. <i>(verification of all licensee's handler permits is required during inspection)</i>			
<b>7. Display of Identification:</b> In a restricted access area, a licensee, employee, or agent of the marijuana establishment shall have on display, either on the person or in a readily accessible location on the licensed premises, a current identification badge bearing the person's photograph.			
<b>8. Restricted Access Areas:</b> A marijuana facility shall restrict access to any part of the licensed premises where marijuana or marijuana product is tested, stored or stocked.			
<b>9. Metrc:</b> Conduct facility audit. Ensure licensee is using the Metrc system properly and packages have been tagged in accordance with initial instruction provided by AMCO.			





Alaska Marijuana Control Board

## Preliminary Inspection Form Form MJ-23d: Marijuana Testing Facilities

Alcohol and Marijuana Control Office

550 W 7<sup>th</sup> Avenue, Suite 1600

Anchorage, AK 99501

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)

<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

Licensee:		License Number:	
Doing Business As:		Inspection Date:	
Address:		Case No:	

### Section 1 – Inspection Checklist

SECURITY	PASS	FAIL	COMMENTS
<b>1. Surveillance System:</b> Install and maintain a video surveillance and camera recording system with a camera resolution that allows for clear and certain identification of any person and activity in the area at all times.			
<b>a.)</b> Required video cameras must be placed in a way that produces a clear view adequate to identify any individual inside the licensed premises or within 20 feet of each entrance to the licensed premises. Both the interior and exterior to the facility must be recorded.			
<b>b.)</b> The video system must cover each restricted access area (to include each entrance to a restricted area). Any area where marijuana is tested or stored or where marijuana waste is destroyed must have a camera placement in the room facing the entry door, and in adequate fixed positions, at a height that will provide a clear, unobstructed view of the regular activity without a sight blockage from any objects, in order to allow for clear and certain ID of any person or activity at all times.			
<b>c.)</b> Surveillance recording equipment and video surveillance records must be housed in a locked and secure area or in a lock box, cabinet, closet or other secure area that is accessible only to the licensee or authorized employee, and to law enforcement personnel including a peace officer or agent of the board. A marijuana establishment may use an offsite monitoring service and offsite storage of video surveillance records if security requirements at the offsite facility are at least as strict as the onsite security requirements.			
<b>d.)</b> Recordings must be preserved for a minimum of 40 days, in a format that can be easily accessed for viewing. All recorded images must accurately display the date and time, and must be archived in a format that does not permit the alteration of the recorded image, so that the images can be readily authenticated. After 40 days, a marijuana establishment may erase video recordings, unless the licensee knows or should know of any pending criminal, civil, or administrative investigation for which the video recording may contain relevant information.			
<b>2. Alarm System:</b> A security alarm system is required on all exterior doors and windows. Motion detectors in every room with non-opening windows are required.			
<b>3. Locks:</b> Commercial grade, non-residential door locks on all exterior entry points to the licensed premises.			



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23d: Marijuana Testing Facilities

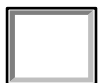
SECURITY	PASS	FAIL	COMMENTS
<b>4. Lighting:</b> Exterior lighting must facilitate surveillance.			
<b>5. Internal Policies &amp; Procedures:</b> Shall be designed to prevent diversion of marijuana and marijuana products and prevent loitering. Licensee must also describe the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the licensed premises. Licensee must describe the actions to be taken by a licensee, employee, or agent of the establishment when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security.			
<b>6. Display of Identification:</b> In a restricted access area, a licensee, employee, or agent of the marijuana establishment shall have on display, either on the person or in a readily accessible location on the licensed premises, a current identification badge bearing the person's photograph.			
<b>7. Restricted Access Areas:</b> A marijuana testing facility shall restrict access to any part of the licensed premises where marijuana or marijuana product is tested or stored.			
<b>a.)</b> Each entrance to a restricted access area must be marked by a sign that says "Restricted access area. Visitors must be escorted." The number of visitors shall be limited to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.			
<b>b.)</b> In a restricted access area, a licensee, employee, or agent of the marijuana establishment shall wear a current identification badge bearing the person's photograph. A person under 21 years of age may not enter a restricted access area. Any visitor to the restricted access area must show ID to prove they are at least 21 years old, obtain a visitor ID badge before entering the restricted access area, and be escorted at all times.			
<b>8. Metrc:</b> Conduct facility audit. Ensure licensee is using the Metrc system properly and packages have been tagged in accordance with initial instruction provided by AMCO.			

**Section 2 – License Briefing**

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

**1. Marijuana Handler Permits:** Each licensee, employee, or agent of the marijuana establishment who tests or transports marijuana or marijuana product, or who checks the identification of a visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment. The individual must keep the handler permit card in their immediate possession or a valid copy on file at the premises at times when on the licensed premises. **3 AAC 306.700**







Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23d: Marijuana Testing Facilities

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

**2. Licensed Premises, Alteration:** A license will be issued for a specific licensed premises, which is a place clearly designated in a license application and described by a line drawing submitted with the license application. The licensed premises must have adequate space for its approved operations, including packaging or storing marijuana or marijuana products, and be located and constructed to facilitate cleaning, maintenance, and proper operation. A marijuana establishment's license must be posted in a conspicuous place within the licensed premises. *A licensee seeking to change or modify the licensed premises must submit a complete copy of Form MJ-14: Licensed Premises Change, along with the \$250 fee, and receive the director's written approval before altering the functional floor plan or reducing or expanding the area of the licensed premises.* **3 AAC 306.705**

**3. Health and Safety Standards:** A marijuana testing facility is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that no health or safety concerns are present. Adequate sanitation principles must be used in any receiving, inspecting, transporting, and storing of marijuana or marijuana product and any marijuana or marijuana product must be held in a manner that prevents the growth of bacteria, microbes, or other undesirable microorganisms. A marijuana establishment shall 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; "stored improperly" means being exposed to extremes in temperature, humidity, smoke, fumes, pressure, or radiation due to a natural disaster, fire, accident, or equipment failure. **3 AAC 306.735**

**4. Chain of Custody:** A marijuana testing facility shall establish an adequate chain of custody and sample requirement instructions that include issuing instructions for the minimum sample requirements and storage requirements; documenting the condition of the external package and integrity seals utilized to prevent contamination of or tampering with the sample; documenting the condition and amount of sample provided at the time the sample is received at the marijuana testing facility; documenting each person handling the original samples, aliquots, and extracts; documenting any transfer of samples, aliquots, and extracts to another marijuana testing facility for additional testing or at the request of the marijuana cultivation facility or marijuana product manufacturing facility that provided the testing sample; maintaining a current list of authorized persons and restricting entry to the marijuana testing facility to those authorized persons; securing the marijuana testing facility during non-working hours; securing short-term and long-term storage areas when not in use; using a secured area to log in and aliquot samples; ensuring samples are stored appropriately; and documenting the disposal of samples, aliquots, and extracts. **3 AAC 306.650**

**5. Failed Materials, Retests:**

**a.)** If a sample tested by a marijuana testing facility does not pass the required tests based on the standards set out in 3 AAC 306.645, the marijuana establishment that provided the sample shall dispose of the entire harvest batch or production lot from which the sample was taken; and document the disposal of the sample using the marijuana establishment's marijuana inventory tracking system.

**b.)** If a sample of marijuana fails a required test, any marijuana plant trim, leaf, and other usable material from the same plants automatically fail the required test. The board may approve a request to allow a batch of marijuana that fails a required test to be used to make a carbon dioxide or solvent-based extract. After processing, the carbon dioxide or solvent-based extract must pass all required tests.

**c.)** If a marijuana cultivation facility or a marijuana product manufacturing facility petitions for a retest of marijuana or a marijuana product that failed a required test, the board may authorize a retest to validate the test results. The marijuana cultivation facility or a marijuana product manufacturing facility shall pay all costs of a retest.



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23d: Marijuana Testing Facilities

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

**6. Waste Disposal:** A marijuana establishment shall store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana testing, in compliance with applicable federal, state, and local laws and regulations. **3 AAC 306.740**

a.) Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves a marijuana establishment.

b.) Marijuana waste includes: marijuana plant waste, including roots, stalks, leaves, and stems that have not been processed with solvent and other waste as determined by the board. Keep a record of the final destination of marijuana waste made unusable.

c.) You must give the board at least 3-days notice in the marijuana inventory tracking system required under 3 AAC 306.760 before making the waste unusable and disposing of it, except that the director may authorize immediate disposal on an emergency basis. Keep a record of the final destination of marijuana waste made unusable.

d.) Marijuana plant waste must be made unusable by grinding the marijuana plant waste and mixing it with at least an equal amount of other compostable or non-compostable materials. A marijuana establishment may use other methods to make marijuana waste unusable if the board approves the method in advance. Material that may be mixed with the marijuana waste includes *compostable materials* including food waste, yard waste, vegetable based grease or oils, or other wastes approved by the board when the mixed material can be used as compost feedstock or in another organic waste method such as an anaerobic digester with approval of any applicable local government entity; or *non-compostable materials* including paper waste, cardboard waste, plastic waste, oil, or other wastes approved by the board when the mixed material may be delivered to a permitted solid waste facility, incinerator, or other facility with approval of any applicable local government entity.

**7. Reporting, Verification:** A marijuana testing facility shall report the result of each required laboratory test directly into its marijuana inventory tracking system not later than 24 hours after the test is completed. A marijuana testing facility shall provide the final report in a timely manner to the marijuana establishment that submitted the sample and to the director not later than 72 hours after the marijuana testing facility determines that results of tested samples exceed allowable levels. **3 AAC 306.670**

a.) A marijuana testing facility shall establish procedures to ensure that reported results are accurate, precise, and scientifically valid. To ensure reported results are valid, a marijuana testing facility shall include in a final report the name and location of the marijuana testing facility; the unique sample identifier assigned by the marijuana testing facility; the marijuana establishment or other person that submitted the testing sample; the sample identifier provided by the marijuana establishment or other person that submitted the testing sample; the date the marijuana testing facility received the sample; the chain of custody identifier; the date of report; the type of marijuana or marijuana product tested; the test results; the units of measure; and any other information or qualifiers needed for interpretation of the test method and the results being reported, including any identified and documented discrepancy.

b.) A marijuana testing facility may amend a final report for clerical purposes except that test results may not be amended.



