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:	Greg Lowell Miller	**MJ License #:**		24714	
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Cabin Bud				
Premises Address:	1125 West Gail Drive				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Mailing Address:	1125 West Gail Drive				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Designated Licensee:	Greg Lowell Miller		
Main Phone:	907-715-1831	**Cell Phone:**	907-715-1831
Email:	miller.greg@live.com		

AMCO

MAR 11 2021

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:

1. Visitors must present a valid I.D. (state drivers License, state issued I.D. Card, Government I.D. or passport) prior to entering the licensed premises. All valid I.D.s must be unaltered. No other documents will be considered valid.
2. Any person without valid identification will not be allowed within the licensed premises or any restricted access areas.

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:

The facility will not be open to the public. An eight foot high fense around the enitire premises with locked doorway into facility. Security System will notify Licensee of any unauthorized entry into the facility. Cameras covering all sides and entries of the facility Commercial exterior Lighting and infrared capable Cameras will be employed. motion sensors will also be installed inside the facility. Each entrance will have a Restricted access area sign posted

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

1. Determine if the purpose of visit is business essential.
2. screen identification for age 21 years or above. Sign visitors Log, issue visitor I.D. Badge.
3. escort visitors in accordance with 3 AAC 306.710 at all times. not more than five visitors per Licensee. The Licensee will wear a current identification badge bearing their photograph.
4. Collect visitors I.D. badge, and ensure visitors Log is updated with departure time upon completion of visit.

AMCO

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:

Employee: Name
Handler Card # _____
Badge # _____
Position: employee
owner
Agent

this badge must be visible at all times while on Restricted premises

Licensee, employee, or Agent Shall wear ID badge while in the restricted areas.

VISITOR
IDENTIFICATION
BADGE

This badge must be visible at all times while on restricted premises.

Visitors must wear the visitors ID badge while in the restricted areas.

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:

Commercial type lighting will illuminate all sides of the facility and at minimum twenty feet of each entrance. Lighting will not be placed in areas that will impede or block required camera angles. Exterior lighting will facilitate premises surveillance.

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:

facility will be Secured by electronic equipment installed by Cordoso Integrated Security (C.I.S.). The alarm system will consist of a master control panel, doors and windows on exterior of facility will have sensors, motion sensors to cover entire facility. While facility is closed for business the security system will be activated and will detect unauthorized entrance to the facility. An audible sound will be emitted inside and outside the facility. The Licensee is notified by Security Company of the breach as well as law enforcement. AMCO will be notified within 24 hours of any unauthorized access to the premises. AMCO will be notified within 24 hours if Licensee has knowledge of evidence or circumstances of possible theft, diversion or unexplained disappearance of marijuana marijuana products or money from the facility.

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

owner, employees, visitors, and all others will be held to a zero-tolerance policy on the diversion of marijuana. The electronic tracking system will be used to ensure diversion of marijuana does not occur throughout the cultivation, packaging, testing, and selling as well as disposal process. Any suspected diversion will be immediately investigated AMCO will be notified within 24 hours and all evidence reviewed. If diversion has occurred law enforcement will be notified and responsible person or persons will be prosecuted of crimes.

3.7. Describe your policies and procedures for preventing loitering:

Signs will be posted "NO TRESPASSING" and "NO LOITERING PERMITTED". Signs posted "VIDEO MONITORED". Video surveillance of the exterior areas will be available to employees inside the facility. Anyone found loitering will be asked to leave if they refuse law enforcement will be notified.

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. GM

AMCO

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. GM

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. GM

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

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). GM

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:

Security dome network cameras will be employed inside the facility positioned to provide clear unobstructed viewing of the restricted area. Exterior cameras will provide identifying viewing of perimeter fencing and within 20 feet of exterior entrance.

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:

All video surveillance will be stored in a digital format on a local device. A minimum of 40 days of recording will be maintained on-going basis. Server rack, will consist of a wall mounted lockable cabinet containing all necessary computer components. The cabinet will be located within the main work area of the facility. Only authorized personnel will be able to access the video surveillance equipment.

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)*; GM

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;** GM

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

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

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

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

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

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;** GM

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

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

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:

A fire rated safe will protect and preserve essential physical records. Daily data back-ups of all product tracking and surveillance data will ensure continuity of daily operations in the event of equipment failure. The electronic video storage is password protected to prevent any alterations. The security system will generate a daily open/close report by user. all systems are programmed with password lockout protection. The security room housing all supporting security and camera equipment will be insulated and temperature controlled to insure the integrity of all security supported hardware for the licensed facility

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. GM

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

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. GM

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. GM

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. GM

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. GM

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

A thorough review all AMCO regulations pertinate to Limited Marijuana Cultivation, all Security Proceedures and cultivation process procedures from seed to sale.

AMCO
MAR 11 2021

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. GM

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. GM

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. GM

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). GM

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:

when harvested bud, flowers, clones or cuttings or leaves and trim may be combined in harvest batches of distinct strains not exceeding 5 pounds. Each batch is assigned an inventory tracking number, clones or cuttings limited to 50 or fewer plants identified by tracking number. Each sale and transport of each batch will be recorded in the facilities marijuana inventory tracking system. The record will include type, amount and weight of marijuana, the name of transporter and time of delivery. The marijuana will be in a tamper evident metric packaging. The locked, safe, and secure storage compartment will be bolted to the floor of the transport vehicle. Alternate transport options are contract transportation/security.

License # 24714

AMCO MAR 11 2021

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. GM

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. GM

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. GM

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. GM

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. GM

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. GM

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

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):

No signs will be posted other than the NO TRASPASSING and NO Loitering also VIDEO MONITORED

AMCO
MAR 11 2021

Form MJ-01: Marijuana Establishment Operating Plan

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 used.

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

Greg Miller
Signature of licensee

Greg Miller
Printed name of licensee

Notary Public
LAUREN GALDERIO
State of Alaska
My Commission Expires Dec. 1, 2022

Lauren Galderio
Notary Public in and for the State of Alaska

My commission expires: 12/01/2022

Subscribed and sworn to before me this 11th day of March, 20 21.

AMCO
MAR 11 2021