



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

**Department of Commerce, Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

MEMORANDUM

TO: Chair and Members of the Board DATE: January 11, 2018
FROM: Erika McConnell RE: Catalyst Cannabis Company
Director, Marijuana Control Board #11638

Catalyst Cannabis Company, a retail marijuana store is requesting approval of amendments to its operating plan. Additionally, MJ-14 Licensed Premises Diagram Change is attached in case is needed for reference as some of the changes might be related to the changes the licensee is requesting to make to its licensed premises.



MJ-14, currently in the
review process in
AMCO's office, for
reference.

Summary of Premises diagram changes license 11638

We removed the demising wall that separates the lobby from the retail floor.

Added in merchandise area (room 102).

In the back of house:

- we eliminated the south hallway,
- moved the location of security and product storage,
- moved location of office/breakroom



Alaska Marijuana Control Board

Form MJ-14: Licensed Premises Diagram Change**What is this form?**

This licensed premises diagram change form is required for all marijuana establishment licensees seeking to alter the functional floor plan or reduce or expand the area of the establishment's existing licensed premises, under 3 AAC 306.100 and 3 AAC 306.705. **The required \$250 change fee may be made by credit card online (VISA, MasterCard, or Discover), or by check or money order.**

Your diagram must show all entrances and boundaries of the premises, restricted access areas, and storage areas, and dimensions. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex. Limited marijuana cultivation licensees must clearly delineate the proposed area(s) for cultivation.

The second page of this form is not required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form, as long as it meets the requirements listed on this form. The first and third pages must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be signed by the licensee and by the local government having jurisdiction over the location of the premises before it is submitted to AMCO staff for review.

This form must be completed and submitted to AMCO's main office prior to altering the existing floor plan. The licensed premises may not be altered unless and until the AMCO Director has given written approval on this form. Please note that licensees seeking to change licensed premises diagrams for multiple licenses must submit a separate completed copy of this form for each license.

Yes No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

**Section 1 – Establishment Information**

Enter information for the licensed establishment.

| | | | | | |
|--------------------|---------------------------------|-----------------|-------|------|-------|
| Licensee: | Broken Dirt, LLC | License Number: | 11638 | | |
| License Type: | Retail Marijuana Store | | | | |
| Doing Business As: | Catalyst Cannabis Company | | | | |
| Premises Address: | 9900 Old Seward Highway, Unit 4 | | | | |
| City: | Anchorage | State: | AK | ZIP: | 99515 |



Alaska Marijuana Control Board

Form MJ-14: Licensed Premises Diagram Change

Section 2 – Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances, walls, partitions, counters, windows, areas of ingress and egress, restricted access areas, and storage areas. Include dimensions in your drawing. Use additional copies of this form or attached additional documents as needed.



Alaska Marijuana Control Board

Form MJ-14: Licensed Premises Diagram Change

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

Section 3 – Declarations and Approvals

Read the line below, and then sign your initials in the box to the right of the statement:

Initials

If a local building permit is required, I have attached a copy of it to this form.

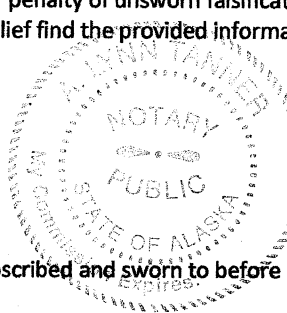
☐

As a marijuana establishment licensee, I declare under penalty of unsworn falsification that I have examined this form, including all attachments, and to the best of my knowledge and belief find the provided information to be true, correct, and complete.

Signature of licensee

Will Schneider

Printed name of licensee



Notary Public in and for the State of Alaska:

My commission expires:

10/8/21

Subscribed and sworn to before me this 8th day of November, 2017.

Local Government Review (to be completed by an appropriate local government official):

Yes

No

The proposed changes shown on this form conform to all local restrictions and laws.

☒☐

A local building permit is required for the proposed changes.

*Modification to approved SLUP required.

