Alcohol and 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

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

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:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

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 Information

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

Licensee:	Hybrid LLC	**License Number:**	13202		
License Type:	Limited Cultivation Facility				
Doing Business As:	Matanuskas Finest				
Premises Address:	905 S Vicki Way C				
City:	WASILLA	**State:**	ALASKA	**ZIP:**	99654

Mailing Address:	Box 671292				
City:	Chugiak	**State:**	ALASI	**ZIP:**	99567

Primary Contact:	Zane Ulin		
Main Phone:		**Cell Phone:**	907-952-9535
Email:	zaneln@yahoo.com		

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Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

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

Restricted areas will have signs posted on entry doorways stating "RESTRICTED ACCESS AREA". Doors will remain locked at all times unless in use by authorised employees trained in restricted ares protocals. Some of the doors will be equipped with breach alarms. All employees will be trained in identification and prevention of any possible breaches in security. All employees will be trained in the use and sound of our alarm and security systems. We will have daily security audits and inspections.

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

As listed in Any visitor to the restricted access area must
First , they must show identification as required in 3 AAC 306.350 to prove that person is 21 years of age or older;
Secondly, they must obtain a visitor identification badge before entering the restricted access area.
Visitors will be escorted at al times by an employee,or agent of Matanuskas Finest.
All visitors will be asked to make an appointment before admittance to our facility.
We will restrict allowed number of visitors to 3 per employee.
All visitors will enter their information into our required log book.

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Describe your recordkeeping of visitors who are escorted into restricted access areas:

All visitors will be asked to call prior to any intended visit. Visitors will be required to show a valid ID and sign into our company visitors log book. Required info will be date, time, ID number, printed name and signature.
Log records will be kept until full then scanned into company computer. All digital copies as well as hard copies will be stored on premises for no less than one year.

Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:

* see attachment #1

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

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

The perimeter of the building will be illuminated to no less than 60 feet to facilitate the video surveillance system as required in 3 ACC 306.720.

An alarm system is required for all license types. Describe the security alarm system for the proposed premises:

Camers will be mounted to give a clear view of exterior and interior of facility as required in3AAC 306.720
This system has battery back up and will be remotely monitored by manager as well as alarm grid monitoring services. And the camera DVR memory will be stored for a minimum of 40 days. And DVR will be stored in office inside a locked cabinet.

The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

All entrances and windows will be equipped with breach alarms which sound audibly as well as notifying alarm company and the manager. The alarm company will call local authorities in the case of an alarm sounding or someone pushing the panic alarm.

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Describe your policies and procedures for preventing diversion of marijuana or marijuana product:

All marijuana will be kept in secured areas with secure locks on these doors. All marijuana will be tracked, inventoried and weighed in accordance with the METRC system as well as our in house inventory system. Cameras will monitor all the secured ares with marijuana storage as well as drying areas.
Random inventories will be conducted when asked or deemed needed.

Describe your policies and procedures for preventing loitering:

NO LOITERING signs will be posted and as we are a locked facility closed to the public we do not anticipate any loitering. We will train our employees to politely say any possible loiterers to leave and if for some reason they refuse to leave. We will instruct to wait inside and call local law enforcement.

Describe your policies and procedures regarding 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 proposed premises:

Our intended security system is equipped with a panic alarm as well as motion and night vision. Doors will be equipped with breach alarms in case of improper attempts of opening. Our employees will be well trained in our security systems and protocols when an alarm may sound. We will always train employees to deescalate and practice non conflict with possible robbers. Also a third party security company will monitor the cameras and alarms.

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Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

All employees, agents or licensees shall activate the panic alarm if possible. And comply with the intruders requests and use deescalating techniques as well as self preservation techniques. They will wait for local law enforcement to arrive then comply with all law enforcement requests. All staff will be trained to avoid all conflicts unless its a last resort to defend themselves.

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	☑	☐
Both the interior and exterior of each entrance to the facility	☑	☐
Each point of sale area	☑	☐

Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	☑	☐
Clearly and accurately displays the time and date	☑	☐
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	☑	☐

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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:

Cameras will employ a battery backup, night vision and motion detectors. they will be mounted at as height that will discourage tampering and provide a clear view without obstructions. Cameras will have monitoring and we will go through and audit each camera for blind spots or obstructions. Cameras will be mounted within 20 feet of all entrances. Flowering rooms will have many cameras to prevent diversion and increase security.