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23d: Marijuana Testing Facilities

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

**8. Standardized Scales:** A marijuana establishment shall use certified scales in compliance with AS 45.75.080, the Alaska Weights and Measures Act. A marijuana establishment shall maintain registration and inspection reports of certified scales, and upon request by the board or the director, provide a copy of the registration and inspection reports of the certified scales to the board or the director for review. **3 AAC 306.745**

**9. Business Records/Records Retention:** A marijuana establishment shall maintain, in a format that is readily understood by a reasonably prudent business person, the following information (**3 AAC 306.755**):

- All books and records necessary to fully account for the business transactions conducted under its license for the current year and three preceding calendar years; records for the last six months must be maintained on the marijuana establishment's licensed premises; older records may be archived on or off premises;
- 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;
- The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;
- Records related to advertising and marketing;
- A current diagram of the licensed premises including each restricted access area;
- A log recording the name, and date and time of entry of each visitor permitted in a restricted access area;
- All records normally retained for tax purposes;
- Test results; quality control and quality assurance records; standard operating procedures; chain-of-custody records; proficiency testing records; analytical data to include printouts generated by the instrumentation; accession numbers; specimen type; raw data of calibration standards and curves, controls, and subject results; final and amended reports; acceptable reference range parameters; the identity of the analyst; and the date of the analysis;
- Transportation records for marijuana and marijuana product as required under 3 AAC 306.745(f).

**a.)** A marijuana establishment shall provide any record required to be kept on the licensed premises to an employee of the board upon request. Any record kept off premises must be provided to the board's employees within three business days after a request for the record.

**b.)** A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. *Loss of records and data, including electronically maintained records, will not be considered an excuse for a violation of this rule. Failure to retain records required under this section may be interpreted by the board as a license violation affecting public safety.*



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23d: Marijuana Testing Facilities

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

**10. Inspection and Investigation:** A marijuana establishment, and any licensee, employee, or agent in charge shall cooperate with the director, an enforcement agent, an employee of the board, or a peace officer acting in an official capacity, to enforce the laws related to marijuana, including permitting entry upon and inspection of the licensed premises and providing access to business records at reasonable times when requested by the director, an enforcement agent, an employee of the board, or a peace officer. The director, an enforcement agent, an employee of the board, or a peace officer acting in an official capacity, may

- Inspect the licensed premises of any marijuana establishment, including any marijuana and marijuana product on the premises, equipment used in cultivating, processing, testing, or storing marijuana, the marijuana establishment's inventory tracking system, business records, and computers, at any reasonable time and in a reasonable manner;
- Issue a report or notice as provided in 3 AAC 306.805;
- As authorized under AS 17.38.085, exercise peace officer powers and take any other action the director determines is necessary.

**3 AAC 306.800**

**11. Report or Notice of Violation:** The director, an enforcement agent, an employee of the board, or a peace officer acting in an official capacity, may issue an inspection report, an advisory report, or a notice of violation before taking action to suspend or revoke a marijuana establishment license.

- An ***advisory notice*** may be issued when an incident occurs or a defect is noted that could result in a violation of a statute, regulation, or municipal ordinance. An advisory notice may result from an inspection report, but is not a basis for administrative action unless the incident or defect continues or is not corrected.
- A ***notice of violation*** may be issued when an inspection report or other credible information shows a marijuana establishment is in violation of AS 17.38, 3 AAC 306, or other law relating to marijuana. The notice of violation must be delivered to the marijuana establishment at its licensed premises, and to the board. The notice must describe any violation, and cite an applicable statute, regulation, or order of the board. A marijuana establishment that receives a notice of violation may respond to the notice orally or in writing, and may, within ten days after receiving the notice, request an opportunity to appear before the board. A notice of violation may be the basis of a proceeding to suspend or revoke a marijuana establishment's license as provided under 3 AAC 306.810.



Alaska Marijuana Control Board

## Preliminary Inspection Form

# Form MJ-23d: Marijuana Testing Facilities

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Alcohol and Marijuana Control Office

550 W 7<sup>th</sup> Avenue, Suite 1600

Anchorage, AK 99501

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)

<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

### Section 3 – Inspection and Briefing Acknowledgement

I have received information on the above subjects, and I am aware I must become familiar with and abide by the laws covering the licensing and operation of my business as prescribed in AS 17.38 and 3 AAC 306. I understand I am responsible to operate my business in compliance with all Alaska laws and regulations.

\_\_\_\_\_  
Signature of licensee

\_\_\_\_\_  
Investigator

\_\_\_\_\_  
Printed name of licensee

\_\_\_\_\_  
Investigator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rank or Title



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23c: Marijuana Product Manufacturing Facilities

Licensee:		License Number:	
Doing Business As:		Inspection Date:	
Address:		Case No:	

**Section 1 – Inspection Checklist**

SECURITY	PASS	FAIL	COMMENTS
<b>1. Surveillance System:</b> Install and maintain a video surveillance and camera recording system with a camera resolution that allows for clear and certain identification of any person and activity in the area at all times.			
<b>a.)</b> Required video cameras must be placed in a way that produces a clear view adequate to identify any individual inside the licensed premises or within 20 feet of each entrance to the licensed premises. Both the interior and exterior to the facility must be recorded.			
<b>b.)</b> The video system must cover each restricted access area (to include each entrance to a restricted area). Any area where marijuana is manufactured or stored or where marijuana waste is destroyed must have a camera placement in the room facing the entry door, and in adequate fixed positions, at a height that will provide a clear, unobstructed view of the regular activity without a sight blockage from any objects, in order to allow for clear and certain ID of any person or activity at all times.			
<b>c.)</b> Surveillance recording equipment and video surveillance records must be housed in a locked and secure area or in a lock box, cabinet, closet or other secure area that is accessible only to the licensee or authorized employee, and to law enforcement personnel including a peace officer or agent of the board. A marijuana establishment may use an offsite monitoring service and offsite storage of video surveillance records if security requirements at the offsite facility are at least as strict as the onsite security requirements.			
<b>d.)</b> Recordings must be preserved for a minimum of 40 days, in a format that can be easily accessed for viewing. All recorded images must accurately display the date and time, and must be archived in a format that does not permit the alteration of the recorded image, so that the images can be readily authenticated. After 40 days, a marijuana establishment may erase video recordings, unless the licensee knows or should know of any pending criminal, civil, or administrative investigation for which the video recording may contain relevant information.			
<b>2. Alarm System:</b> A security alarm system is required on all exterior doors and windows. Motion detectors in every room with non-opening windows are required.			





Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23c: Marijuana Product Manufacturing Facilities

SECURITY	PASS	FAIL	COMMENTS
<b>3. Locks:</b> Commercial grade, non-residential door locks on all exterior entry points to the licensed premises.			
<b>4. Lighting:</b> Exterior lighting must facilitate surveillance.			
<b>5. Internal Policies &amp; Procedures:</b> Shall be designed to prevent diversion of marijuana and marijuana products and prevent loitering. Licensee must also describe the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the licensed premises. Licensee must describe the actions to be taken by a licensee, employee, or agent of the establishment when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security.			
<b>6. Marijuana Handler Permit:</b> All licensees and employees must have a valid permit. <i>(verification of all licensee's handler permits is required during inspection)</i>			
<b>7. Display of Identification:</b> In a restricted access area, a licensee, employee, or agent of the marijuana establishment shall have on display, either on the person or in a readily accessible location on the licensed premises, a current identification badge bearing the person's photograph.			
<b>8. Marijuana Handler Permit and Food Worker Card:</b> Each licensee, employee, or agent who is required or permitted to be physically present on the licensed premises at any time must obtain a marijuana handler permit as provided in 3 AAC 306.700 before being present or employed at the marijuana product manufacturing facility's licensed premises. A licensee, employee, or agent of a marijuana product manufacturing facility who handles marijuana at the facility shall obtain a food worker card in compliance with 18 AAC 31.330 and keep that card in that person's possession at all times while on the licensed premises of the marijuana product manufacturing facility.			
<b>9. Restricted Access Areas:</b> A marijuana product manufacturing facility shall restrict access to any part of the licensed premises where marijuana or marijuana product is processed or stored.			
<b>a.)</b> Each entrance to a restricted access area must be marked by a sign that says "Restricted access area. Visitors must be escorted." The number of visitors shall be limited to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.			
<b>b.)</b> In a restricted access area, a licensee, employee, or agent of the marijuana establishment shall wear a current identification badge bearing the person's photograph. A person under 21 years of age may not enter a restricted access area. Any visitor to the restricted access area must show ID to prove they are at least 21 years old, obtain a visitor ID badge before entering the restricted access area, and be escorted at all times.			
<b>10. Metrc:</b> Conduct facility audit. Ensure licensee is using the Metrc system properly and packages have been tagged in accordance with initial instruction provided by AMCO.			



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23c: Marijuana Product Manufacturing Facilities

**Section 2 – License Briefing**

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

**1. Approval of Concentrates and Products:** A marijuana product manufacturing facility, including a marijuana concentrate manufacturing facility, must obtain the board’s approval for each product it will manufacture for sale or transfer to another licensed marijuana establishment. The board will not approve a product that is prohibited under 3 AAC 306.510(a)(4). A licensed marijuana product manufacturing facility shall keep its ingredient list and potency limits for any food product containing marijuana on file at the marijuana product manufacturing facility’s licensed premises. The ingredient list and potency limits for any product manufactured at the facility must be made available for inspection on request by the director, or an employee or agent of the board. **3 AAC 306.525**

**2. Production of Marijuana Concentrate (3 AAC 306.555):**

- a.) Before producing marijuana concentrate for sale, a marijuana product manufacturing facility shall develop standard operating procedures, good manufacturing practices, a safety plan, and a training plan for each individual employed in an extraction process. A marijuana product manufacturing facility may create marijuana concentrates only as follows:
- Water-based marijuana concentrate may be produced by extracting cannabinoids from marijuana by using only water, ice, or dry ice;
  - Food-based marijuana concentrate may be produced by extracting cannabinoids from marijuana through the use of propylene glycol, glycerin, butter, olive oil, or other typical cooking fats; infused dairy butter, oils, or fats derived from natural sources may be used to prepare infused edible products; infused dairy butter, oils, or fats may not be prepared as stand-alone edible products for sale;
  - Solvent-based marijuana concentrate may be produced using the hydrocarbons N-butane, isobutane, propane, or heptane or other solvents or gases the board approves that exhibit low to minimal potential human health-related toxicity.

b.) A marijuana product manufacturing facility using a professional grade closed-loop gas extraction system shall ensure that:

- Each vessel is used in compliance with the manufacturer’s stated pressure ratings;
- Any carbon dioxide used is of at least 99 percent purity; a person using a solvent or gas to extract marijuana concentrate in the closed-loop system shall be fully trained on how to use the system, has direct access to applicable material safety data sheets, and handles and stores the solvent and gas safely;
- A licensed engineer has certified that the professional grade closed-loop system was commercially manufactured, is safe for its intended use;
- Is built to codes of recognized and generally accepted engineering practices, and any professional grade closed-loop system, and other equipment and facilities used in the extraction process are approved for their use by the local fire code official and meet any applicable fire, safety, and building code requirements.

