Alcohol & Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the licensed business.

License Type:	Retail Marijuana Store	**License Number:**	38593
Name of Business:	Shackleford Farms LLC		
Physical Address:	8847 Kenai Spur Highway, Kenai, AK 99611		

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Submitting Payment?	☑ Yes ☐ No
This is for a:	☑ New Application ☐ Transfer Application ☐ Renewal Application ☐ Other (specify):
Included Documents:	MJ-01 Marijuana Establishment Operating Plan MJ-01-3.3 employee and guest IDs MJ-01-9.1 24 hour video surveillance sign MJ-01-9.1 Customer Warnings MJ-01-9.1 Green Cross Flag MJ-01-9.1 Logo and Sign MJ-01-9.1 Marijuana Flag MJ-01-9.1 No loitering MJ-01-9.1 No persons under 21 MJ-01-9.1 No Weapons MJ-01-9.1 Vinyl Sign

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Form MJ-01: Marijuana Establishment Operating Plan

Why is this form needed?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Shackleford Farms LLC	**MJ License #:**	38593		
License Type:	Retail Marijuana Store				
Doing Business As:	Shackleford Farms LLC				
Premises Address:	8847 Kenai Spur Highway				
City:	Kenai	**State:**	Alaska	**ZIP:**	99611

Mailing Address:	140 Bidarka Street #1342				
City:	Kenai	**State:**	Alaska	**ZIP:**	99611

Designated Licensee:	Nicholas Francis Mann		
Main Phone:	719.221.9919	**Cell Phone:**	
Email:	Shackleford.farms.LLC@gmail.com		

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

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

The shop will have a large sign saying "no entry for anyone under 21" on the main entrance in plain view.

Before engaging with any customers that enter the shop they will be required to provide valid ID, compliant with 3 AAC 306.350:

For the purpose of this section, a valid form of photographic identification is
(1) an unexpired, unaltered passport;
(2) an unexpired, unaltered driver's license, instruction permit, or identification card of a state or territory of the United States, the District of Columbia, or a province or territory of Canada;
(3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card; or.
(4) a tribal identification card, issued by a federally recognized tribe, that meets the following criteria;
(A) the identification card has a photograph, a signature, and a date of birth; and
(B) the identification card has security features as identified by AS 28.15.111(a)(4).

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

As shown on the premises diagram, the general public will only have access to a 10x16 foot area that is separated from the storage and clerk area by a floor to ceiling wall and window.

Entry to the restricted area will be through a single locked door with a 3 AAC 306.710 compliant sign that says that says "Restricted access area. Visitors must be escorted."

Guests will be admitted in groups no larger than 5

3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

Visitors would be admitted in groups no larger than 5 by a manager or the owner through the locked door. After being signed in to a log maintained at the door, they would be required to:

(1) show identification as required in 3 AAC 306.350 to prove that person is 21 years of age or older;
(2) obtain a visitor identification badge before entering the restricted access area; and
(3) be escorted at all times by a licensee, employee, or agent of the marijuana establishment.

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

See Attached

Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

I have 2 lights on the front of the building, one over the entrance for the retail, and the neighboring building has a rear spotlight that completely illuminates at least 100 feet from the exterior walls of the building.

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

The security system will have sensors on the door, as well as having motion sensors distributed throughout the building. These will be monitored 24/7 by a third party security firm (Cardoso Integrated Security) In event of an unauthorized breach, a member of the managerial staff will attempt to access the camera feeds remotely to ascertain whether or not it is a false alarm. In the case of a false alarm, the security system would be remotely disabled.

In the case of unauthorized access, police would be contacted while the perpetrator is kept under surveillance remotely for evidence purposes. Management will contact the Department of Commerce, Community, and Economic Development by phone and email no more than 24 hours after such a breach

additionally, the only windows are covered in chain link fencing to restrict unauthorized access

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

The entire premises is under 24/7 video surveillance. All transfers will be performed by an authorized manager or the owner. Marijuana will be held in numbered packages checked in during the transfer. only one jar/bag/container will be sold from until completely empty. They will be checked off of the transfer list in succession with a date for reference.

Additionally, there will be weekly audits of the weight and counts compared against the weeks sales to catch any discrepancies.

3.7. Describe your policies and procedures for preventing loitering:

The customer area will not have anywhere to sit, and there will be a visible "No Loitering" sign inside the retail and on the exterior wall next to the entrance. If a customer is loitering after the sale has been completed, they will be asked to leave. If they refuse, Kenai Police Department will be contacted o remove them.

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

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

Video Surveillance (3 AAC 306.720):

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

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

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

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

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

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

The entrance to the retail from outside will be covered to a distance of 20 feet. Upon entry to the retail, the only publicly accessible area will have 2 cameras for easy identification. The clerk area will have 4 cameras for complete coverage: on the till, full coverage of the marijuana storage cabinet and workbench, and 2 cameras to cover the rear window and work area. (total of 6 cameras in the retail establishment)

The exit to the unrestricted internal staff break area will be covered to 20 feet on both the retail and cultivation side.

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

The security footage for the retail will be routed to the upstairs surveillance room in the cultivation (lic. 31826) indicated on the site plan (MJ-02 Diagrams Pg. A2) where the security footage is stored for the cultivation as well. this room is far removed from the retail and behind 2 locked doors labeled "authorized personnel only". only the owner or authorized manager will have access to the security footage and the room it is housed in.