Describe the locked and secure area where video surveillance recording equipment and 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 board:

DVR will be stored in the office which is a restricted area. The office will remain locked unless in use by an authorized person. The office door will have a breach alarm. The DVR will further be kept in a locked cabinet inside of the secured office.

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Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	☑	☐
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	☑	☐
Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board	☑	☐
Video surveillance records are stored off-site	☑	☐

Business Records (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. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:	Yes	No
All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are 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 into 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 retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed	☑	☐
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	☑	☐

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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:

Hard copies or required sales,records,documents and information will be scanned and stored on the companies computer network. We will link to computers off premises as well as external hard drives to have multiple redundant storage of all data. We will also be utilizing the METRC system to record and store all pertinent data. We will direct all employees to comply with any request from AMCO to insure all required information is available and that we comply with all laws and regulations to the best of our ability.

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Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must 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 propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer "Yes" to all items below.

Marijuana Tracking and Weighing:	Yes	No
A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used	☑	☐
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	☑	☐

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

WE will be using company software as well as METRC to coordinate information. We will employ a third party bookkeeper to keep our companies accounting. They will be trained in METRC and our system as well. As any New systems or software become available or required we will adopt them as required to stay in compliance with AMCO.

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Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, 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, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer "Yes" to all items below.

Marijuana Hander Permit:	Yes	No
Each licensee, 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	☑	☐
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 premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	☑	☐
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	☑	☐

Describe how your establishment will meet the requirements for employee qualifications and training:

Licensee and all employees will be required to complete an AMCO approved training course and bring the state issued marijuana handlers card. Hard copies of certificates as well as handlers cards will be scanned into company computer and kept on file in office. All employees will be entered into the METRC system.

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Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to the statement below.

Marijuana Waste Disposal:	Yes	No
The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it	☑	☐

Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:

We will employ the three can method for disposal of marijuana. One can for grinding unusable marijuana,stems, stalks and shade leaves into a plant shredder or grinder. In the second can we will have pearlite which is a sandy inert substance that we use for our growing medium. The third can will be to combine the shredded marijuana and the pearlite to a 50/50 mix. then the unusable mixture will be delivered to landfill in company vehicle. If allowable we will get a dumpster. in the marijuana inventory tracking system required under 3 AAC 306.730, give the board notice not later than three days before making the waste unusable and disposing of it. the Marijuana will be tracked with our system as well as METRC and accounted for at each point. Our hydroponic system will recirculate system water for it beneficial use or it evaporates.

Describe what material or materials you will mix with the ground marijuana waste to make it unusable:

In our three can method the second can will be full of pearlite. This is our inert growing medium which is much like sand and gravel mixed but white in color. once mixed with this sandy substance, marijuana will be unusable.

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Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. Describe the process or processes that you will use to make the marijuana plant waste unusable:

The marijuana inventory tracking system requires we give the board notice not later than 3 days before making the waste unusable and disposing of it as in 3AAC 306.74.
For rendering marijuana unusable we will employ the three can method. One can for grinding unusable product,stems, stalks and shade leaves into a plant shredder or grinder. Second can will hold our pearlite which is our growing medium. the third can will be used to combine the materials and render the plant material unusable. After it is rendered unusable we will place in dumpster if allowable or transport to landfill.

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Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to all items below.

Marijuana Transportation:	Yes	No
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	☑	☐
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	☑	☐
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	☑	☐
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	☑	☐
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	☑	☐
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	☑	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	☑	☐

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Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

All marijuana will be weighed by a certified scale, vacuum sealed or placed in tamper resistant packaging and labeled and tracked with the METRC system. Labels will be computer generated, printed and attached to packages with information as follows. Proof of testing,dates,strain, THC content, warning labels and all other information required by AMCO. A transportation manifest will be generated in compliance with METRC. Packages will contain no more than 5 pounds of marijuana. Packages will be stored in restricted areas until paperwork and tracking measures are deemed to be in compliance and complete as per METRC, Company tracking and AMCO.