☒☐

Signature of local government official

Nov 6 2017

Date

Neil N Hart

Printed name of local government official

Planning Director

Title

AMCO Review:

Approved

Disapproved

☐☐

Signature of AMCO Enforcement Supervisor

Signature of Director

Printed name of AMCO Enforcement Supervisor

Printed name of Director

Date

AMCO Comments:

MJ-15 and its attachments

From: Will Schneider
To: [Marijuana Licensing \(CED sponsored\)](#)
Subject: Operational Plan Changes and Premises Diagram Change License 116838
Date: Thursday, November 09, 2017 12:45:04 AM
Attachments: [COVER PAGE Operating Plan and Premises Diagram Changes 11638.pdf](#)
[MJ-14, MJ-15, MJ-01, MJ-03.pdf](#)
[Catalyst Retail 11638 MJ-01, MJ-03 with edits.pdf](#)

I am submitting minor Operating Plan and Premises Diagram changes on behalf of Broken Dirt, LLC dba Catalyst Cannabis Company. This is for license 11638, Retail Marijuana Store located at [9900 Old Seward](#), unit 4.

Please find attached:

Cover Page

MJ-14 Updated Premises Diagram

MJ-15 Operating Plan Changes

MJ-01 (only pages with changes submitted)

MJ-03 (only pages with changes submitted)

MJ-01 with edits for clarity*

MJ-03 with edits for clarity*

*Text with red strike through has been omitted. Underline text is new.

Please do not hesitate to contact me with any questions or if any further documentation is needed.

Thank you,

Will Schneider

--

Will Schneider
FOUNDER

ANCHORAGE, ALASKA
907-205-1181

CatalystCannabisCo.com





Alaska Marijuana Control Board

Form MJ-15: Operating Plan Change**What is this form?**

This operating plan change form is required for all marijuana establishment licensees seeking to change a licensed marijuana establishment's existing operating plan, under 3 AAC 306.100. With this form, a licensee may request changes to as much or as little as desired of Form MJ-01 and/or the corresponding operating plan supplemental for the establishment's license type.

The required \$250 change fee may be made by credit card online (VISA, MasterCard, or Discover), or by check or money order.

Please download, complete, and submit with this form only the pages of Form MJ-01 and/or the corresponding operating plan supplemental that contain sections that you are requesting to change. All fields that are left blank will be considered unchanged from the existing operating plan. All fields that are completed and submitted with this form will be considered as changes to the existing operating plan and are subject to board approval. **Please do not submit any wholly unchanged pages of an operating plan.**

The form(s) that I am requesting board approval to change is:

- ☒ **Form MJ-01:** Marijuana Establishment Operating Plan
- ☒ **Form MJ-03:** Retail Marijuana Store Operating Plan Supplemental
- ☐ **Form MJ-04:** Marijuana Cultivation Facility Operating Plan Supplemental
- ☐ **Form MJ-05:** Marijuana Product Manufacturing Facility Operating Plan Supplemental
- ☐ **Form MJ-06:** Marijuana Testing Facility Operating Plan Supplemental

This form must be completed and submitted to AMCO's main office prior to changing existing operations. The licensed establishment's operations may not be altered unless and until the Marijuana Control Board has approved of the changes. Please note that licensees seeking to change operating plans for multiple licenses must submit a separate completed copy of this form for each license.

Section 1 – Establishment Information

Enter information for the licensed establishment.

| | | | | | |
|--------------------|----------------------------|-----------------|-------|------|-------|
| Licensee: | Broken Dirt, LLC | License Number: | 11638 | | |
| License Type: | Retail Marijuana Store | | | | |
| Doing Business As: | Catalyst Cannabis Company | | | | |
| Premises Address: | 9900 Old Seward Highway #4 | | | | |
| City: | Anchorage | State: | AK | ZIP: | 99515 |



Alaska Marijuana Control Board

Form MJ-15: Operating Plan Change

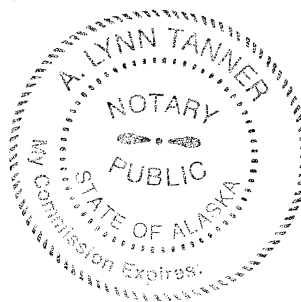
As a marijuana establishment licensee, I declare under penalty of unsworn falsification that I have examined this form, including all accompanying documents, schedules, and statements, and to the best of my knowledge and belief find them to be true, correct, and complete.

Signature of licensee

William Schneider

Printed name

Subscribed and sworn to before me this 17th day of November, 2017.



Notary Public in and for the State of Alaska.

My commission expires: 10/8/2021



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: | Broken Dirt, LLC | License Number: | 11638 | | |
| License Type: | Retail Marijuana Store | | | | |
| Doing Business As: | Catalyst Cannabis Company | | | | |
| Premises Address: | 9900 Old Seward Hwy. #4 | | | | |
| City: | Anchorage | State: | ALASKA | ZIP: | 99515 |

| | | | | | |
|------------------|------------------|--------|--------|------|-------|
| Mailing Address: | 6967 Laser Drive | | | | |
| City: | Anchorage | State: | ALASKA | ZIP: | 99504 |

| | | | | | |
|------------------|--|-------------|--|--|--|
| Primary Contact: | William Schneider | | | | |
| Main Phone: | 907-205-1181 | Cell Phone: | | | |
| Email: | will@catalystcannabisco.com | | | | |



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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.