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Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*; NFM

b. **a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;** NFM

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

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

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

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

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

h. **accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;** NFM

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

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

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

all records will be backed up both in an electronic cloud based service, and in duplicate for paper. The duplicate paper records will be kept off site, providing copies in the event of catastrophic loss. The cloud based storage will be accessible from any electronic device.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

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

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

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

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

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

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

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

6.1. All licensees, and each employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment. NFM

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises. NFM

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired. NFM

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

All routines will be thoroughly taught to each new employee as part of their onboarding process. They will be taught from a standard operating procedure handbook that will stay on site for reference. It will include:
-record keeping procedure
-how to sign out a new package from the locked cabinet
-how to finalize a finished package for confirmation by a manager
-how to account for dropped/otherwise unsellable marijuana that needs to be disposed of
-how to count open/close the drawer
-what to do in the event of a robbery/unruly customer

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

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

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

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

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

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

Answer "Yes" or "No" to each of the following questions:	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	✔	☐
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	✔	☐

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

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

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

Licensed marijuana transport will be done by an authorized member of staff in opaque totes that are locked shut. The Delivery car is outfitted with a locking wooden box capable of holding 2 25 gallon totes, which is secured to the frame of the car with bolts only accessible from inside the locked box.

They will have a clipboard with a copy of the metrc transport information and an official invoice in compliance with 3 AAC 306.750

Transfers FROM this retail TO other establishments will be rare. An authorized manager will be retrieving marijuana from the cultivation (31826) regularly

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

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

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

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

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

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

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

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

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

9.1. Describe any signs that you intend to post on your establishment, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

-The front of the building facing the highway will have a 10x10 Marijuana leaf painted in order to differentiate it from the other buildings on the property. the marijuana warnings will also be painted underneath (see notes)
-Mounted above the door will be 2 4X8 foot vinyl signs featuring our logo and the words "Recreational Cannabis" (attached)
-Easily visible will be "no Loitering" "firearms Prohibited" "no entry under 21", "area under camera surveillance" and a banner with the 306.365 customer warnings
-(Pending future city and landlord approval) a double sided 4x8 foot freestanding highway frontage sign with a copy of the vinyl signs mounted above the door
-During summer months, We will also deploy banners along the highway to alert passing traffic to our presence. these banners will be of a generic design saying "Marijuana" or green cross imagery. (see attached)
*** All signs have been approved by the city of Kenai building official ***

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

flyers and stickers of our logo and possibly future radio ads (see notes)

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Nicholas Francis Mann
Printed name of licensee

Signature of licensee

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(Additional Space as Needed):

9.1 - the warnings below will be painted under the Marijuana Leaf on the front of the retail:

9.2 - All ads will include our license number, business name, and the required warnings:

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

Additionally, all printed ads will feature our logo

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NO PERSONS UNDER 21 YEARS OF AGE ALLOWED

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lookourway.com/products/marijuana-feather-flag-green

New FastZip Tradeshow Booths - Free Custom Design - Just in time for Trade Show Season

LookOurWay

Inflatable Tube Men | Custom Canopy Tents | Flags | Inflatables | Costumes | Trade Show & Events | Signs & Banners | 1HR FREE DESIGN MOCKUP

$25 OFF

MARIJUANA FEATHER FLAG GREEN

SKU: 10MI200302

$64.95

No reviews yet!

1 Items Selected $45.00

QUANTITY

1

ADD TO CART

Split your purchase into monthly installments with shop Pay Learn more

CUSTOMIZE YOUR OWN!
CLICK HERE

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featherflagnation.com/product/marijuana-dispensary-feather-flag/

Order today! and GET FREE SHIPPING on orders of $100 + Use Coupon Code: SAVEMONEY (restrictions apply)

FFN

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DESIGN REQUEST

Login or Register

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Custom Feather Flags | Stock Feather Flags | Custom 3x5 Flags | Inflatable Tube Man | Rectangle Flags | Teardrop Flags | Vinyl Banners | Roll-up Banners | Hardware

Waited too long and need your custom flags in a rush? Contact us! Our custom flags are made in the USA, so we offer 1-Day Rush Service

SKU: FFN-5691

Marijuana Dispensary Feather Flag

~~$29.99~~ $14.99 after 50% off

12ft Flag Single Sided

$14.99 is for the flags only. Add poles and base from the options below

STEP 1 - Click one the images to change selection. One option must be selected.

Select Poles*

Flexible Pole Kit and Tie-Down Clip
+($34.99)

Pre-Curved Pole Kit
+($37.99)

No Poles
+($0.00)

4.7 / 5
Verified Customer Feedback
REVIEWS

Curved or Flexible Poles? Both will function the same. The only difference is the flexible poles fit in our travel bag while the curved poles do not.

STEP 2 - Click on image to change selection.

Select Base*

Ground Spike
+($16.99)

Cross Base & Weight Donut
+($44.99)

No Base
+($0.00)

STEP 3 (optional) - Click on image to select.

CUSTOMER WARNINGS:
3 AAC 306.365

(1) "Consumption of marijuana in public is prohibited by law."

(2) "Transportation or carriage of marijuana or marijuana products on Alaska waterways, including cruise ships, or by air carrier is prohibited by federal law."

(3) "Transportation or shipment of marijuana or marijuana products outside the State of Alaska is prohibited by federal law."

(4) "Providing marijuana to persons under 21 years of age is prohibited by law."

SHACKLEFORD FARMS

EST. 2024

LIC. 38593

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SHACKLEFORD FARMS

EST. 2024

Lic. 38593

NICHOLAS MANN

000001

HANDLERS PERMIT: 23088

ID VALID UNTIL: 01/01/25

SHACKLEFORD FARMS

EST. 2024

Lic. 38593

GUEST PASS

000001

HANDLERS PERMIT: N/A

ID VALID UNIL: 01/01/25

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