**3. Health and Safety Standards:** A marijuana product manufacturing facility shall comply with the health and safety standards set out in 3 AAC 306.735, 18 AAC 31 Alaska Food Code, if applicable, and any local kitchen-related health and safety standards for retail food establishments. In addition to inspection by the director or an employee or agent of the board, a marijuana product manufacturing facility is subject to inspection by local safety officials, including a local fire department, building inspector, or code enforcement officer. **3 AAC 306.545**





Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23c: Marijuana Product Manufacturing Facilities

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

**4. Potency Limits Per Serving:** A marijuana product manufacturing facility may not prepare a marijuana product with potency levels exceeding the following, as tested in compliance with 3 AAC 306.645:

- For a single serving of a marijuana product, ten milligrams of active tetrahydrocannabinol (THC) or Delta 9;
- In a single packaged unit of a marijuana product to be eaten or swallowed, not more than 10 servings, or 100 milligrams of active THC or Delta 9; the THC content must be homogenous, or evenly distributed throughout the marijuana-infused product. **3 AAC 306.560**

**5. Required Laboratory Testing:** A marijuana product manufacturing facility shall provide a sample of each marijuana product manufactured at the facility to a licensed marijuana testing facility, and may not sell or transport a marijuana product until all laboratory testing required under 3 AAC 306.645 has been completed. After collecting and transporting a sample for testing, a marijuana product manufacturing facility shall segregate the entire production lot from which the testing sample was selected until the marijuana testing facility reports the results from its tests. During this period of segregation, the marijuana product manufacturing facility that provided the sample shall maintain the production lot in a secure, cool, and dry location to prevent the marijuana product from becoming contaminated or losing its efficacy. The marijuana product manufacturing facility may not sell or transport any marijuana product from the segregated lot until the marijuana testing facility has completed its testing and analysis and provided those results, in writing, to the marijuana product manufacturing facility that provided the sample. The marijuana product manufacturing facility shall maintain the testing results as part of its business records. **3 AAC 306.550**

**6. Packaging of Marijuana Product:**

**a.)** A marijuana product manufacturing facility shall observe the potency limits set out in 3 AAC 306.560 in packaging each product for resale by a retail marijuana store.

**b.)** A container or packaging for any edible marijuana product produced by a marijuana product manufacturing facility may not have any printed images, including cartoon characters, that specifically target individuals under 21 years of age. The packaging must protect the product from contamination and may not impart any toxic or damaging substance to the product, and if the marijuana product contains multiple servings, be designed so that the marijuana product itself has markings or demarcations clearly delineating each serving of the product; for liquid marijuana products with multiple servings, the packaging must indicate the number and size of individual servings.

**7. Labeling of Marijuana Product:**

**a.)** With each production lot of marijuana product sold, a marijuana product manufacturing facility shall disclose in writing the name of the licensed marijuana testing facility that performed any required test and the results of each required test.

**b.)** A marijuana product may not be labelled as organic.



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23c: Marijuana Product Manufacturing Facilities

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

c.) To each package of marijuana product sold to a retail store for resale to a consumer, a marijuana product manufacturing facility shall affix a label setting out the name and license number of the marijuana product manufacturing facility where the marijuana product was prepared; the production lot number assigned to the product in the package; the net weight of the product in the package, not including weight of packaging; and using a standard of measure compatible with the marijuana product manufacturing facility's inventory tracking system; and each of the following statements:

- "Marijuana has intoxicating effects and may be habit forming and addictive."
- "Marijuana impairs concentration, coordination, and judgement. Do not operate a vehicle or machinery under its influence."
- "There are health risks associated with consumption of marijuana."
- "For use only by adults twenty-one and older. Keep out of reach of children."
- "Marijuana should not be used by women who are pregnant or breast feeding."

d.) A marijuana product manufacturing facility transporting a marijuana product to a retail marijuana store shall affix a label to the shipping container showing that a licensed marijuana testing facility has tested each lot of marijuana product in the shipment and giving the test results, including a cannabinoid potency profile expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that production lot from the same marijuana product manufacturing facility within the last three months; a statement listing the results of microbial testing; a statement listing the results of residual solvent testing; a statement listing contaminants for which the product was tested in addition to contaminants for which 3 AAC 306.645(b) requires testing. Any additional tested contaminants include molds, mildew, and filth; herbicides, pesticides, and fungicides; and harmful chemicals.

**8. Licensed Premises, Alteration:** A license will be issued for a specific licensed premises, which is a place clearly designated in a license application and described by a line drawing submitted with the license application. The licensed premises must have adequate space for its approved operations, including packaging or storing marijuana or marijuana products, and be located and constructed to facilitate cleaning, maintenance, and proper operation. A marijuana establishment's license must be posted in a conspicuous place within the licensed premises. *A licensee seeking to change or modify the licensed premises must submit a complete copy of Form MJ-14: Licensed Premises Change, along with the \$250 fee, and receive the director's written approval before altering the functional floor plan or reducing or expanding the area of the licensed premises. 3 AAC 306.705*

**9. Waste Disposal:** A marijuana establishment shall store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana production or processing, in compliance with applicable federal, state, and local laws and regulations. **3 AAC 306.740**

a.) Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves a marijuana establishment.

b.) Marijuana waste includes: marijuana plant waste, including roots, stalks, leaves, and stems that have not been processed with solvent and other waste as determined by the board. Keep a record of the final destination of marijuana waste made unusable.



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23c: Marijuana Product Manufacturing Facilities

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

c.) Marijuana plant waste must be made unusable by grinding the marijuana plant waste and mixing it with at least an equal amount of other compostable or non-compostable materials. A marijuana establishment may use other methods to make marijuana waste unusable if the board approves the method in advance. Material that may be mixed with the marijuana waste includes *compostable materials* including food waste, yard waste, vegetable based grease or oils, or other wastes approved by the board when the mixed material can be used as compost feedstock or in another organic waste method such as an anaerobic digester with approval of any applicable local government entity; or *non-compostable materials* including paper waste, cardboard waste, plastic waste, oil, or other wastes approved by the board when the mixed material may be delivered to a permitted solid waste facility, incinerator, or other facility with approval of any applicable local government entity.

**10. Transportation:** A marijuana product manufacturing facility may only transport marijuana product to another marijuana product manufacturing facility, a marijuana testing facility, or a retail marijuana store.

a.) A marijuana establishment from which a shipment of marijuana product originates is responsible for preparing, packaging, and securing the marijuana product during shipment, for recording the transfer in the marijuana inventory tracking system, and for preparing the transport manifest. Any individual transporting marijuana product in compliance with this section shall have a marijuana handler permit required under 3 AAC 306.715.

b.) When any marijuana product is transported, the marijuana establishment that originates the transport shall use the marijuana tracking system to record the type, amount, and weight of 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. A complete printed transport manifest on a form prescribed by the board must be kept with the marijuana product at all times.

c.) During transport, any marijuana product must be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana product. The sealed package may not be opened during transport. Any vehicle transporting marijuana product must travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and must not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment.

d.) When a marijuana establishment receives marijuana or a marijuana product transported in compliance with this section, the recipient of the shipment shall use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received. The licensed recipient shall refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest.

**3 AAC 306.750**



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23c: Marijuana Product Manufacturing Facilities

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

**11. Business Records:** A marijuana establishment shall maintain, in a format that is readily understood by a reasonably prudent business person, the following information (**3 AAC 306.755**):

- All books and records necessary to fully account for the business transactions conducted under its license for the current year and three preceding calendar years; records for the last six months must be maintained on the marijuana establishment's licensed premises; older records may be archived on or off premises;
- 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;
- The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;
- Records related to advertising and marketing;
- A current diagram of the licensed premises including each restricted access area;
- A log recording the name, and date and time of entry of each visitor permitted in a restricted access area;
- All records normally retained for tax purposes;
- Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the marijuana or marijuana product is sold to a consumer or to another marijuana establishment, or is destroyed;
- Transportation records for marijuana and marijuana product as required under 3 AAC 306.745(f).

a.) A marijuana establishment shall provide any record required to be kept on the licensed premises to an employee of the board upon request. Any record kept off premises must be provided to the board's employees within three business days after a request for the record.

b.) A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. *Loss of records and data, including electronically maintained records, will not be considered an excuse for a violation of this rule. Failure to retain records required under this section may be interpreted by the board as a license violation affecting public safety.*

**12. Inspection and Investigation:** A marijuana establishment, and any licensee, employee, or agent in charge shall cooperate with the director, an enforcement agent, an employee of the board, or a peace officer acting in an official capacity, to enforce the laws related to marijuana, including permitting entry upon and inspection of the licensed premises and providing access to business records at reasonable times when requested by the director, an enforcement agent, an employee of the board, or a peace officer. The director, an enforcement agent, an employee of the board, or a peace officer acting in an official capacity, may

- Inspect the licensed premises of any marijuana establishment, including any marijuana and marijuana product on the premises, equipment used in cultivating, processing, testing, or storing marijuana, the marijuana establishment's inventory tracking system, business records, and computers, at any reasonable time and in a reasonable manner;
- Issue a report or notice as provided in 3 AAC 306.805;
- As authorized under AS 17.38.085, exercise peace officer powers and take any other action the director determines is necessary.