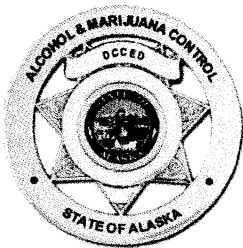
Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

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

Catalyst Cannabis Co. will ensure its licensed premises will be designed, constructed, and engineered to prevent unauthorized entry into restricted access areas by unescorted members of the public. Our building's security landscape will include secure facility entry points utilizing commercial grade, non-residential door locks and deadbolts full visual screening of the public and restricted access areas from the exterior of the facility, and a secure storage room. The interior of the facility will be segregated into customer and restricted access areas. Customers will not be permitted into restricted access areas, which include areas behind counters where marijuana and marijuana products are sold, office space, secure storage room, and other areas designated for employee use. Customers will be blocked from entering restricted areas by doors, walls, or other obstructions. Upon entry to the facility, customers will check in with the receptionist and will wait in the waiting room, until they are escorted to the customer service area in the retail sale area of the facility. (Con't on p.19 Section 2A)

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



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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

Catalyst Cannabis Co. will ensure to maintain a log of all visitors to restricted access areas of the licensed premises for a minimum of 1 year (current license period) on-site and 5 years at an off-site location. Visitors to restricted access areas will be documented according to Marijuana Control Board requirements and Catalyst Cannabis Co. organizational standard operating procedures. A logbook will be securely filed on-site detailing visitor specifications, including their name, date and time of entry into the restricted access area. Access to any and all visitor data will be limited to authorized employees, senior leadership, agents of the Marijuana Control Board, or any other agent of any regulatory agency. Files will be protected by physical, lockable cabinets and passwords where necessary for digital files that will only be available on a need-to-know basis to premise personnel and upon immediate request by the Marijuana Control Board or AMCO.

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



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:

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

Catalyst Cannabis Co. intends on engaging a local security service provider, Northern Security, to professionally install our security alarm, all cameras and associated wiring, and detection sensors that will be included in the overall security landscape. The cellular communication features of our alarm system will ensure reliable and fast communication without the need for a landline, battery backup power options, and secure broadcasting of critical messages. Catalyst Cannabis Co.'s alarm system will also feature continuous monitoring and customizable notifications providing us with a mobile application for authorized users, instantaneous alerts, personalized user access codes, and historical activity reporting, with the capability to search for specific events, activity by sensor, or date and time. The sensing system that integrates with our alarm system will include motion, pressure, and sound sensors, motion for spatial monitoring, pressure for windows and doors, and sound for perimeter protection.

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 Catalyst Cannabis Co. employees will be trained on organizational standard operating procedures regarding all security logistics to include alarm system administration (arming/disarming), alarm system device management (cameras, DVR, sensors), and troubleshooting techniques to ensure all security equipment is 100% operational at all times, including after business hours. The alarm system will be activated by employees upon exiting the store any time the store will be closed for business with no employees present. Our alarm system and all associated sensors and detectors will be continuously monitored our local Anchorage security provider. Additionally, Catalyst Cannabis Co. intends to use a monitoring service provided by Northern Security for 24 hour 7 days a week security alarm monitoring. Our licensed premises alarm systems will communicate with our security provider by GSM radio to the monitoring station(s), all of which will be UL approved. (Con't on p.19 Section 4C)



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan**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:

Catalyst Cannabis Co. will plans to use MJ Freeway, or similar, seed to sale software tracking system that will be capable of sharing information with the state system the Marijuana Control Board implements.

The seed to sale system will establish a perpetual inventory control system that identifies and tracks our stock inventory of marijuana and marijuana products from the time it is propagated in our cultivation facility to the time it is sold to a qualifying customer. Catalyst Cannabis Co. is committed to ensuring that we (1) accurately track our inventory, (2) allow the Marijuana Control Board real time, 24 hour access to our inventory tracking system, (3) provide a safe and secure chain of custody for our product with clear safeguards and protections against diversion, (4) comply with product sales limits, and (5) have a clear protocol for dealing with any breach of failure of our inventory tracking system, including suspending operations and notifying the Marijuana Control Board.

