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:** | Steven Duprey | **MJ License #:** | 21463 | | |
| **License Type:** | Limited Marijuana Cultivation Facility | | | | |
| **Doing Business As:** | Rock Solid Buds | | | | |
| **Premises Address:** | 48235 Miracle Ave | | | | |
| **City:** | Soldotna | **State:** | Alaska | **ZIP:** | 99669 |

| | | | | | |
|---|---|---|---|---|---|
| **Mailing Address:** | P.O. Box 1494 | | | | |
| **City:** | Kenai | **State:** | Alaska | **ZIP:** | 99611 |

| | | | |
|---|---|---|---|
| **Designated Licensee:** | Steven Duprey | | |
| **Main Phone:** | 907-394-5297 | **Cell Phone:** | 907-394-5297 |
| **Email:** | stevenduprey@live.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:**

1. Any person allowed entry into the premises or allowed around any marijuana items will be required to provide valid identification. 2. Any personthst does not meet requirements of any portion of 3AAC 306 shall be DENIED access. 3. All "visitors" shall be escorted at the ratio not to exceed 1 escort to 5 visitors in accordance with 3 AAC 306.710.
Any person under the age of 21 shall be denied entry This shall satisfy the standards set forth in 3 AAC 306.710

## 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:**

1. All exterior doors shall be locked 2. Exterior shall have lighting to help with surveillence. 3. Cameras shall be installed and monitored off site by a professional security company. the company will be required to notify me immediately as to any issues detected by calling my cell phone which will allow an appropriate response. 4. The Cultivation Facility will be in Close proximity of my home, which is Private Property. No trespassing signage shall be posted. 5. Restricted Access Areas shall have signage posted open all entrances. All "Restricted Access Areas " signs shall include "Visitors must be Escorted and Rock Solid Buds Lic # 21463" on them. 6. All doors will be commerial grade, with dead bolts lock sets installed, along with a locking push bar on the inside of the door that will self lock when a person exits. 7. Doors shall also be alarmed thru the same professional security company that will monitor the cameras. 8. The facility shall have no windows that will allow a person to physically enter thru them. If an unauthorized entry occures Law Enforcement shall be called and the M.C.B. shall be notified within 24 hours per 3 AAC 306.715

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

Only "visitors" that shall be allowed access to the Restricted Access Area will be those on Official Business: Law Enforcement, Members of the M.C.B. , Owners of dispenseries whom are perspective clients, or Craftsmen to do building maintenence. This is a Restricted Access Area and my first priority is SECURITY.
1. All "visitors" shall be required to provide valid Identification. 2. They will be entered into a visitors log, which shall record the date, time of entry/exit, their full name, and the reason for the visit. 3. I will make them a visitors badge which they shall be required to wear which will be collected when they exit the area.
this is per 3 AAC 306.710

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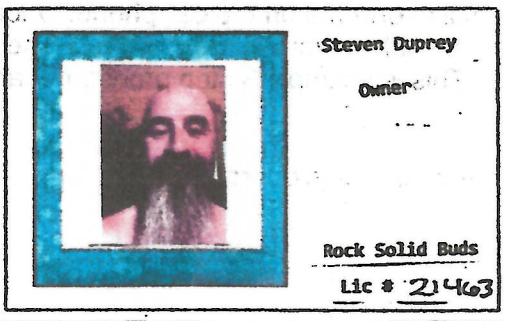
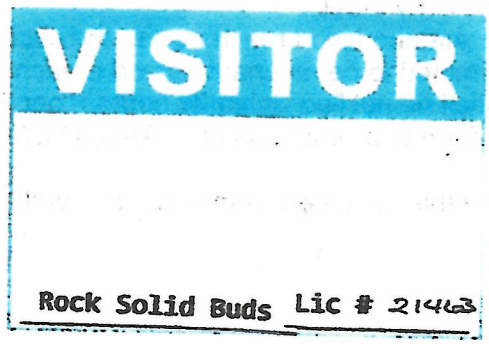
**3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:**

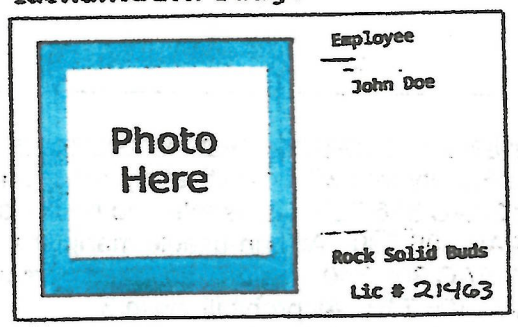
Prior to entry any "visitor" shall be issued a visitors badge AFTER the visitor provides a valid form of Identification proving they are at least 21 years of age. The visitor shall be escorted the whole duration. Upon leaving my facility I will retain the visitors badge.