**3 AAC 306.800**



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23c: Marijuana Product Manufacturing Facilities

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

**13. Report or Notice of Violation:** The director, an enforcement agent, an employee of the board, or a peace officer acting in an official capacity, may issue an inspection report, an advisory report, or a notice of violation before taking action to suspend or revoke a marijuana establishment license.

- An **advisory notice** may be issued when an incident occurs or a defect is noted that could result in a violation of a statute, regulation, or municipal ordinance. An advisory notice may result from an inspection report, but is not a basis for administrative action unless the incident or defect continues or is not corrected.
- A **notice of violation** may be issued when an inspection report or other credible information shows a marijuana establishment is in violation of AS 17.38, 3 AAC 306, or other law relating to marijuana. The notice of violation must be delivered to the marijuana establishment at its licensed premises, and to the board. The notice must describe any violation, and cite an applicable statute, regulation, or order of the board. A marijuana establishment that receives a notice of violation may respond to the notice orally or in writing, and may, within ten days after receiving the notice, request an opportunity to appear before the board. A notice of violation may be the basis of a proceeding to suspend or revoke a marijuana establishment's license as provided under 3 AAC 306.810.

**Section 3 – Inspection and Briefing Acknowledgement**

I have received information on the above subjects, and I am aware I must become familiar with and abide by the laws covering the licensing and operation of my business as prescribed in AS 17.38 and 3 AAC 306. I understand I am responsible to operate my business in compliance with all Alaska laws and regulations.

\_\_\_\_\_  
Printed name of licensee

\_\_\_\_\_  
Investigator

\_\_\_\_\_  
Signature of licensee

\_\_\_\_\_  
Investigator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rank of Title



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23b: Marijuana Cultivation Facilities

Licensee:		License Number:	
Doing Business As:		Inspection Date:	
Address:		Case No:	

**Section 1 – Inspection Checklist**

SECURITY	PASS	FAIL	COMMENTS
<b>1. Surveillance System:</b> Install and maintain a video surveillance and camera recording system with a camera resolution that allows for clear and certain identification of any person and activity in the area at all times.			
<b>a.)</b> Required video cameras must be placed in a way that produces a clear view adequate to identify any individual inside the licensed premises or within 20 feet of each entrance to the licensed premises. Both the interior and exterior to the facility must be recorded.			
<b>b.)</b> The video system must cover each restricted access area (to include each entrance to a restricted area). Any area where marijuana is grown, cured, stored, or where marijuana waste is destroyed must have a camera placement in the room facing the entry door, and in adequate fixed positions, at a height that will provide a clear, unobstructed view of the regular activity without a sight blockage from lighting hoods, fixtures, or other equipment, in order to allow for clear and certain ID of any person or activity at all times.			
<b>c.)</b> Surveillance recording equipment and video surveillance records must be housed in a locked and secure area or in a lock box, cabinet, closet or other secure area that is accessible only to the licensee or authorized employee, and to law enforcement personnel including a peace officer or agent of the board. A marijuana establishment may use an offsite monitoring service and offsite storage of video surveillance records if security requirements at the offsite facility are at least as strict as the onsite security requirements.			
<b>d.)</b> Recordings must be preserved for a minimum of 40 days, in a format that can be easily accessed for viewing. All recorded images must accurately display the date and time, and must be archived in a format that does not permit the alteration of the recorded image, so that the images can be readily authenticated. After 40 days, a marijuana establishment may erase video recordings, unless the licensee knows or should know of any pending criminal, civil, or administrative investigation for which the video recording may contain relevant information.			
<b>2. Alarm System:</b> A security alarm system is required on all exterior doors and windows. Motion detectors in every room with non-opening windows are required.			





Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23b: Marijuana Cultivation Facilities

SECURITY	PASS	FAIL	COMMENTS
<b>3. Locks:</b> Commercial grade, non-residential door locks on all exterior entry points to the licensed premises.			
<b>4. Lighting:</b> Exterior lighting must facilitate surveillance.			
<b>5. Internal Policies &amp; Procedures:</b> Shall be designed to prevent diversion of marijuana and marijuana products and prevent loitering. Licensee must also describe the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the licensed premises. Licensee must describe the actions to be taken by a licensee, employee, or agent of the establishment when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security.			
<b>6. Marijuana Handler Permit:</b> All licensees and employees must have a valid permit. <i>(verification of all licensee's handler permits is required during inspection)</i>			
<b>7. Display of Identification:</b> In a restricted access area, a licensee, employee, or agent of the marijuana establishment shall have on display, either on the person or in a readily accessible location on the licensed premises, a current identification badge bearing the person's photograph.			
<b>8. Restricted Access Areas:</b> A marijuana cultivation facility shall restrict access to any part of the licensed premises where marijuana is grown, processed, or stocked.			
<b>a.)</b> Each entrance to a restricted access area must be marked by a sign that says "Restricted access area. Visitors must be escorted." The number of visitors shall be limited to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.			
<b>b.)</b> In a restricted access area, a licensee, employee, or agent of the marijuana establishment shall wear a current identification badge bearing the person's photograph. A person under 21 years of age may not enter a restricted access area. Any visitor to the restricted access area must show ID to prove they are at least 21 years old, obtain a visitor ID badge before entering the restricted access area, and be escorted at all times.			
<b>c.)</b> A marijuana cultivation facility shall conduct any marijuana growing operation within a fully enclosed secure indoor facility or greenhouse with rigid walls, a roof, and doors. Where not prohibited by local government, outdoor production may take place in non-rigid greenhouses, other structures, or an expanse of open or cleared ground fully enclosed by a physical barrier. To obscure public view of the premises, outdoor production must be enclosed by a sight obscuring wall or fence at least six feet high.			
<b>d.)</b> Ensure that any marijuana at the marijuana cultivation facility cannot be observed by the public from outside the marijuana cultivation facility and does not emit an odor that is detectable by the public from outside the facility except as allowed by a local government conditional use permit process.			
<b>9. Metrc:</b> Conduct facility audit. Ensure licensee is using the Metrc system properly and all plants have been tagged in accordance with initial instruction provided by AMCO.			



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23b: Marijuana Cultivation Facilities

**Section 2 – License Briefing**

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

**1. Marijuana Handler Permits:** Each licensee, employee, or agent of the marijuana cultivation facility who cultivates, or transports marijuana or who checks the identification of a visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment. The individual must keep the handler permit card in their immediate possession or a valid copy on file at the premises at times when on the licensed premises. **3 AAC 306.700**

**2. Licensed Premises, Alteration:** A license will be issued for a specific licensed premises, which is a place clearly designated in a license application and described by a line drawing submitted with the license application. The licensed premises must have adequate space for its approved operations, including growing, processing, packaging, or storing marijuana, and be located and constructed to facilitate cleaning, maintenance, and proper operation. A marijuana establishment's license must be posted in a conspicuous place within the licensed premises. *A licensee seeking to change or modify the licensed premises must submit a complete copy of Form MJ-14: Licensed Premises Change, along with the \$250 fee, and receive the director's written approval before altering the functional floor plan or reducing or expanding the area of the licensed premises.* **3 AAC 306.705**

**3. Health and Safety Standards:** A licensed premises is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that no health or safety concerns are present. Adequate sanitation principles must be used in any receiving, inspecting, transporting, and storing of marijuana and any marijuana must be held in a manner that prevents the growth of bacteria, microbes, or other undesirable microorganisms. A marijuana establishment shall ensure that any marijuana that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace; "stored improperly" means being exposed to extremes in temperature, humidity, smoke, fumes, pressure, or radiation due to a natural disaster, fire, accident, or equipment failure. **3 AAC 306.735**

**4. Required Laboratory Testing:** A marijuana cultivation facility shall provide a sample of each harvest batch of marijuana cultivated at the facility to a marijuana testing facility, and may not sell or transport any marijuana until all laboratory testing required by 3 AAC 306.645 has been completed. A marijuana cultivation facility must:

- Collect a random, homogenous sample for testing by segregating harvested marijuana into batches of individual strains of bud and flower, then selecting a random sample from each batch in an amount required by the marijuana testing facility;
- Designate an individual responsible for collecting each sample who will prepare a signed statement showing that each sample has been randomly selected for testing; provide the signed statement to the testing facility; and maintain a copy as a business record;
- Transport the sample to the testing facility;
- Segregate the entire batch from which the testing sample was selected until the marijuana testing facility reports the results from its tests. During this period of segregation, the marijuana cultivation facility that provided the sample shall maintain the batch in a secure, cool, and dry location to prevent the marijuana from becoming contaminated or losing its efficacy. The facility that provided the sample may not sell or transport any marijuana from the segregated batch until the marijuana testing facility has completed its testing and provided those results, in writing, to the marijuana cultivation facility that provided the sample. The marijuana cultivation facility shall maintain the testing results as part of its business books and records. **3 AAC 306.455**





Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23b: Marijuana Cultivation Facilities

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

**5. Random Sampling:** The board or the director will from time to time require a standard or limited marijuana cultivation facility to provide samples of the growing medium, soil amendments, fertilizers, crop production aids, pesticides, or water for random compliance checks. The sample may be screened for pesticides and chemical residues, unsafe levels of metals, and used for other laboratory tests the director finds to be in the interests of the public. The marijuana cultivation facility shall bear all costs of the testing. When the board or the director orders this type of random sampling, the director will identify a licensed marijuana testing facility to perform the testing. The marijuana testing facility will collect the test samples; the marijuana cultivation facility shall cooperate to facilitate the collection of samples.