By utilizing compliance software, we will not only have the ability to track our inventory, but also monitor our product from seed propagation or micro propagation to sale or destruction. The system will interface with the Marijuana Control Board's computer software tracking system so as to track and Catalyst Cannabis Co. inventory movement and customer purchases in the state of Alaska. All Catalyst Cannabis Co. employees will use the seed to sale software to automate operational tasks increasing efficiency, accuracy, and upholding legal compliance requirements.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:

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.

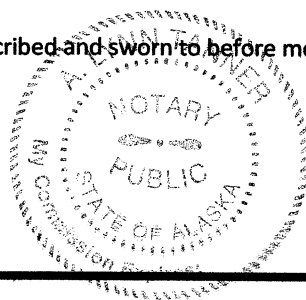
Signature of licensee

William Schneider

Printed name

Subscribed and sworn to before me this

8th day of November, 2017



Notary Public in and for the State of Alaska.

My commission expires:

10/8/2021



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

Section 2A

Catalyst Cannabis Co. will have a professionally installed security alarm and video surveillance system that allows for 24 hour continuous operational monitoring and video recording. All facility interiors and exteriors (excluding bathrooms) will be intelligently monitored and our system will allow us to identify any person and their activities in (1) any area where marijuana or marijuana product is sold or stored, (2) all point of sale areas, (3) any room used to pack or unpack a secured container used to transport marijuana or marijuana products, (4) Catalyst Cannabis Co.'s security rooms housing our alarm and surveillance systems, and (5) all entrances and exits to/from the facility from indoor and outdoor locations.

Section 2B

When visitors are admitted to a restricted access area of the licensed premises, a Catalyst Cannabis Co. employee will continuously visually supervise the individual(s) while on the premises. Employees will be trained on safe and secure visitor escort practices focused on surveillance, product diversion, and facility compliance. Every visitor will be clearly visible to at minimum one Catalyst Cannabis Co. employee at all times, either in physical time and place and/or digitally on surveillance monitors. Upon visitor entry, a Catalyst Cannabis Co. employee will assess the nature of the person's visit. From building maintenance to regulatory inspections, visitors will be logged and supervised while on the licensed premises. A Catalyst Cannabis Co. employee will oversee the completion of registration forms and visually account for every visitor during the process. Once the visitor is approved to enter a restricted access area, an employee will escort the individual and before any employee is relieved of their visual supervision responsibility, a verbal confirmation of visitor hand-off must be established to the assuming employee. A Catalyst Cannabis Co. employee will deliver the organizational visitation policies and procedures to all visitors upon intake. Per the visitor escorting and visual surveillance protocols, each individual will be instructed to not touch marijuana or marijuana product while on the licensed premises.

Section 4C

IP reporting and grounded telephone lines will be utilized to their fullest capabilities to back up the GSM radio to ensure that communication to our monitoring station(s) will be real time while removing default delays during programming. Furthermore, Catalyst Cannabis Co.'s alarm system, access control devices, and video surveillance infrastructure will be supported with an auxiliary battery system that provides full operational viability during a total AC power loss incident for up to 48 hours.



Alaska Marijuana Control Board

Operating Plan Supplemental Form MJ-03: Retail Marijuana Store

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

What is this form?

This operating plan supplemental form is required for all applicants seeking a retail marijuana store license and must accompany the **Marijuana Establishment Operating Plan (Form MJ-01)**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 3** of the **Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of those 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 and 3 AAC 306.315(2).

What additional information is required for retail stores?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Prohibitions
- On-site consumption
- Displays and sales
- Exit packaging and labeling
- Security

This form must be submitted to AMCO's main office before any retail marijuana store license application will be considered complete.

Section 1 – Establishment Information

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

| | | | | | | |
|--------------------|-----------------------------|-----------------|--------|------|-------|--|
| Licensee: | Broken Dirt, LLC | License Number: | 11638 | | | |
| License Type: | Retail Marijuana Store | | | | | |
| Doing Business As: | Catalyst Cannabis Company | | | | | |
| Premises Address: | 9900 Old Seward Highway, #4 | | | | | |
| City: | Anchorage | State: | ALASKA | ZIP: | 99515 | |



Alaska Marijuana Control Board

Operating Plan Supplemental Form MJ-03: Retail Marijuana Store

Section 2 – Prohibitions

Applicants should review 3 AAC 306.310 and be able to answer “Agree” to all items below.