PLEASE SEE SAMPLE BADGES for Owner, Employee, Agent and "visitor". This shall satisfy 3AAC 306.710

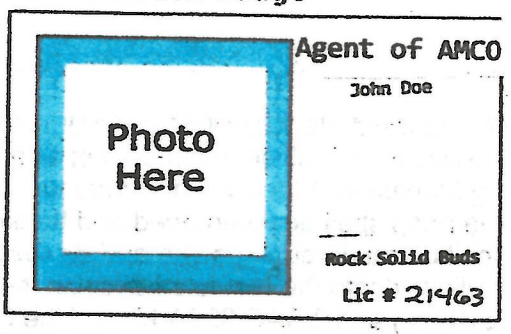



Identification Badge




Identification Badge




**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:**

1. All exterior lights shall be LED. 2. There shall be "eyes' on them that will turn them on when low light occurs to facilitate surveillance. 3. The installed cameras shall be able to operate in low light situations, both internal and external cameras shall be employed. as required by 3 AAC 306.715 (b) (1)



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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:**

1. All entrances/exits and any openings including windows shall be alarmed and monitored by a professional security company of my choosing. Monitoring and storage of video shall be offsite for enhanced security reasons. This will allow a better response should an incident occur while I am away from the site and the video will not be able to be stolen or tampered with..
2. The system can also be upgraded due to business needs or regulation changes, to insure the security of my facility.
3. If an unauthorized breach occurs the security company shall inform me on the cell phone. Once it is determined to be an unauthorized breach, Law Enforcement shall be immediately notified. The MCB shall be notified within 24 hours per 3 AAC 306.715 This is a simple 3 step procedure and will conform to all subparts of 3 AAC 306.715.

I will use this documents language in a written policy after the business is operational.

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

Video Surveillance shall be conducted in all areas of the Facility that will be cultivating, processing or storing Marijuana. Video will be randomly viewed per 3AAC 306.720. All usable and non-usable marijuana parts shall be inventoried and tracked per 3 AAC 306.730. All non-usable marijuana waste shall be rendered unusable and disposed of per 3 AAC 306.740. No unauthorized persons shall be allowed into the restricted access area per 3 AAC 306.710 All prohibitions in 3 AAC306.405(c) and 3 AAC 306.715 shall be followed. No visitors shall be allowed to handle any Marijuana

**3.7. Describe your policies and procedures for preventing loitering:**

Private property signs shall be posted every 20 to 50 feet around the perimeter of my property, Restricted access area signs shall be posted on the doors to the Facility in accordance with 3AAC 306.770. all "Restricted Access Areas " signs shall include "Visitors must be Escorted and Rock Solid Buds Lic # 21463" on them. The restricted access area building shall also have no loitering signs on the exterior and a strict 0 tolerance policy will be followed. Loiterers shall have Law Enforcement call and they shall be prosecuted to the fullest extent posible.
3 AAC305.725 (e)

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.** SD



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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.** SD

**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.** SD

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

**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).** SD

**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 Cameras on the exterior of the building shall be placed within 8 feet of all entry/exit points along with exterior lighting that shall facilitate surveillance
All interior cameras shall be placed to allow no blind spots while allowing full area coverage allowing adequate coverage of any activities conducted by proprietor or possible employees.