**6. Waste Disposal:** A marijuana establishment shall store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation production, in compliance with applicable federal, state, and local laws and regulations. **3 AAC 306.740**

**a.)** Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves a marijuana establishment.

**b.)** Marijuana waste includes: marijuana plant waste, including roots, stalks, leaves, and stems that have not been processed with solvent and other waste as determined by the board. Keep a record of the final destination of marijuana waste made unusable

**c.)** Marijuana plant waste must be made unusable by grinding the marijuana plant waste and mixing it with at least an equal amount of other compostable or non-compostable materials. A marijuana establishment may use other methods to make marijuana waste unusable if the board approves the method in advance. Material that may be mixed with the marijuana waste includes *compostable materials* including food waste, yard waste, vegetable based grease or oils, or other wastes approved by the board when the mixed material can be used as compost feedstock or in another organic waste method such as an anaerobic digester with approval of any applicable local government entity; or *non-compostable* materials including paper waste, cardboard waste, plastic waste, oil, or other wastes approved by the board when the mixed material may be delivered to a permitted solid waste facility, incinerator, or other facility with approval of any applicable local government entity.

**7. Packaging of Marijuana:** A marijuana cultivation facility shall package its marijuana bud and flower for sale to:

- A retail marijuana store, either in a package not exceeding one ounce for resale to consumers without additional handling by the retail marijuana store except to add the retail marijuana store's own identifying name or logo and license number or in a wholesale package not exceeding ten pounds for re-packaging by the retail marijuana store.

- A marijuana product manufacturing facility in a wholesale package not exceeding ten pounds, consisting of a single strain or a mixture of strains as identified on the label.

**a.)** When a licensed marijuana cultivation facility packages marijuana for a retail marijuana store to sell to a consumer without re-packaging, the packaging may not have any printed images, including cartoon characters that specifically target individuals under the age of 21. In addition, the packaging must protect the product from contamination and must not impart any toxic or damaging substance to the marijuana.



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23b: Marijuana Cultivation Facilities

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

b.) Each package prepared in compliance with this section must be identified by a tracking tag or label generated for tracking by the marijuana cultivation facility's marijuana inventory control system. **3 AAC 306.470**

8. **Labeling of Marijuana:** When a marijuana cultivation packages marijuana for a retail marijuana store to sell to a consumer without repackaging, the marijuana cultivation facility shall affix a label to each package of marijuana or marijuana product that contains the following statements:

- "Marijuana has intoxicating effects and may be habit forming and addictive."
- "Marijuana impairs concentration, coordination, and judgement. Do not operate a vehicle or machinery under its influence."
- "There are health risks associated with consumption of marijuana."
- "For use only by adults twenty-one and older. Keep out of reach of children."
- "Marijuana should not be used by women who are pregnant or breast feeding."

a.) With each harvest batch of marijuana sold, a marijuana cultivation facility must disclose in writing each soil amendment, fertilizer, and other crop production aid applied to the growing medium or marijuana plant included in the batch, along with the name of the licensed marijuana testing facility that performed any required laboratory test and the results of each required laboratory test.

b.) A marijuana cultivation facility may not label marijuana as organic.

c.) A marijuana cultivation facility shall affix a label containing the following information to each package of marijuana sold to another marijuana establishment: the name and license number of the marijuana cultivation facility where the marijuana was grown; the harvest batch number assigned to the marijuana in the package; the net weight of the marijuana in the package, not including weight of the shipping container, using a standard of measure compatible with the inventory tracking system; and a complete list of all pesticides, fungicides, and herbicides used in cultivation of the marijuana.

d.) If a marijuana cultivation facility transports wholesale marijuana to another marijuana establishment for sale at retail or for use in manufacturing a marijuana product, then a label must be affixed to the shipping container showing that a licensed marijuana testing facility has tested each harvest batch in the shipment as provided in 3 AAC 306.645. The label must report the test results, including:

- A cannabinoid potency profile expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from the same marijuana cultivation facility within the last three months;
- A statement listing the results of microbial testing required by 3 AAC 306.645(b)(2);
- A statement listing any contaminants for which the product was tested in addition to contaminants for which 3 AAC 306.645(b) requires testing; any additional tested contaminants include molds, mildew and filth; herbicides, pesticides, and fungicides; and harmful chemicals.

e.) If a marijuana cultivation facility ships wholesale marijuana from a harvest batch that has not been tested for any additional contaminate listed in 3 AAC 306.475(e)(4), the label for that batch must include a statement identifying each of those contaminants for which that harvest batch has not been tested. **3 AAC 306.475**



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23b: Marijuana Cultivation Facilities

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

**9. Standardized Scales:** A marijuana establishment shall use certified scales in compliance with AS 45.75.080, the Alaska Weights and Measures Act. A marijuana establishment shall maintain registration and inspection reports of certified scales, and upon request by the board or the director, provide a copy of the registration and inspection reports of the certified scales to the board or the director for review. **3 AAC 306.745**

**10. Transportation:** A marijuana cultivation facility may only transport marijuana to another marijuana cultivation facility, a marijuana product manufacturing facility, a marijuana testing facility, or a retail marijuana store. **3 AAC 306.750**

a.) A marijuana establishment from which a shipment of marijuana or marijuana product originates is responsible for preparing, packaging, and securing the marijuana or marijuana product during shipment, for recording the transfer in the marijuana inventory tracking system, and for preparing the transport manifest. Any individual transporting marijuana in compliance with this section shall have a marijuana handler permit required under 3 AAC 306.715.

b.) When any marijuana is transported, the marijuana establishment that originates the transport shall use the marijuana tracking system to record the type, amount, and weight of marijuana 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. A complete printed transport manifest on a form prescribed by the board must be kept with the marijuana at all times.

c.) During transport, any marijuana must be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product. The sealed package may not be opened during transport. Any vehicle transporting marijuana must travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and must not make any unnecessary stops in between except to deliver or pick up marijuana at any other licensed marijuana establishment.

d.) When a marijuana establishment receives marijuana transported in compliance with this section, the recipient of the shipment shall use the marijuana inventory tracking system to report the type, amount, and weight of marijuana received. The licensed recipient shall refuse to accept any shipment of marijuana that is not accompanied by the transport manifest.

**11. Samples:** A marijuana cultivation facility may provide a free sample of marijuana to a retail marijuana store if packaged in a sample jar containing no more than 3.5 grams of marijuana and protected by a plastic or metal mesh screen to allow customers to smell the product before purchase. **3 AAC 306.460**

a.) A marijuana cultivation facility may provide a free sample of marijuana to a retail marijuana store or marijuana product manufacturing facility as follows: a sample provided for the purpose of negotiating a sale may be no more than one ounce; a marijuana cultivation facility may not provide any one licensed retail marijuana store or marijuana product manufacturing facility with more than one ounce of marijuana per month free of charge for the purpose of negotiating a sale.

b.) A retail marijuana store that receives a marijuana sample may not sell the marijuana sample to a customer and shall either return the marijuana sample to the cultivation facility that provided the sample or destroy the marijuana sample after use and document the destruction in its marijuana inventory control system.



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23b: Marijuana Cultivation Facilities

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

**12. Business Records:** A marijuana establishment shall maintain, in a format that is readily understood by a reasonably prudent business person, the following information (**3 AAC 306.755**):

- All books and records necessary to fully account for the business transactions conducted under its license for the current year and three preceding calendar years; records for the last six months must be maintained on the marijuana establishment's licensed premises; older records may be archived on or off premises;
- 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;
- The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;
- Records related to advertising and marketing;
- A current diagram of the licensed premises including each restricted access area;
- A log recording the name, and date and time of entry of each visitor permitted in a restricted access area;
- All records normally retained for tax purposes;
- Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the marijuana or marijuana product is sold to a consumer or to another marijuana establishment, or is destroyed;
- Transportation records for marijuana and marijuana product as required under 3 AAC 306.745(f).

a.) A marijuana establishment shall provide any record required to be kept on the licensed premises to an employee of the board upon request. Any record kept off premises must be provided to the board's employees within three business days after a request for the record.

b.) A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. *Loss of records and data, including electronically maintained records, will not be considered an excuse for a violation of this rule. Failure to retain records required under this section may be interpreted by the board as a license violation affecting public safety.*

**13. Inspection and Investigation:** A marijuana establishment, and any licensee, employee, or agent in charge shall cooperate with the director, an enforcement agent, an employee of the board, or a peace officer acting in an official capacity, to enforce the laws related to marijuana, including permitting entry upon and inspection of the licensed premises and providing access to business records at reasonable times when requested by the director, an enforcement agent, an employee of the board, or a peace officer. The director, an enforcement agent, an employee of the board, or a peace officer acting in an official capacity, may

- Inspect the licensed premises of any marijuana establishment, including any marijuana and marijuana product on the premises, equipment used in cultivating, processing, testing, or storing marijuana, the marijuana establishment's inventory tracking system, business records, and computers, at any reasonable time and in a reasonable manner;
- Issue a report or notice as provided in 3 AAC 306.805;
- As authorized under AS 17.38.085, exercise peace officer powers and take any other action the director determines is necessary.

**3 AAC 306.800**



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23b: Marijuana Cultivation Facilities

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

**14. Report or Notice of Violation:** The director, an enforcement agent, an employee of the board, or a peace officer acting in an official capacity, may issue an inspection report, an advisory report, or a notice of violation before taking action to suspend or revoke a marijuana establishment license.

- An **advisory notice** may be issued when an incident occurs or a defect is noted that could result in a violation of a statute, regulation, or municipal ordinance. An advisory notice may result from an inspection report, but is not a basis for administrative action unless the incident or defect continues or is not corrected.
- A **notice of violation** may be issued when an inspection report or other credible information shows a marijuana establishment is in violation of AS 17.38, 3 AAC 306, or other law relating to marijuana. The notice of violation must be delivered to the marijuana establishment at its licensed premises, and to the board. The notice must describe any violation, and cite an applicable statute, regulation, or order of the board. A marijuana establishment that receives a notice of violation may respond to the notice orally or in writing, and may, within ten days after receiving the notice, request an opportunity to appear before the board. A notice of violation may be the basis of a proceeding to suspend or revoke a marijuana establishment's license as provided under 3 AAC 306.810.

**Section 3 – Inspection and Briefing Acknowledgement**

I have received information on the above subjects, and I am aware I must become familiar with and abide by the laws covering the licensing and operation of my business as prescribed in AS 17.38 and 3 AAC 306. I understand I am responsible to operate my business in compliance with all Alaska laws and regulations.