The retail marijuana store will not:

Agree Disagree

Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product in a quantity exceeding the limit set out in 3 AAC 306.355

☒☐

Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet

☒☐

Offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample

☒☐

Offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation

☒☐

Allow a person to consume marijuana or a marijuana product on the licensed premises, except as provided in 3 AAC 306.305(a)(4)

☒☐

Describe how you will ensure that the retail marijuana store will not sell, give, distribute, or deliver marijuana or marijuana product to a person who is under the influence of an alcoholic beverage, inhalant, or controlled substance:

Catalyst Cannabis Company's approach to ensure marijuana or marijuana product are not distributed to a person who is under the influence of an alcoholic beverage, inhalant, or controlled substance starts with education and training. All employees will be required to pass a marijuana handler's course and receive a marijuana handler card before starting employment with Catalyst. Additionally, employees will receive training that will describe in depth our security protocols, and our security operating procedures. Employees will receive handbooks and other written or down-loadable resources specific to their position which include ways to identify impaired individuals and the steps to take once an impaired person is suspected or recognized.

All customers entering in to our Retail Store will have interactions with at least two people. This not only gives a very personal, one on one experience it also allows Catalyst employees to recognize and evaluate any abnormal behaviors such as impairment. Once a customer enters through the main entrance they will be greeted by the receptionist in our lobby. The receptionist will check approved government issued IDs and visually assess customers for signs of impairment. Customers will then be escorted by a budtender or another Catalyst employee to the retail floor. The retail floor is connected to the lobby. If the receptionist suspects or identifies that a person is under the influence of an alcoholic beverage, inhalant, or controlled substance, they will ask the person to leave the premises and the on duty Retail Manager will be notified immediately. If a retail budtender recognizes visual signs of impairment they will also be instructed to ask the customer to leave and will escort them out through the secured door on the retail floor and out of the building, and the retail manager on duty will be notified immediately.



Alaska Marijuana Control Board
**Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store**

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

Section 3 – On-site Consumption

Yes No

Do you plan to request approval of the board with your initial application to permit consumption of marijuana or marijuana product in a designated area on the proposed premises?

☐☒

If “Yes”, describe how you ensure that only marijuana or marijuana products that were purchased at your proposed premises are being consumed, per 3 AAC 306.305(a)(4):

Section 4 – Displays and Sales

Describe how marijuana and marijuana products at the retail marijuana store will be displayed and sold:

Marijuana and Marijuana products will be only accessible by Catalyst Cannabis Company employees. Products will be displayed in secured, locking cases and/or on shelves behind the POS/restricted access area only accessible by Catalyst employees. All point of sale areas and product display cases will be under video surveillance. Product located in the display cases can will be moved nightly at closing into secured product storage. If in secured storage, product can be placed into retail display cases prior to opening each morning. All products will be labeled and packaged in according to AAC 306.345, 306.470, 306.475, 306.565 and 306.570.

Customers will have the option to either purchase pre-weighed marijuana in labeled containers or purchase marijuana deli style. Prepacked marijuana will be in secured cabinets only accessible by Catalyst employees. Deli style containers will be on display and only accessible by Catalyst employees. Deli style orders will be weighed on a certified scale before transferring to a labeled container.

All marijuana and marijuana products will leave the store in opaque, re-sealable, and child resistant packaging.

Edibles or other products requiring refrigeration will be on display in refrigerators.

Budtenders will ensure each customer leaves with compliant packaged goods and labels describing items purchased.



Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store

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

Section 5 – Exit Packaging and Labeling

Review the requirements under 3 AAC 306.345, and identify how the proposed establishment will meet the listed requirements.

Describe how the retail marijuana store will ensure that marijuana and marijuana products sold on its licensed premises will meet the packaging and labeling requirements set forth in 3 AAC 306.345(a):

Provide a sample label that the retail marijuana store will use to meet the labeling requirements under 3 AAC 306.645(b):



Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store

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

(Additional Space as Needed):



Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store

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Phone: 907.269.0350

Section 6 – Security

Identification Requirement to Prevent Sale to Person Under 21 (3 AAC 306.350):

Describe the retail marijuana store's procedures for ensuring a form of valid photographic identification has been produced before selling marijuana or marijuana product to a person, per 3 AAC 306.350(a):

Customers will be politely asked for their government issued ID when checking in with the Catalyst Cannabis Company receptionists. All customers entering Catalyst Cannabis Company's Retail Store must be at least 21 years old.