This shall/will allow for the IDENTIFICATION of anyone within 20 feet of both entrances and any person whom enters the Restricted Access Area

All cameras must be able to identify any employees, the owner, or visitors. Should it be discovered not to be the case for any reason additional cameras shall be installed as an upgrade to facilitate security needs and regulatory requirements 3 AAC 306.720

**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:**

I will be using Simpisafe for cameras and door alarms. Their systems allow for remote viewing, remote responses like notification to Law Enforcement. Their systems record for 30 Straight Days then are Archieved within their system. On a set day every month I will Download the 30 days of recordings to a harddrive, which shall be kept in a fireproof safe and immediately accessable should the need arise. The current 30 days is immediately accessable and reviewable. The added bonus of the company "archieving" the recordings is that if any portion of what I save gets damaged the company will supply the archieved recordings

This will allow me to meet all requirements setforth in 3 AAC 306.7



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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)*; SD

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;** SD

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

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

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

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

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

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;** SD

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

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

**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 records shall be computerized . This will includes, but is not limited to, sales, inventory, transport recorts , and any other regulated activities like taxes. A back up shall be stored on an external/portable hard drive for a minimum of 3 years. These rocords shall be stored in a secure location in a fire proof safe, with easy access to myself. Any paper copies of any documents shall be stored in a locked metal cabinet Per 3 AAC306.755



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

## 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.** | SD |
| **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.** | SD |
| **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.** | SD |

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

Any training shall be done "On The Job" style. This will include, but is not limited to, reading system monitors, adding neutrients, adjusting lights, general house keeping, waste disposal , product processing, storage and cultivation techniques.
if an employee is hired these are the minimum I shall train for and they shall be expected to learn the requirements under 3 AAC 306.740 for disposal requirements and 3 AAC 306.730 under the recording requirements They shall be also required to understand all of AS 17.38 as well as all other parts of 3 ACC306. If an employee cannot do this they can be terminated in accordance with employment laws.



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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.** | SD |
| **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.** | SD |
| **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.** | SD |
| **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).** | SD |

| 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):**

hand sanitizer shall be supplied in the facility. If anyone needs to use the restroom they will be able to use the restroom in my house less than 50 feet away.

## 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:**

All marijuana shall be weighed, then placed into non-breakable containers. Each container shall be labeled. Labels will state: Strain Name, Weight, Business Name, License Number. Each container shall get tamper proof tape applied to it. Each container shall be placed in a locking transportation container. Once shipments are ready a Manifest shall be drafted. The manifest shall be placed into the tote and tote shall be locked with tamper proof tape applied to the tote. Only one tote per transaction shall be used. All information shall be entered into the tracking system per 3 AAC 306.750 (b)(c). Prior to transport a copy of the Manifest, a copy of my Marijuana Handlers Card, all Lab Testing records and any other necessary records, shall be placed into a manilla envelope. This will include Make and model of transport vehicle, plus the license plate number, the type, weight of the marijuana product being transported, name of the transporter, date and time of departure , expected delivery time, per 3AAC 306.750(c) There shall be no unnecessary stops and during transport the tote will be secured in the locked cab of the vehicle and no tampering will be allowed. 3AAC 306.750 (d)



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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.** SD

**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.** SD

**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.** SD

**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.** SD

**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.** SD

**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.** SD

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

## 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):**

Other than the required No Loitering, No tresspassing / Private Property signs, the Restricted Access Area/Visitors must be escorted/business name and license number on it signs and video recording in progress signs there will be no advertisements of what the business is being used for for the security of this business.

there will be 2 restricted access area signs one on each entrance, 2 video recording signs within 10 feet of cameras ; no limit on the no tresspassing/private property signs as one shall be posted ever 20-50 feet and 4 no loitering signs one on every side of the building.



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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):**

I will be using a non descript business card. It will be formatted as follows.

Rock Solid Buds
Owner Steven Duprey
License # 21463
907-394-5297
stevenduprey@live.com

As of this time I do not plan on any other advertisement and these cards will be given to prospective clients only.

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

Signature of licensee

OFFICIAL SEAL
Randi Broyles
Notary Public State of Alaska

Notary Public in and for the State of Alaska

STEVEN DUPREY
Printed name of licensee

My commission expires: 07/21/23

Subscribed and sworn to before me this 12 day of November, 2021.



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# Form MJ-01: Marijuana Establishment Operating Plan

**(Additional Space as Needed):**

The Proposed Cultivation Facility is fully complete. When my licensing starts to move forward I will schedule the installation of my security system thru a company called Simply Safe . This offers me off site storage of my video that is archieved every 30 days and accessable upon request. I feel this enhances my security and allows me to utilize my alotted space more efficiently.



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