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:

- 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:	Alaska Wild Coyote, Inc.	**MJ License #:**	12471		
License Type:	Marijuana Concentrate Manufacturing Facility				
Doing Business As:	AMG Concentrates				
Premises Address:	838 Bonanza Avenue				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99518

Mailing Address:	610 C Street, Suite B-1				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99501

Designated Licensee:	Carmen S. Villamides		
Main Phone:	907-297-9098	**Cell Phone:**	907-297-9098
Email:	silvia@gci.net		

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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:

Prior to anyone entering the licensed Marijuana Concentrate Manufacturing Facility, the person must present a valid photographic identification which may include either an unexpired, unaltered passport; 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, or an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. If the person does not have one of the valid identification form listed above, showing they have reached the age of 21 or more, they will be denied access to the Marijuana Concentrate Manufacturing Facility.

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:

Entry to the Marijuana Concentrate Manufacturing Facility can only be accessed by entering the Marijuana Cultivation Facility that is co-located in the same building. Only an owner, operator, agent of the company, or limited employees of the company, will have the ability to allow anyone entry into the building. All restricted access areas will have a locked door that can only be accessed by keys, access code, or an access card, which only a licensee, limited employees, or an agent of the marijuana establishment will have access to. Each door to a restricted access area will have a sign on the door stating "Restricted Access Area. Visitors Must Be Escorted". The entrance will also be constantly monitored by a surveillance camera as required under 3 AAC 306.720.

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

A visitor that wishes to enter a restricted access area must first show identification as required in3 AAC 306.350 to prove that they are 21 years of age, or older. A log will be kept and maintained of all visitor's, including name, date, and time of each visit. There will also be a hard, and digital copy kept of each visitor's form of identification, as well as the information required by the 3 AAC 306.350. Each visitor will be required to obtain, and wear a current visitor identification badge before entering any restricted access area, and shall be escorted at all times by a licensee, an employee, or an agent of the marijuana establishment who will also be wearing an identification badge bearing that persons photograph. No more than five visitors will be allowed for each licensee, employee, or agent of the licensee who is actively engaged in supervising any visitors in a marijuana establishment.

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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:

AMG CONCENTRATES

ARMANDO GONZALEZ

HANDLER'S PERMIT # 12132

AMG CONCENTRATES

VISITOR

Name:_____

Date:_____

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:

The Marijuana Concentrate Manufacturing Facility will have adequate exterior lighting, strategically placed, to provide a clear view for a minimum distance of 20-25 feet around each entrance to the exterior of the facility. This will provide sufficient lighting for surveillance cameras placed in that area to allow for the clear and certain identification of any person, or activity in that area at all times.

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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:

Our Marijuana Concentrate Manufacturing Facility will be secured by an authorized, and licensed security company. There will be a security alarm system on all exterior doors to the facility. There will be no windows on the exterior of the Marijuana Concentrate Manufacturing Facility in order to prevent any possibility of entry through a window. The security alarm system will be equipped with motion detectors in certain areas, infra-red cameras, and a panic button. The security for the premises will comply with all requirements under 3 AAC 306.715(a-d).
There will be no windows in our licensed Marijuana Concentrate Manufacturing Facility. Our Facility will be secured by ADT, or another authorized, and licensed security company. All exterior doors will be commercial grade, and will have nonresidential locks. There will be a security alarm system on all exterior doors to the marijuana cultivation facility. The alarm system will also include motion detectors. If there is any unauthorized breach of security at any exterior entry to the premises, ADT, or another authorized, and licensed security company, will immediately notify law enforcement, as well as the licensee, and/or any authorized agent(s). The licensee will then go to the licensed premises to meet law enforcement personnel who will secure the building, and will notify AMCO as soon as reasonably possible, but no later than 24 hours after any unauthorized breach, or the establishment's knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises. Once it is secure, the alarm system will be reset, and the security company will be notified. This system will be monitored 24 hours a day every day of the year.