Forms of valid identification include:

- An unexpired, unaltered passport
- An unexpired, unaltered driver's license, instruction permit, or identification of any state or territory of the United States, the District of Columbia, or a province or territory of Canada
- An identification issued by a federal or state agency authorized to issue a driver's license or identification card

Receptionists will verify the authenticity of the ID by checking for alterations and by establishing ID ownership. This can be done by:

- Asking a question related to ID information, i.e. "How is the weather in [State of issued ID]?"
- Asking the prospective customer to verify the signature on the ID

All Catalyst employees will be instructed to confiscate fake or fraudulent IDs. If an ID is to be confiscated, Catalyst employees will remain calm and polite and it will be turned in to the police within 72 hours.

Before initiating any sale, budtenders will ask the customer for their ID a second time as a redundant security measure.

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]
Signature of licensee

Willi Schneider
Printed name



Subscribed and sworn to before me this 29th day of December, 2016.

[Signature]
Notary Public in and for the State of Alaska.

My commission expires: 6/16/18

Current MJ-01 and MJ-03 submitted by licensee outlining the corrections made to the operating plan and supplemental



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: | Broken Dirt, LLC | License Number: | 11638 | | |
| License Type: | Retail Marijuana Store | | | | |
| Doing Business As: | Catalyst Cannabis Company | | | | |
| Premises Address: | 9900 Old Seward Hwy. #4 | | | | |
| City: | Anchorage | State: | ALASKA | ZIP: | 99515 |

| | | | | | |
|------------------|------------------|--------|--------|------|-------|
| Mailing Address: | 6967 Laser Drive | | | | |
| City: | Anchorage | State: | ALASKA | ZIP: | 99504 |

| | | | | | |
|------------------|--|-------------|--|--|--|
| Primary Contact: | William Schneider | | | | |
| Main Phone: | 907-205-1181 | Cell Phone: | | | |
| Email: | will@catalystcannabisco.com | | | | |



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:

Catalyst Cannabis Co. will ensure its licensed premises will be designed, constructed, and engineered to prevent unauthorized entry into restricted access areas by unescorted members of the public. Our building's security landscape will include secure facility entry points utilizing commercial grade, non-residential door locks and deadbolts with internal vestibules, full visual screening of the public and restricted access areas from the exterior of the facility, and a secure storage room. The interior of the facility will be segregated into customer and restricted access areas. Customers will not be permitted into restricted access areas, which include areas behind counters where marijuana and marijuana products are sold, office space, secure storage room, and other areas designated for employee use. Customers will be blocked from entering restricted areas by doors, walls, or other obstructions. Upon entry to the facility, customers will check in with the receptionist and will wait in the waiting room, until they are escorted to the customer service area in the retail sale area of the facility. The doors to the customer service area will be locked to the waiting room so customers cannot enter the service area without the escort and someone opening the door from the service area. (Con't on p.19 Section 2A)

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



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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

Catalyst Cannabis Co. will ensure to maintain a log of all visitors to restricted access areas of the licensed premises for a minimum of 1 year (current license period) on-site and 5 years at an off-site location. Visitors to restricted access areas will be documented according to Marijuana Control Board requirements and Catalyst Cannabis Co. organizational standard operating procedures. A logbook will be securely filed on-site detailing visitor specifications, including their name, date and time of entry into the restricted access area, and a photocopy of their government issued identification. Access to any and all visitor data will be limited to authorized employees, senior leadership, agents of the Marijuana Control Board, or any other agent of any regulatory agency. Files will be protected by physical, lockable cabinets and passwords where necessary for digital files that will only be available on a need-to-know basis to premise personnel and upon immediate request by the Marijuana Control Board or AMCO.

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



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:

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

Catalyst Cannabis Co. intends on engaging a local security service provider, ~~Valkyrie Security and Asset Protection Inc.~~, to professionally install our security alarm, all cameras and associated wiring, and detection sensors that will be included in the overall security landscape. The cellular communication features of our alarm system will ensure reliable and fast communication without the need for a landline, battery backup power options, and secure broadcasting of critical messages. Catalyst Cannabis Co.'s alarm system will also feature continuous monitoring and customizable notifications providing us with a mobile application for authorized users, instantaneous alerts, personalized user access codes, and historical activity reporting, with the capability to search for specific events, activity by sensor, or date and time. The sensing system that integrates with our alarm system will include motion, pressure, and sound sensors, motion for spatial monitoring, pressure for windows and doors, and sound for perimeter protection.