\_\_\_\_\_  
Printed name of licensee

\_\_\_\_\_  
Investigator

\_\_\_\_\_  
Signature of licensee

\_\_\_\_\_  
Investigator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rank of Title



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23a: Retail Marijuana Stores

Licensee:		License Number:	
Doing Business As:		Inspection Date:	
Address:		Case No:	

**Section 1 – Inspection Checklist**

SECURITY	PASS	FAIL	COMMENTS
<b>1. Surveillance System:</b> Install and maintain a video surveillance and camera recording system with a camera resolution that allows for clear and certain identification of any person and activity in the area at all times.			
<b>a.)</b> Required video cameras must be placed in a way that produces a clear view adequate to identify any individual inside the licensed premises or within 20 feet of each entrance to the licensed premises. Both the interior and exterior to the facility must be recorded.			
<b>b.)</b> The video system must cover each restricted access area (to include each entrance to a restricted area). Any area where marijuana is stored, where marijuana waste is destroyed, each point of sale area, and the entrance to the licensed premises must have a camera placement in the room facing the entry door, and in adequate fixed positions, at a height that will provide a clear, unobstructed view of the regular activity without a sight blockage from any objects, in order to allow for clear and certain ID of any person or activity at all times.			
<b>c.)</b> Surveillance recording equipment and video surveillance records must be housed in a locked and secure area or in a lock box, cabinet, closet or other secure area that is accessible only to the licensee or authorized employee, and to law enforcement personnel including a peace officer or agent of the board. A marijuana establishment may use an offsite monitoring service and offsite storage of video surveillance records if security requirements at the offsite facility are at least as strict as the onsite security requirements.			
<b>d.)</b> Recordings must be preserved for a minimum of 40 days, in a format that can be easily accessed for viewing. All recorded images must accurately display the date and time, and must be archived in a format that does not permit the alteration of the recorded image, so that the images can be readily authenticated. After 40 days, a marijuana establishment may erase video recordings, unless the licensee knows or should know of any pending criminal, civil, or administrative investigation for which the video recording may contain relevant information.			
<b>2. Alarm System:</b> A security alarm system is required on all exterior doors and windows. Motion detectors in every room with non-opening windows are required.			





Alaska Marijuana Control Board

**Preliminary Inspection Form**  
**Form MJ-23a: Retail Marijuana Stores**

SECURITY	PASS	FAIL	COMMENTS
<b>3. Locks:</b> Commercial grade, non-residential door locks on all exterior entry points to the licensed premises.			
<b>4. Lighting:</b> Exterior lighting must facilitate surveillance.			
<b>5. Internal Policies &amp; Procedures:</b> Shall be designed to prevent diversion of marijuana and marijuana products and prevent loitering. Licensee must also describe the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the licensed premises. Licensee must describe the actions to be taken by a licensee, employee, or agent of the establishment when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security.			
<b>6. Marijuana Handler Permit:</b> All licensees and employees must have a valid permit. <i>(verification of all licensee's handler permits is required during inspection)</i>			
<b>7. Display of Identification:</b> In a restricted access area, a licensee, employee, or agent of the marijuana establishment shall have on display, either on the person or in a readily accessible location on the licensed premises, a current identification badge bearing the person's photograph.			
<b>8. Restricted Access Areas:</b> A retail marijuana store shall restrict access to any part of the licensed premises where marijuana or marijuana product is stored or stocked.			
<b>a.)</b> Each entrance to a restricted access area must be marked by a sign that says "Restricted access area. Visitors must be escorted." The number of visitors shall be limited to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.			
<b>b.)</b> In a restricted access area, a licensee, employee, or agent of the marijuana establishment shall wear a current identification badge bearing the person's photograph. A person under 21 years of age may not enter a restricted access area. Any visitor to the restricted access area must show ID to prove they are at least 21 years old, obtain a visitor ID badge before entering the restricted access area, and be escorted at all times.			
<b>c.)</b> Each entry to a retail marijuana store must be posted with a sign that says "No one under 21 years of age allowed." The sign must be not less than 12 inches long and 12 inches wide, with letters at least one-half inch in height and in high contrast to the background of the sign.			



Alaska Marijuana Control Board

**Preliminary Inspection Form**

**Form MJ-23a: Retail Marijuana Stores**

Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)

<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

SECURITY	PASS	FAIL	COMMENTS
<p><b>9. Required Consumer Notices for Retail Marijuana Stores:</b></p> <p><b>a.)</b> A retail marijuana store shall post, in a conspicuous location visible to customers, the following notices:</p> <ul style="list-style-type: none"> <li>(1) "Consumption of marijuana in public is prohibited by law."</li> <li>(2) "Transportation or carriage of marijuana or marijuana products on Alaska waterways, including cruise ships, or by air carrier is prohibited by federal law."</li> <li>(3) "Transportation or shipment of marijuana or marijuana products outside the State of Alaska is prohibited by federal law."</li> <li>(4) "Providing marijuana to persons under 21 years of age is prohibited by law."</li> </ul> <p><b>b.)</b> Notification signs required under (a) of this section must be at least 11 inches by 14 inches in size. Lettering must be at least one-half inch in height and in colors that contrast with the background.</p>			
<p><b>10. Metrc:</b> Conduct facility audit. Ensure licensee is using the Metrc system properly and packages have been tagged in accordance with initial instruction provided by AMCO</p>			





Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23a: Retail Marijuana Stores

**Section 2 – License Briefing**

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

**1. ID Verification:** A retail marijuana store shall refuse to sell marijuana or a marijuana product to a person who does not produce a form of valid photographic identification showing that person is 21 years of age or older. A valid form of photographic identification includes an unexpired, unaltered passport; an unexpired, unaltered driver's license, instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province or territory of Canada; or an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. **3 AAC 306.350**

**2. Limit on Quantity Sold:** A retail marijuana store may not sell in a single transaction more than **one ounce** of usable marijuana, more than **seven grams** of marijuana concentrate for inhalation or marijuana or marijuana products if the total amount of marijuana, marijuana products, or both marijuana and marijuana products sold contains more than **5600 milligrams** of the THC. **3 AAC 306.355**

**3. Advertising:** A retail marijuana store may have not more than three signs, visible to the general public from the public right-of-way, that identify the retail marijuana store by its business name. A sign may be placed in the retail marijuana store's window or attached to the outside of the licensed premises. The size of each sign may not exceed 4,800 square inches. **3 AAC 306.360**

**a.)** An advertisement for marijuana or a marijuana product may not contain a statement or illustration that is false or misleading; promotes excessive consumption; represents that the use of marijuana has curative or therapeutic effects; depicts a person under 21 years of age consuming marijuana; or includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a person under 21 years of age, that promotes consumption of marijuana.

**b.)** A retail marijuana store may not place an advertisement for marijuana or a marijuana product, except as provided in (a) of this section, within 1,000 feet of the perimeter of any child-centered facility, including a school, a child care facility or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under 21 years of age; on or in a public transit vehicle or public transit shelter; on or in a publicly owned or operated property; within 1,000 feet of a substance abuse or treatment facility; or on a campus for post-secondary education.

**c.)** A retail marijuana store may not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products.

**4. Samples:** A retail marijuana store may receive a free sample of marijuana from a cultivation facility if packaged in a sample jar containing no more than 3 1/2 grams of marijuana and protected by a plastic or metal mesh screen to allow customers to smell the product before purchase. **3 AAC 306.460**

**a.)** You may receive a free sample of marijuana from a cultivation facility if the sample is provided for the purpose of negotiating a sale and is no more than one ounce; you may not receive more than one ounce of marijuana per month free of charge for the purpose of negotiating a sale.



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23a: Retail Marijuana Stores

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

- b.)** You may not sell the marijuana sample to a customer, and shall either return the marijuana sample to the cultivation facility that provided the sample, or destroy the marijuana sample after use and document the destruction in the marijuana inventory tracking system.
- 5. Marijuana Handler Permits:** Each licensee, employee, or agent of the retail marijuana store who sells or transports marijuana or 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. The individual must keep the handler permit card in their immediate possession or a valid copy on file at the premises at times when on the licensed premises. **(Verification of all licensee's handler permits is required during inspection) 3 AAC 306.700**
- 6. Licensed Premises, Alteration:** A license will be issued for a specific licensed premises, which is a place clearly designated in a license application and described by a line drawing submitted with the license application. The licensed premises must have adequate space for its approved operations, including packaging or storing marijuana or marijuana products, and be located and constructed to facilitate cleaning, maintenance, and proper operation. A marijuana establishment's license must be posted in a conspicuous place within the licensed premises. *A licensee seeking to change or modify the licensed premises must submit a complete copy of Form MJ-14: Licensed Premises Change, along with the \$250 fee, and receive the director's written approval before altering the functional floor plan or reducing or expanding the area of the licensed premises. 3 AAC 306.705*
- 7. Health and Safety Standards:** A licensed premises is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that no health or safety concerns are present. Adequate sanitation principles must be used in any receiving, inspecting, transporting, and storing of marijuana or marijuana product and any marijuana or marijuana product must be held in a manner that prevents the growth of bacteria, microbes, or other undesirable microorganisms. A marijuana establishment shall 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; "stored improperly" means being exposed to extremes in temperature, humidity, smoke, fumes, pressure, or radiation due to a natural disaster, fire, accident, or equipment failure. **3 AAC 306.735**
- 8. Testing Required for Marijuana and Marijuana Products:** A retail marijuana store may not sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver, marijuana or a marijuana product until all laboratory testing under 3 AAC 306.645 has been completed, and the label required under 3 AAC 306.475 or 3 AAC 306.570 is affixed. **3 AAC 306.340**
- 9. Waste Disposal:** A marijuana establishment shall store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana retail sales, in compliance with applicable federal, state, and local laws and regulations. **3 AAC 306.740**
- a.)** Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves a marijuana establishment.
- b.)** Marijuana waste includes: marijuana plant waste, including roots, stalks, leaves, and stems that have not been processed with solvent and other waste as determined by the board. Keep a record of the final destination of marijuana waste made unusable.