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

There will be an alarm system, and video surveillance monitoring in all areas where required by 3 AAC 306.720 and 3 AAC 306.725, including any area where marijuana is processed in any manner, packaged, or stored, or where marijuana waste is destroyed. Our marijuana establishment will use a marijuana inventory tracking system, and the marijuana will be continually tracked until it is either destroyed, identified and tracked for testing, transferred to another licensed marijuana establishment, used in a marijuana product, or to a completed sale to a retail store or processing manufacturer. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745. When marijuana, or marijuana product is transferred to another marijuana establishment it will have a shipping manifest that will stay with the marijuana until it is delivered, and a copy will be given to the marijuana establishment that accepts delivery. The original shipping manifest will be retained for our records. We will require background checks for all employees. Additionally, we will be checking references and interviewing potential employee's to determine if they are the right candidate for employment, i.e. honesty, reliability, cleanliness, etc. We will require random drug testing for employees. The METRC system, surveillance cameras, Handler Permits, Transport Manifests, and restricted access areas will also help prevent diversion of any marijuana or marijuana product from the Marijuana Concentrate Manufacturing Facility. There will be an alarm system, and video surveillance monitoring in all areas where required by 3 AAC 306.720 and 3 AAC 306.725, including any area where marijuana is processed in any manner, packaged, or stored, or where marijuana waste is destroyed. Our marijuana establishment will use a marijuana inventory tracking system, and the marijuana will be continually tracked until it is either destroyed, identified and tracked for testing, transferred to another licensed marijuana establishment, used in a marijuana product, or to a completed sale to a retail store or processing manufacturer. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745. When marijuana, or marijuana product is transferred to another marijuana establishment it will have a shipping manifest that will stay with the marijuana until it is delivered, and a copy will be given to the marijuana establishment that accepts delivery. The original shipping manifest will be retained for our records. We will require background checks for all employees. Additionally, we will be checking references and interviewing potential employee's to determine if they are the right candidate for employment, i.e. honesty, reliability, cleanliness, etc. We will require random drug testing for employees. The METRC system, surveillance cameras, Handler Permits, Transport Manifests, and restricted access areas will also help prevent diversion of any marijuana or marijuana product from the Marijuana Concentrate Manufacturing Facility.

3.7. Describe your policies and procedures for preventing loitering:

There will be exterior lighting to facilitate surveillance at all times, as well as a security alarm system on all exterior doors. There will be continuous monitoring of the video surveillance cameras, and anyone seen loitering on the outside premises of the building will be asked to leave the property immediately. There will also be signs posted on the exterior of the building that state "No Loitering" If any person continues to loiter after being asked to leave,the proper authorities will be called to trespass the loiterer.

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. [Initials]

AMCO Received 12/19/2018
AMCO Received 12/21/2018

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. [9]

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. [9]

3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application. [9]

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). [9]

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:

Video surveillance cameras at the licensed Marijuana Concentrate Manufacturing Facility will be placed in proper positions over each exterior and interior entrance of the facility to have a clear view that covers a minimum of a 20 foot area on both the interior and exterior of each of the facilities entrances, and produces a clear view adequate to identify any individual inside the licensed premises. Video surveillance cameras will also be placed to cover each restricted access area, and each restricted access area entrance inside the facility. Video surveillance cameras will be placed in each room facing the primary entry door in adequate fixed positions, at a height that will provide a clear, unobstructed view of the regular activity without a sight blockage in order to allow for the clear and certain identification of any activity in the area at all times, in any area where marijuana or marijuana concentrates is processed, stored, packaged or marijuana waste is destroyed.

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 video surveillance equipment and records will be housed and stored in a separate locked and secure room that is only accessible to authorized personnel, law enforcement, or an agent of the board. The door will be a metal security door that can only be accessed by using a key, or entering an access code into the keypad lock on the door. If there is an access code used for a keypad lock, it will only be known by the licensee, and/or an authorized agent of the marijuana establishment. Each surveillance recording will be preserved for a minimum of 40 days, in a format that is easily accessed for viewing. If AMG Concentrates decides to use an offsite monitoring service, and offsite storage of video surveillance records, the security requirements at the offsite facility must be at least as strict as onsite security requirements described under 3 AAC 306.720.