Describe the type of locked, safe, and secure storage compartments that will be used in any vehicles transporting marijuana or marijuana product:

A locked chest or lock box will be used depending on volume of cannabis to be shipped. we will prefer a vehicle with a locked trunk to further secure transport. If no trunk is present on vehicle we will place locked unit in an way as to not be seen. by public.

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Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

We will not be displaying any signs advertising our business.
We will display required "restricted access" signs as well as "security cameras in use" and "no loitering"
Inside Exits will be clearly marked for egress. As well as fire extinguishers.
We will also display our license to operate and any other required signs inside the facility.

If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.

Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

Applicants should be able to answer "Agree" to all items below.

No advertisement for marijuana or marijuana product will contain any statement or illustration that:	Agree	Disagree
Is false or misleading	☑	☐
Promotes excessive consumption	☑	☐
Represents that the use of marijuana has curative or therapeutic effects	☑	☐
Depicts a person under the age of 21 consuming marijuana	☑	☐
Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana	☑	☐

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No advertisement for marijuana or marijuana product will be placed:	Agree	Disagree
Within one thousand feet of the perimeter of any child-centered facility, including a school, childcare 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 the age of 21	☑	☐
On or in a public transit vehicle or public transit shelter	☑	☐
On or in a publicly owned or operated property	☑	☐
Within 1000 feet of a substance abuse or treatment facility	☑	☐
On a campus for post-secondary education	☑	☐

Signage and Promotional Materials:	Agree	Disagree
I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)	☑	☐
The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products	☑	☐
All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)	☑	☐

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Section 8 – Control Plan for Persons Under the Age of 21

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:

ID will checked immediately for all persons attempting to enter the facility by an employee that has been well trained in the requirements for entry. No false or tampered ID will be accepted. Signs outside will state : WARNING a person under 21 years of age who enters these premises is in violation of law and could be civilly liable for damages. since there is only one entry which will be locked at all times it will be difficult and unlikely that any one under 21 will gain entry.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

Zane Ulin

Printed name

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Subscribed and sworn to before me this 5th day of June, 2017.

RONDA L. MARCY NOTARY PUBLIC STATE OF ALASKA

Ronda L Marcy
Notary Public in and for the State of Alaska.

My commission expires: 12-25-2020

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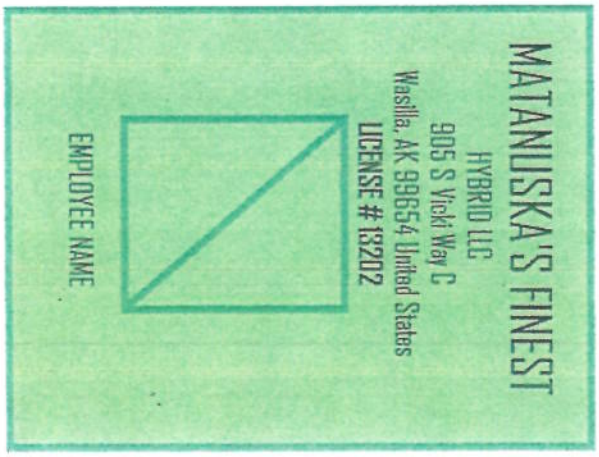
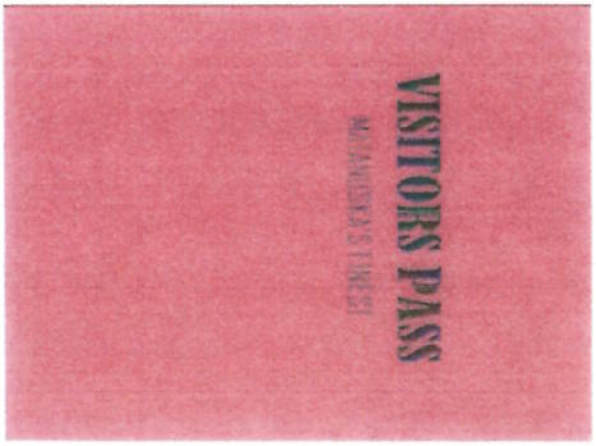
(Additional Space as Needed):

Attachment #1





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