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23a: Retail Marijuana Stores

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

c.) Marijuana plant waste must be made unusable by grinding the marijuana plant waste and mixing it with at least an equal amount of other compostable or non-compostable materials. A marijuana establishment may use other methods to make marijuana waste unusable if the board approves the method in advance. Material that may be mixed with the marijuana waste includes *compostable materials* including food waste, yard waste, vegetable based grease or oils, or other wastes approved by the board when the mixed material can be used as compost feedstock or in another organic waste method such as an anaerobic digester with approval of any applicable local government entity; or *non-compostable materials* including paper waste, cardboard waste, plastic waste, oil, or other wastes approved by the board when the mixed material may be delivered to a permitted solid waste facility, incinerator, or other facility with approval of any applicable local government entity.

**10. Packaging and Labeling:** A retail marijuana store shall assure that marijuana sold on its licensed premises is packaged in compliance with 3 AAC 306.470 and 3 AAC 306.475 and any marijuana product sold on its licensed premises is packaged and labeled in compliance with 3 AAC 306.470 and 3 AAC306.570. **3 AAC 306.345**

a.) Marijuana or a marijuana product sold at a retail marijuana store must be packaged in opaque, resealable, child-resistant packaging when the purchaser leaves the retail section of the licensed premises. The packaging must be designed or constructed to be significantly difficult for children under five years of age to open, but not normally difficult for adults to use properly.

b.) The store shall affix a label to each package of marijuana or marijuana product that identifies the store selling the product by name or distinctive logo and marijuana establishment license number, the total estimated amount of THC in the product and the following statements:

- "Marijuana has intoxicating effects and may be habit forming and addictive."
- "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence."
- "There are health risks associated with consumption of marijuana."
- "For use only by adults twenty-one and older. Keep out of the reach of children."
- "Marijuana should not be used by women who are pregnant or breast feeding."

**11. Standardized Scales:** A marijuana establishment shall use certified scales in compliance with AS 45.75.080, the Alaska Weights and Measures Act. A marijuana establishment shall maintain registration and inspection reports of certified scales, and upon request by the board or the director, provide a copy of the registration and inspection reports of the certified scales to the board or the director for review. **3 AAC 306.745**

**12. Transportation:** A retail marijuana store may only transport marijuana to another retail marijuana store.

a.) A marijuana establishment from which a shipment of marijuana or marijuana product originates is responsible for preparing, packaging, and securing the marijuana or marijuana product during shipment, for recording the transfer in the marijuana inventory tracking system, and for preparing the transport manifest. Any individual transporting marijuana in compliance with this section shall have a marijuana handler permit required under 3 AAC 306.715.



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23a: Retail Marijuana Stores

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

b.) When any marijuana or marijuana product is transported, the marijuana establishment that originates the transport shall use the marijuana 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. A complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times.

c.) During transport, any marijuana or marijuana product must be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product. The sealed package may not be opened during transport. Any vehicle transporting marijuana or marijuana product must travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and must not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment.

d.) When a marijuana establishment receives marijuana or a marijuana product transported in compliance with this section, the recipient of the shipment shall use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received. The licensed recipient shall refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest.

**3 AAC 306.750**

**13. Business Records:** A marijuana establishment shall maintain, in a format that is readily understood by a reasonably prudent business person, the following information (**3 AAC 306.755**):

- All books and records necessary to fully account for the business transactions conducted under its license for the current year and three preceding calendar years; records for the last six months must be maintained on the marijuana establishment's licensed premises; older records may be archived on or off premises;
- 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;
- The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;
- Records related to advertising and marketing;
- A current diagram of the licensed premises including each restricted access area;
- A log recording the name, and date and time of entry of each visitor permitted in a restricted access area;
- All records normally retained for tax purposes;
- Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the marijuana or marijuana product is sold to a consumer or to another marijuana establishment, or is destroyed;
- Transportation records for marijuana and marijuana product as required under 3 AAC 306.745(f).

a.) A marijuana establishment shall provide any record required to be kept on the licensed premises to an employee of the board upon request. Any record kept off premises must be provided to the board's employees within three business days after a request for the record.



Alaska Marijuana Control Board

Preliminary Inspection Form

Form MJ-23a: Retail Marijuana Stores

Licensee must sign initials, acknowledging understanding of and certifying compliance with each section:

Initials

b.) A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. *Loss of records and data, including electronically maintained records, will not be considered an excuse for a violation of this rule. Failure to retain records required under this section may be interpreted by the board as a license violation affecting public safety.*

**14. Inspection and Investigation:** A marijuana establishment, and any licensee, employee, or agent in charge shall cooperate with the director, an enforcement agent, an employee of the board, or a peace officer acting in an official capacity, to enforce the laws related to marijuana, including permitting entry upon and inspection of the licensed premises and providing access to business records at reasonable times when requested by the director, an enforcement agent, an employee of the board, or a peace officer. The director, an enforcement agent, an employee of the board, or a peace officer acting in an official capacity, may

- Inspect the licensed premises of any marijuana establishment, including any marijuana and marijuana product on the premises, equipment used in cultivating, processing, testing, or storing marijuana, the marijuana establishment's inventory tracking system, business records, and computers, at any reasonable time and in a reasonable manner;
- Issue a report or notice as provided in 3 AAC 306.805;
- As authorized under AS 17.38.085, exercise peace officer powers and take any other action the director determines is necessary.

**3 AAC 306.800**

**15. Report or Notice of Violation:** The director, an enforcement agent, an employee of the board, or a peace officer acting in an official capacity, may issue an inspection report, an advisory report, or a notice of violation before taking action to suspend or revoke a marijuana establishment license.

- An **advisory notice** may be issued when an incident occurs or a defect is noted that could result in a violation of a statute, regulation, or municipal ordinance. An advisory notice may result from an inspection report, but is not a basis for administrative action unless the incident or defect continues or is not corrected.
- A **notice of violation** may be issued when an inspection report or other credible information shows a marijuana establishment is in violation of AS 17.38, 3 AAC 306, or other law relating to marijuana. The notice of violation must be delivered to the marijuana establishment at its licensed premises, and to the board. The notice must describe any violation, and cite an applicable statute, regulation, or order of the board. A marijuana establishment that receives a notice of violation may respond to the notice orally or in writing, and may, within ten days after receiving the notice, request an opportunity to appear before the board. A notice of violation may be the basis of a proceeding to suspend or revoke a marijuana establishment's license as provided under 3 AAC 306.810.

**16. Hemp products:** A Retailer/Distributor registration form is required by Alaska Division of Agriculture under 11 AAC 40 prior to the sale of hemp or CBD products. All hemp products must carry a product endorsement stated in 11 AAC 40.400.

a.) Will you be selling hemp products? Yes  No

b.) If yes, do you have your retailer/distributor permit? Yes  No



Alaska Marijuana Control Board

## Preliminary Inspection Form

# Form MJ-23a: Retail Marijuana Stores

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Alcohol and Marijuana Control Office

550 W 7<sup>th</sup> Avenue, Suite 1600

Anchorage, AK 99501

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)

<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

### Section 3 – Inspection and Briefing Acknowledgement

I have received information on the above subjects, and I am aware I must become familiar with and abide by the laws covering the licensing and operation of my business as prescribed in AS 17.38 and 3 AAC 306. I understand I am responsible to operate my business in compliance with all Alaska laws and regulations.

\_\_\_\_\_  
Signature of licensee

\_\_\_\_\_  
Investigator

\_\_\_\_\_  
Printed name of licensee

\_\_\_\_\_  
Investigator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rank or Title





## Alaska Marijuana Control Board Form MJ-21: Pre-Inspection Checklist

### What is this form?

This pre-inspection checklist form is for your reference to ensure that your marijuana facility is in compliance with all of the following security and basic operating requirements prior to your inspection. **Please complete all checklist items before requesting your inspection.** If you have any questions regarding this checklist, please contact AMCO enforcement at [amco.enforcement@alaska.gov](mailto:amco.enforcement@alaska.gov).

**Compliance with these checklist items and all statutes and regulations is mandatory before your license will be issued.**

<b>Doing Business As:</b>		<b>Date:</b>	
<b>License Type:</b>		<b>City:</b>	
<b>Licensee:</b>		<b>License Number:</b>	

### Section 1 – All Marijuana Establishments

	COMPLETED
<b>Surveillance System:</b> A video surveillance and camera recording system shall be installed, maintained, and operating with a camera resolution that allows for clear and certain identification of any person and activity in the area at all times.	
<b>a.)</b> Required video cameras must be placed in a way that produces a clear view adequate to identify any individual inside the licensed premises or within 20 feet of each entrance to the licensed premises. Both the interior and exterior to the facility must be recorded.	
<b>b.)</b> The video system must cover each restricted access area (to include each entrance to a restricted area). Any area where marijuana is grown, cured, manufactured, or where marijuana waste is destroyed must have a camera placement in the room facing the entry door, and in adequate fixed positions, at a height that will provide a clear, unobstructed view of the regular activity without a sight blockage from lighting hoods, fixtures, or other equipment, in order to allow for clear and certain ID of any person or activity at all times.	
<b>c.)</b> Surveillance recording equipment and video surveillance records must be housed in a locked and secure area or in a lock box, cabinet, closet or other secure area that is accessible only to the licensee or authorized employee, and to law enforcement personnel including a peace officer or agent of the board. A marijuana establishment may use an offsite monitoring service and offsite storage of video surveillance records if security requirements at the offsite facility are at least as strict as the onsite security requirements.	
<b>d.)</b> Recordings must be preserved for a minimum of 40 days, in a format that can be easily accessed for viewing. All recorded images must accurately display the date and time, and must be archived in a format that does not permit the alteration of the recorded image, so that the images can be readily authenticated. After 40 days, a marijuana establishment may erase video recordings, unless the licensee knows or should know of any pending criminal, civil, or administrative investigation for which the video recording may contain relevant information.	