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 Catalyst Cannabis Co. employees will be trained on organizational standard operating procedures regarding all security logistics to include alarm system administration (arming/disarming), alarm system device management (cameras, DVR, sensors), and troubleshooting techniques to ensure all security equipment is 100% operational at all times, including after business hours. The alarm system will be activated by employees upon exiting the store any time the store will be closed for business with no employees present. Our alarm system and all associated sensors and detectors will be continuously monitored our local Anchorage security provider, ~~Valkyrie Security and Asset Protection~~. Additionally, Catalyst Cannabis Co. intends to use a monitoring service ~~provided by Valkyrie~~ for 24 hour 7 days a week security alarm monitoring. Our licensed premises alarm systems will communicate with our security provider by GSM radio to the monitoring station(s), all of which will be UL approved. (Con't on p.19 Section 4C)



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:

Catalyst Cannabis Co. will plans to use MJ Freeway, or similar, seed to sale software tracking system that will be capable of sharing information with the state system the Marijuana Control Board implements. ~~MJ-Freeway has a proven record of being capable to seamlessly integrate with Franwell's METRC program.~~

The ~~MJ-Freeway~~ system will establish a perpetual inventory control system that identifies and tracks our stock inventory of marijuana and marijuana products from the time it is propagated in our cultivation facility to the time it is sold to a qualifying customer. Catalyst Cannabis Co. is committed to ensuring that we (1) accurately track our inventory, (2) allow the Marijuana Control Board real time, 24 hour access to our inventory tracking system, (3) provide a safe and secure chain of custody for our product with clear safeguards and protections against diversion, (4) comply with product sales limits, and (5) have a clear protocol for dealing with any breach of failure of our inventory tracking system, including suspending operations and notifying the Marijuana Control Board.

By utilizing compliance software, ~~the MJ-Freeway software suite~~, we will not only have the ability to track our inventory, but also monitor our product from seed propagation or micro propagation to sale or destruction. The system will interface with the Marijuana Control Board's computer software tracking system so as to track and Catalyst Cannabis Co. inventory movement and customer purchases in the state of Alaska. All Catalyst Cannabis Co. employees will use the seed to sale software MJ-Freeway to automate operational tasks increasing efficiency, accuracy, and upholding legal compliance requirements.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

Section 2A

Catalyst Cannabis Co. will have a professionally installed security alarm and video surveillance system that allows for 24 hour continuous operational monitoring and video recording. All facility interiors and exteriors (excluding bathrooms) will be intelligently monitored and our system will allow us to identify any person and their activities in (1) any area where marijuana or marijuana product is sold or stored, (2) all point of sale areas, (3) any room used to pack or unpack a secured container used to transport marijuana or marijuana products, (4) Catalyst Cannabis Co.'s security rooms housing our alarm and surveillance systems, and (5) all entrances and exits to/from the facility from indoor and outdoor locations.

Section 2B

When visitors are admitted to a restricted access area of the licensed premises, a Catalyst Cannabis Co. employee will continuously visually supervise the individual(s) while on the premises. Employees will be trained on safe and secure visitor escort practices focused on surveillance, product diversion, and facility compliance. Every visitor will be clearly visible to at minimum one Catalyst Cannabis Co. employee at all times, either in physical time and place and/or digitally on surveillance monitors. Upon visitor entry, a Catalyst Cannabis Co. employee will assess the nature of the person's visit. From building maintenance to regulatory inspections, visitors will be logged and supervised while on the licensed premises. A Catalyst Cannabis Co. employee will oversee the completion of registration forms and visually account for every visitor during the process. Once the visitor is approved to enter a restricted access area, an employee will escort the individual and before any employee is relieved of their visual supervision responsibility, a verbal confirmation of visitor hand-off must be established to the assuming employee. A Catalyst Cannabis Co. employee will deliver the organizational visitation policies and procedures to all visitors upon intake. Per the visitor escorting and visual surveillance protocols, each individual will be instructed to not touch marijuana or marijuana product while on the licensed premises. ~~Catalyst Cannabis Co. visitation conditions will be posted to the logbook each visitor will sign, acknowledging acceptance of our organizational policies regarding visitor rules and regulations.~~

Section 4C

IP reporting and grounded telephone lines will be utilized to their fullest capabilities to back up the GSM radio to ensure that communication to our monitoring station(s) will be real time while removing default delays during programming. Furthermore, Catalyst Cannabis Co.'s alarm system, access control devices, and video surveillance infrastructure will be supported with an auxiliary battery system that provides full operational viability during a total AC power loss incident for up to 48 hours.



Alaska Marijuana Control Board
**Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store**

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

What is this form?