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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)*; [g]

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;** [g]

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

d. **records related to advertising and marketing;** [g]

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

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

g. **all records normally retained for tax purposes;** [g]

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;** [g]

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

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

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 books and records necessary to fully account for each business transaction conducted under this license will be maintained and kept in a locked and secure office that is only accessible by specified owners, employees, or agents of the marijuana concentrate manufacturing facility. All electronic records will also be backed up on an external hard drive. A minimum of 6 months of the above records will be kept and maintained on the marijuana establishment's licensed premises in the locked and secured office. All required records listed under 3 AAC 306.755, including a current employee list, business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises, records relating to advertising and marketing, a current diagram of the licensed premises including each restricted area, a log recording the name, date, and time of entry of each visitor permitted in a restricted access area, all records retained for tax purposes, accurate and comprehensive inventory tracking records, and all transportation records for marijuana and marijuana products will also be maintained in the locked and secured office that is only accessible by specified owners, employees, or agents of the marijuana concentrate manufacturing facility to prevent them from being lost or destroyed.

AMCO Received 12/19/2018
AMCO Received 12/21/2018

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. g

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

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. g

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. 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, 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. 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. g

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. g

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. g

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

Each potential employee will be screened by an agent of the company to assess what their current qualifications are, if they have any experience in the area of marijuana concentrates manufacturing that they are applying for, what their background is, and whether or not they appear to have good hygienic practices and personal cleanliness in their appearance and dress. If a potential employee does not have any experience or expertise in the marijuana concentrate manufacturing position that they are applying for, but appear to be a good prospect for employment, they will need to go through a training course either given by a professional employment service, or be trained by an agent of the company in all aspects of the concentrate manufacturing process, use of all equipment, i.e. closed-loop extraction system, and any training in the Standard Operating Procedures of the facility. Aplicable MSD sheets will also be readily available.

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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. [g]

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. [g]

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. [g]

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). [g]

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:

Our Marijuana Concentrate Manufacturing Facility will produce all concentrate products using approved water-based, food-based, or solvent-based methods of extraction, to comply with 3 AAC 306.555. The marijuana concentrate products will then be stored for testing, and after the test results determine the products meet the requirements (3 AAC 36.550), and potency limits (3 AAC 306.560) of each tested product, the product will then be packaged and labeled for resale to a retail store, and the packaging will comply with the requirements under 3 AAC 306.565 and 3 AAC 306.370. Our Marijuana Concentrate Manufacturing Facility will affix a label to each package of marijuana concentrate sold to retail stores that contains all statements and information required under 3 AAC 306.570(c-d) Each package of marijuana concentrates will be identified by a tracking label generated for tracking by the Marijuana Concentrate Manufacturing Facilities marijuana inventory tracking system. All marijuana concentrates will be prepared for transport to a retail marijuana store according to the requirements under 3 AAC 306.565(c-e). The transport manifest will remain with the marijuana concentrates at all times while being transported. A copy of the transport manifest will be given to the licensed marijuana retail store that receives the shipment. The individual transporting marijuana shall have a handler permit required under 3 AAC 306.700. We will have van, or vehicle, equipped with a custom built metal storage cage built into it. The storage cage will be a locked and secure container, and nobody will have access to opening the cage except the assigned driver.

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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. [g]

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. [g]

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. [g]

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. [g]

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. [g]

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. [g]

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

Section 9 – Signage and Advertising

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

We will have one sign posted on the Marijuana Concentrate Manufacturing Facility. The sign will comply with all requirements under 3 AAC 306.360. The sign will include the company name, DBA name, logo and other company/product information. The dimensions of the sign will not exceed 4800 total square inches.

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

AMG CONCENTRATES

We intend to do minimal advertising for our Marijuana Concentrate Manufacturing Facility. We will be using social media, an Internet website , business cards, and business flyer's. No radio or television advertising is anticipated.

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Armando R. Gonzalez
Printed name of licensee

NOTARY PUBLIC
TAMMY D. WATSON
STATE OF ALASKA
MY COMMISSION EXPIRES January 17, 2021

Notary Public in and for the State of Alaska

My commission expires: 1-17-21

Subscribed and sworn to before me this 13th day of June, 2018.

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(Additional Space as Needed):

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