Alcohol and Marijuana Control Office
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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:	Michael A. Browning	**MJ License #:**	21810		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	The OG Store				
Premises Address:	Mile 312.1 Parks Highway				
City:	Nenana	**State:**	Alaska	**ZIP:**	99760

Mailing Address:	PO Box 516				
City:	Nenana	**State:**	Alaska	**ZIP:**	99760

Designated Licensee:	Michael A. Browning		
Main Phone:	907-687-6691	**Cell Phone:**	907-687-6691
Email:	freetoburma@yahoo.com		

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

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

All identification will be checked to prevent persons under the age of 21 from gaining access to any portion of licensed premises and marijuana items.
The licensed premises will not be opened to the general public, and all doors will remain locked. Facility will only be accessible to licensee and authorized employees with the exception of authorized & escorted visitors (i.e. Marijuana Control Board staff). There will be signs posted at entrance stating "no one under 21 allowed".

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:

Any visitor to the restricted access area must show identification as required in 3AAC 306.350 to prove that a person is 21 years of age or older; obtain a visitor identification badge before entering the restricted access area; be escorted at all times by a licensee, or employee of the marijuana establishment.
Restricted access areas will have a sign "Restricted access area. Visitors must be escorted."

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

Visitors must show proper i.d. and are 21 years of age and older and sign into the visitors log, recording their personal information. If there is just cause and the visitor fulfills each legal requirement the licensee or employee of the facility will then escort the visitor through each practical area of the facility, the licensee or employee will be present with the visitor at all times and will have them sign out of the premises and escort them from the building.
A record off all visitors will be kept on premises for a minimum of 6 mos. and archived for minimum of 3 years.
This facility shall limit the number of visitors to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors. Visitors will be given visitor badges.

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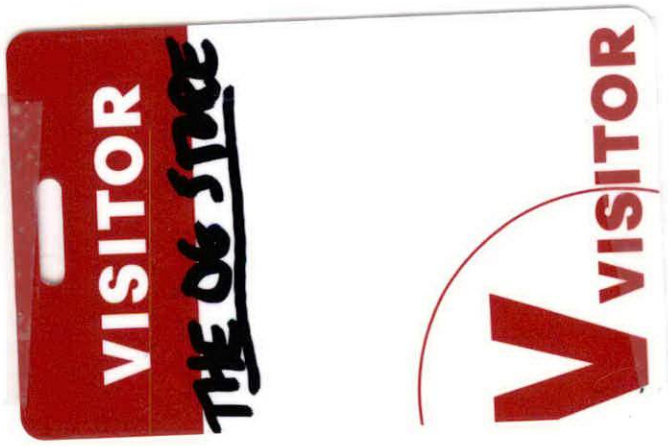
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

The OG Store
XX NAME XXX
Supervisor

We will wear our state i.d. badge for i.d. in a badge sleeve with a carabiner badge retriever.



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 facility will have fixed lights placed around the perimeter to ensure there is a clear and quality video of anyone who approaches within 20 feet of any exterior entrance.

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

The entry points will have commercial grade, non-residential door locks to the licensed premises.

The security system will cover all points of entry to deter & prevent unauthorized entrance to the facility. The alarm system will be active at all times that the facility is closed. Any event that occurs on the licensed premises that involves law enforcement will be promptly reported to AMCO enforcement via email immediately if possible & if not possible within 24 hours of incident.

When the alarm system alerts of an unauthorized breach, the licensed premises will call 911, State Troopers and the Marijuana Control Board if any circumstance indicates theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises.

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

Diversion of marijuana will also be prevented by tracing the entire growing process. Clones will be tagged & lotted & traced through entire growing process. A system will be in place to also track flower & waste from the facility to ensure no diversion takes place. Trusted licensee will be present at all time of operation to ensure these processes are followed.
There is security camera coverage in each room to prevent diversion of marijuana or marijuana product, including by employees.

3.7. Describe your policies and procedures for preventing loitering:

There will be signage stating "no loitering" & that the premises is under video surveillance. Law enforcement will be notified if vocal warnings are not effective. Security camera footage will be regularly viewed to ensure that loitering is not occurring.

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. MAB

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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. MAB

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. MAB

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

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). MAB

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:

Surveillance cameras will be installed to recored a full view of the exterior of the premises such that individuals and activities can be clearly identified without blockage of lighting fixtures or other equipment as described in 3AAC 306.720(b)
Cameras will be placed throughout the interior and exterior premises. Each camera will be placed in a fixed position which will provide a clear, unobstructed view of the regular activity without sight blockage as described in 3 AAC 306.720(b)

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:

Surveillance recording equipment will be housed in a locked cabinet in a secure area that is accessible only to authorized marijuana licensee and law enforcement personnel including and agent of the MCB.
The video surveillance recording equipment records will be located in our office/surveillance room. The office will be secured. Records will be housed in a locked, metal security cabinet. The licensee or other authorized personnel will be available during all business hours to allow access of these records to law enforcement or an agent of the board.

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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)*; MAB

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;** MAB

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

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

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

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

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

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;** MAB

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

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

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:

As required by 3 AAC 306.
All required records will be backed up onto an external hard drive, in conjunction with being held on the desk top computer within the office. Paper records of each transaction under the license for the current year and 3 preceding calendar years, as well as all records for the last 6 months will be filed on premise.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

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

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

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

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

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. MAB

Section 6 – Employee Qualification and Training

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

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

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

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. MAB

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. MAB

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

The federal law concerning marijuana will be discussed. Standards and procedures will be given to each person to ensure a safe & streamlined work environment to include particular statues & regs. with specific AK laws. Training is always ongoing.

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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.	MAB
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.	MAB
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.	MAB
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).	MAB

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:

The marijuana inventory tracking system will be used to record type, amount & weight of marijuana being transported & the name of the transporter, make, model, & license plate number of the transporting vehicle will all be included on a printed transport manifest. Marijuana will be in a sealed and in a locked storage compartment.

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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. MAB

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. MAB

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. MAB

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. MAB

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. MAB

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. MAB

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

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

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

This cultivation facility will not post a business sign on the exterior of the location. Signs on the exterior of the location "Restricted Access Area. Visitors must be escorted" signs will be posted on exterior entrance and on the interior door from the office to restricted cultivation area required by regs.
Nobody under 21 allowed. No loitering.

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

No advertising will be done at this time only phone calls to retail stores.

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

Signature of licensee

Michael Anthony Brown Jr

Printed name of licensee

SEAL OF THE TRIAL COURTS OF THE STATE OF ALASKA FOURTH JUDICIAL DISTRICT

Notary Public in and for the State of Alaska

My commission expires: with office

Subscribed and sworn to before me this 2 day of December, 2020.

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