This operating plan supplemental form is required for all applicants seeking a retail marijuana store license and must accompany the **Marijuana Establishment Operating Plan (Form MJ-01)**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 3** of the **Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of those 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 and 3 AAC 306.315(2).

What additional information is required for retail stores?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Prohibitions
- On-site consumption
- Displays and sales
- Exit packaging and labeling
- Security

This form must be submitted to AMCO's main office before any retail marijuana store license application will be considered complete.

Section 1 – Establishment Information

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

| | | | | | |
|--------------------|-----------------------------|-----------------|--------|------|-------|
| Licensee: | Broken Dirt, LLC | License Number: | 11638 | | |
| License Type: | Retail Marijuana Store | | | | |
| Doing Business As: | Catalyst Cannabis Company | | | | |
| Premises Address: | 9900 Old Seward Highway, #4 | | | | |
| City: | Anchorage | State: | ALASKA | ZIP: | 99515 |



Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
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<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Section 2 – Prohibitions

Applicants should review 3 AAC 306.310 and be able to answer “Agree” to all items below.

The retail marijuana store will not:

Agree Disagree

Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product in a quantity exceeding the limit set out in 3 AAC 306.355

☒ ☐

Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet

☒ ☐

Offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample

☒ ☐

Offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation

☒ ☐

Allow a person to consume marijuana or a marijuana product on the licensed premises, except as provided in 3 AAC 306.305(a)(4)

☒ ☐

Describe how you will ensure that the retail marijuana store will not sell, give, distribute, or deliver marijuana or marijuana product to a person who is under the influence of an alcoholic beverage, inhalant, or controlled substance:

Catalyst Cannabis Company's approach to ensure marijuana or marijuana product are not distributed to a person who is under the influence of an alcoholic beverage, inhalant, or controlled substance starts with education and training. All employees will be required to pass a marijuana handler's course and receive a marijuana handler card before starting employment with Catalyst. Additionally, employees will receive training that will describe in depth our security protocols, and our security operating procedures. Employees will receive handbooks and other written or down-loadable resources specific to their position which include ways to identify impaired individuals and the steps to take once an impaired person is suspected or recognized.

All customers entering in to our Retail Store will have interactions with at least two people. This not only gives a very personal, one on one experience it also allows Catalyst employees to recognize and evaluate any abnormal behaviors such as impairment. Once a customer enters through the main entrance they will be greeted by the receptionist in our lobby. The receptionist will check approved government issued IDs and visually assess customers for signs of impairment. Customers will then be escorted by a budtender or another Catalyst employee to the retail floor. The retail floor is connected to the lobby through a secure door that can only be opened by Catalyst employees. If the receptionist suspects or identifies that a person is under the influence an alcoholic beverage, inhalant, or controlled substance, they will ask the person to leave the premises and the on duty Retail Manager will be notified immediately. If a retail budtender recognizes visual signs of impairment they will also be instructed to ask the customer to leave and will escort them out through the secured door on the retail floor and out of the building, and the retail manager on duty will be notified immediately.



Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store

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Section 3 – On-site Consumption

Yes No

Do you plan to request approval of the board with your initial application to permit consumption of marijuana or marijuana product in a designated area on the proposed premises?

☐☒

If "Yes", describe how you ensure that only marijuana or marijuana products that were purchased at your proposed premises are being consumed, per 3 AAC 306.305(a)(4):

Section 4 – Displays and Sales

Describe how marijuana and marijuana products at the retail marijuana store will be displayed and sold:

Marijuana and Marijuana products will be only accessible by Catalyst Cannabis Company employees. Products will be displayed in secured, locking cases and/or on shelves behind the POS/restricted access area only accessible by Catalyst employees. All point of sale areas and product display cases will be under video surveillance. Product located in the display cases can will be moved nightly at closing into secured product storage. If in ~~The product will be taken out of secured product storage~~, product can be and placed into retail display cases prior to opening each morning. All products will be labeled and packaged in according to AAC 306.345, 306.470, 306.475, 306.565 and 306.570.

Customers will have the option to either purchase pre-weighed marijuana in labeled containers or purchase marijuana deli style. Prepacked marijuana will be in secured cabinets only accessible by Catalyst employees. Deli style containers will be on display and only accessible by Catalyst employees. Deli style orders will be weighed on a certified scale before transferring to a labeled container.

All marijuana and marijuana products will leave the store in opaque, re-sealable, and child resistant packaging.

Edibles or other products requiring refrigeration will be on display in refrigerators behind the service counter only accessible by Catalyst employees.

Budtenders will ensure each customer leaves with compliant packaged goods and labels describing items purchased.