# Form MJ-21: Pre-Inspection Checklist

	COMPLETED
<b>Alarm System:</b> A security alarm system is required on all exterior doors and windows. Motion detectors in every room with non-opening windows are required.	
<b>Locks:</b> Commercial grade, non-residential door locks on all exterior entry points to the licensed premises.	
<b>Lighting:</b> Exterior lighting must facilitate surveillance.	
<b>Marijuana Handler Permit:</b> All licensees and employees must have a valid permit.	
<b>Facility Identification Cards:</b> Each licensee, employee, or agent shall display an identification badge issued by the establishment at all times when on the licensed premises. Marijuana handler cards DO NOT satisfy this requirement.	
<b>Restricted Access Areas:</b> A marijuana establishment shall restrict access to any part of the licensed premises where marijuana or marijuana product is grown, processed, tested, stored, or stocked.	
<p>a.) Each entrance to a restricted access area must be marked by a sign that says <b>“Restricted access area. Visitors must be escorted.”</b> The sign must use this exact phrase, no variations will be accepted.</p> <p>b.) Ensure that any marijuana at the licensed premises cannot be observed by the public from outside. The premises must not emit an odor that is detectable by the public from outside the premises, except as allowed by a local government conditional use permit process.</p>	
<b>Certified Scales:</b> A marijuana establishment shall use certified scales in compliance with AS 45.75.080, the Alaska Weights and Measures Act. A marijuana establishment shall maintain registration and inspection reports of certified scales; and upon request by the board or the director, provide a copy of the registration and inspection reports of the certified scales to the board or the director for review.	

## Section 2 – Credentialed into Inventory Tracking System

	COMPLETED
A marijuana establishment shall use a marijuana inventory tracking system capable of sharing information with the system the board implements 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 a seed or cutting to a completed sale of marijuana or a marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.	

## Section 3 – Cultivation Facilities Only

	COMPLETED
A marijuana cultivation facility shall conduct any marijuana growing operation within a fully enclosed secure indoor facility or greenhouse with rigid walls, a roof, and doors. Where not prohibited by local government, outdoor production may take place in non-rigid greenhouses, other structures, or an expanse of open or cleared ground fully enclosed by a physical barrier. To obscure public view of the premises, outdoor production must be enclosed by a sight obscuring wall or fence at least six feet high.	
<b>Plants/Seeds:</b> At the time of your initial inspection you must be in compliance with the following guidelines.	
<p>a.) <b>Plants over 8 inches- Tracked by plant tag</b></p> <ul style="list-style-type: none"> <li>• 12 mother plants (non-flowering plants of any size) tagged</li> <li>• Any number of immature plants no taller than 18 inches</li> <li>• 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.</li> </ul>	





# Form MJ-21: Pre-Inspection Checklist

<b>b.) Plants under 8 inches- Tracked by batch</b> <ul style="list-style-type: none"> <li>• Strain-specific batches with up to 50 plants</li> <li>• Unlimited number of batches</li> <li>• Batches should be in rows and columns for ease of verifying numbers</li> </ul>	
<b>c.) Seeds – Tracked by package tag</b> <ul style="list-style-type: none"> <li>• Strain-specific packages by count or by weight</li> <li>• Unlimited number of packages</li> </ul>	

## Section 4 – Signature & Acknowledgement

Licensee must initial and sign:

Initials

**I understand that if I do not pass my preliminary inspection, a \$500 fee for a second or subsequent inspection may be assessed under 3 AAC 306.100(h). The fee applies to an inspection requested after a marijuana establishment fails a preliminary inspection and is not issued a license. The director may waive the fee upon submission of a written request. The \$500 fee is required before the 2<sup>nd</sup> Inspection is scheduled.**

**I understand the information on the pre-inspection checklist and have received information on the above subjects, and I am aware I must become familiar with and abide by the laws covering the licensing and operation of my business as prescribed in AS 17.38 and 3 AAC 306. I understand I am responsible to operate my business in compliance with all Alaska laws and regulations.**

\_\_\_\_\_  
Signature of licensee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of licensee



## Alaska Marijuana Control Board Virtual Inspection List

### What is this form?

This virtual inspection list form is utilized in place of a physical inspection until COVID-19 Health Mandate 3.1 has been lifted. **Please complete all list items before sending it back to the investigator.**

<b>Doing Business As:</b>		<b>Date:</b>	
<b>License Type:</b>		<b>City:</b>	
<b>Licensee:</b>		<b>License Number:</b>	

### Virtual Inspection List

	COMPLETED
<b>a.) Number of Cameras (summarize)</b>	
<b>b.) Include pictures of all views and camera angles and placement (pictures required)</b>	
<b>c.) What is the retention type/days that security system can store (summarize)</b>	
<b>d.) Screenshot of the retention days and of the terabytes on the camera system. (pictures required)</b>	
<b>e.) Locked camera storage/security system. (pictures required)</b>	
<b>f.) Type of security system-contact alarms, motion detectors, glass break alarms, auditable alarms etc. (summarize)</b>	
<b>g.) How the security system operations. Who is notified and in what order. (summarize)</b>	
<b>h.) Lighting during dark hours near store or cultivation (summarize)</b>	
<b>i.) State required signs on all entrances (pictures required)</b>	
<b>j.) Type of locks on all entrances and garage doors. (summarize)</b>	
<b>k.) All employee's and licensee's marijuana handler permits and state identifications. Copies of employee badges. (pictures required)</b>	
<b>l.) The visitor log with badges. (pictures required)</b>	
<b>m.) ID Check area. (pictures required)</b>	
<b>n.) Point of sales integrated system with METRC (what is your Point of Sale system?)</b>	
<b>o.) Hours of operation. (summarize)</b>	
<b>p.) METRC RFID packaging labels (pictures required)</b>	
<b>q.) Packaging label samples/ logo / warning signs/ product info. (picture required)</b>	
<b>r.) Retail display area – Shelves, cases, cabinets. (pictures required)</b>	
<b>s.) Required state signs on the interior of the retail store. (pictures required)</b>	
<b>t.) How will marijuana be displayed during business hours and stored / secured after hours (summarize)</b>	
<b>u.) Certified scale with photo of the state seal (picture required)</b>	
<b>v.) Shipping and receiving area / procedure. (transport &amp; manifest) (summarize)</b>	
<b>w.) Waste storage area / grinder and process (summarize)</b>	
<b>x.) Visible signage on the building and outside (pictures required)</b>	
<b>y.) Is the public able to view marijuana products from outside of the building (pictures required)</b>	
<b>z.) Description of the marijuana odor control system. (summarize)</b>	



# Form MJ-21: Pre-Inspection Checklist

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Type in the answers to list below. You may add additional documents to support your answer.

a.)
c.)
f.)
g.)
h.)
j.)
n.)
o.)
t.)
v.)
W.)
Z.)



Department of Commerce, Community, and Economic Development  
 Alcoholic Beverage Control Board  
 550 W. 7<sup>th</sup> Ave, Suite 1600, Anchorage, AK 99501  
 Tel. (907) 269-0350

## LICENSED PREMISES INSPECTION REPORT

Case No. \_\_\_\_\_

Premises, DBA	Date:	Time:
Address (Street No. RR No. etc., City, Zip code)	Type of License	
License or Permit Number	Type of Inspection: <input type="checkbox"/> Initial <input type="checkbox"/> Routine <input type="checkbox"/> Requested <input type="checkbox"/> Follow-Up	
<b>Important Notice</b> <b>Any item determined to be unsatisfactory must be corrected or the Alcoholic Beverage Control Board may take action to suspend or revoke the license in accordance with AS 04.11.370(3)</b>		

### GENERAL ITEMS

		Yes	No	See Comments
1. Is the DBA the same as what is indicated in the ABC master file? 3 AAC 304.185				
2. License posted correctly? 3 AAC 304.185, pg. 101 / AS 04.11.630				
3. Does the premises have a restaurant designation permit? 3 AAC 304.745				
4. Does the licensee employ persons under 21 years of age? AS 23.10.355				
5. Warning signs posted? AS 04.21.065				
6. Do employees/supervisors have proof of current alcohol server training? AS 04.21.025(c), 3AAC304.465				
7. Do you expect to be closed more than 30 days in the near future? 3AAC304.170 AAC 304.195				
8. Do premises appear safe / neat? AS 04.21.030(2)				
9. Is any off-premises storage area approved by the board? AS 04.21.060(1)				
10. Have there been any physical changes to the licensed premises? 3 AAC 304.185(c)				
11. Is a duplicate license required/appropriately displayed? AS 04.11.090(e)				
12. If new license inspection, will they meet the 240 hour operation requirements by the end of the calendar year? AS 04.11.330 (3) AAC 304.170 (j) (1-7)				
13. Is the license premise in a Rural area? (50 miles from a statewide road system)				

### MISCELLANEOUS

14. Does the facility have the number of rooms required by Statute? AS 04.11.400				
15. Is there an operating restaurant or are there kitchens in the majority of the rooms? AS 04.11.400				

### COMMENTS:

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Owner/Manager/Agent Name:	Contact #	Investigator Name:
Driver's License Number / Date of Birth:		Investigator's Signature:
Alcohol Server Education Card Number / Expiration Date:		Rank or Title:

# STATEMENT OF PROOF OF AGE AND MAY LEGALLY OBTAIN ALCOHOLIC BEVERAGES

SECTION ONE TO BE COMPLETED BY CUSTOMER - SECTION TWO TO BE COMPLETED BY EMPLOYEE

**SECTION ONE:** I, (print) \_\_\_\_\_, certify that I am \_\_\_\_\_ years old, that the identification I have presented is my own, has been issued by a state or federal agency or a foreign government and has not been altered or forged. I am aware that making a fraudulent ID to purchase alcoholic beverages is a crime in Alaska.

**I also certify that I am not restricted from consuming and / or purchasing alcohol beverages as part of a sentence or conviction of a crime or as a condition of parole.**

My address and telephone number is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date of Birth \_\_\_\_\_

**SECTION TWO:** Premises Name \_\_\_\_\_ Date \_\_\_\_\_

Identification Shown \_\_\_\_\_ ID No. \_\_\_\_\_  
(Driver's license, military ID, passport, state ID, other)

Government agency that issued ID \_\_\_\_\_

Vehicle make \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_

Licensee, Agent or Employee Name \_\_\_\_\_

Auth: AS 04.16.060, AS 04.421.020(1)  
AS 04.21.050(a) & 3 AAC 304.425  
(REV. 11/21)

**Alcohol and Marijuana Control Office**  
550 W. 7th Ave., Ste. 1600 • Anchorage, AK 99501  
(907) 269-0350 • [www.commerce.alaska.gov/web/amco](http://www.commerce.alaska.gov/web/amco)