Alcohol and Marijuana Control Office
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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:	Green Corner, LLC	**MJ License #:**	28965		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Green Corner Cultivation				
Premises Address:	1349 Warner Road				
City:	North Pole	**State:**	Alaska	**ZIP:**	99705

Mailing Address:	P.O. Box 74243				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99707

Designated Licensee:	Barbara Paschall		
Main Phone:	907-460-2128	**Cell Phone:**	
Email:	paschallb@hotmail.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:

The licensed premises of Green Corner Cultivation (hereinafter referred to as Green Corner) will be a restricted access area and not open to the public. Signage stating "Restricted Access Area: Visitors Must Be Escorted," "No One Under 21 Years of Age Allowed," and "Video Surveillance in Progress" will be posted on the building and around the premises. Video surveillance will continuously monitor and record the premises to prevent unauthorized or underage individuals from gaining access into the facility. With the exception of law enforcement, AMCO agents, or other duly authorized persons, any visitors to the facility must have a pre-scheduled tour approved by the licensee or manager. All visitors must produce a valid form of photo identification indicating they are at least twenty-one (21) years of age to enter the facility. Valid forms of identification include (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license, instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. Failure to produce valid photo identification will be denied facility access and escorted off the premises immediately. Law enforcement may be contacted to help enforce this policy, if necessary.

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 signage previously stated in Section 2.1 that will be posted around the premises will help deter unescorted public individuals from entering the facility. These signs will be no less than twelve inches (12") long and twelve inches (12") wide, with letters at least one-half inch (1/2") in height and in high contrast with the signs' background colors. Additionally, continuously recording surveillance cameras and routine perimeter patrols by a designated employee will help monitor the interior and exterior of the premises. All exterior doors will have commercial-grade locks and remain locked at all times. All visitors must have their visitor badges on their person and clearly displayed during the duration of their visit. Likewise, employees must have their facility ID badges on their person and clearly displayed at all times.

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

With the exception of AMCO personnel, law enforcement, and other duly authorized individuals, all other visitors must have a scheduled visit approved by the licensee or a designated employee. Upon arriving at the facility, visitors must provide a valid form of photo ID to confirm their identity and prove they are over twenty-one (21) years of age. Visitors will then record their full name, date, and time of entry in the visitor log, and will be given a visitor badge to prominently display on their person at all times during the tour. Visitor logs will be kept as an official business record and made available to AMCO if requested. Visitors must always be escorted and supervised by a licensee, manager, or designated employee, with no more than five (5) visitors per facility escort at any one time. At the end of the tour, visitors will record their time of exit in the visitor log, return their visitor badge, and immediately leave the premises.

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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:

<u>Security Alarm Systems and Lock Standards (3 AAC 306.715):</u>

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

Outdoor lighting will be installed throughout the premises, which will illuminate the entire exterior of the facility and its signs, while limiting light pollution in the surrounding neighborhood. Such exterior lighting will help deter mischievous activity and enhance surveillance video to record individuals up to a twenty foot (20') radius from all building entry points. All lighting fixtures will be installed at an inaccessible height to deter vandalism and prevent obstructions. The licensee or a designated employee will perform perimeter checks regularly to make sure all lights and surveillance cameras are functioning properly and have no obstructions.

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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:

Green Corner will either install, maintain and monitor or have a third party security company install, maintain and monitor a regulation-compliant alarm system. All windows and exterior doors will have sensors that, if triggered, will activate an audible alarm and send an electronic alert to the security company and the licensee. The alarm system will be active at all times when the facility is closed. Each morning, the licensee or first employee to arrive at the facility will deactivate the alarm. At the end of the business day, the licensee or last employee to leave the facility will arm the alarm system. If there is a breach into the facility during business hours, a designated employee or licensee will help evacuate the building to a pre-determined location. The licensee or a designated employee will then take a head count of all persons, including any visitors to the facility, to make sure everyone is accounted for. The licensee or designated employee will cooperate with law enforcement and comply with their directives. Once it is deemed safe to return to the facility, the licensee will accompany employee(s) back into the facility, sign any visitor out of the visitor log, obtain visitor ID badges and ask visitors to exit the premises. The licensee and employees will then inspect for damage, take inventory, and note any theft. Green Corner will submit any needed documentation to law enforcement and AMCO Enforcement. The licensee will notify AMCO Enforcement via email not more than twenty-four (24) hours after the event occurs.

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

Green Corner will perform weekly inventory counts, which will be reconciled with Metrc entries. Security cameras will continuously monitor all activity inside the licensed premises and cover all areas where marijuana is present. Green Corner will train all employees on identifying and deterring theft, inversion and diversion. If an employee is guilty of theft, inversion, or diversion of marijuana or marijuana product, law enforcement will be immediately contacted. AMCO will also be immediately notified electronically within 24 hours of the discovery of theft, inversion, or diversion.

3.7. Describe your policies and procedures for preventing loitering:

The facility will have policies in place to discourage and identify loitering. The exterior of the premises will be well-lit with outdoor lighting, as well as continuously monitored by video surveillance. Signs stating "No Loitering," Restricted Access Area: Visitors Must Be Escorted," and "Video Surveillance in Progress" will be prominently posted around the premises. The licensee and employees will perform a regular (but not scheduled) patrol of the facility's exterior perimeter and monitor the security footage. If an individual is found loitering, they will be verbally warned to immediately vacate the premises or will otherwise be escorted off the property. Law enforcement may be contacted to help enforce this policy.

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.

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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.

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.

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

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).

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:

A compliant video security surveillance system will be installed throughout the interior and exterior of the facility. Cameras will be placed at inaccessible heights and property angled to prevent obstructions from posts, fixtures, vegetation, and other equipment. Bright lighting will be used to enhance image quality. Surveillance cameras will be installed to capture the best possible facial image of those present inside the building or within twenty feet (20') of each facility door. The video security system will feature a failure notification system that will provide an audible and visual alert of a system failure. In the event of a power outage, the recording equipment will continue to run on battery backup emergency power for at least one (1) hour. The licensee or a designated employee will routinely check the surveillance cameras and subsequent equipment to ensure all cameras are properly functioning without obstructions and that all facility areas are covered by video surveillance.

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 business and surveillance records will be stored on-site in the facility office, ready to be made available to law enforcement or agents of AMCO. Video surveillance will be uploaded to a separate hard drive for longer storage, if needed to aid in any investigations. Only the licensee will have access to business records Records will be stored separately from any marijuana or currency. The security system will be password protected to defend against any data tampering. All recordings will be stored on the systems DVR for a minimum of forty (40) days and stored as business records. All recordings will include the time and date stamp and will be archived in a format that does not permit alteration of the requested images. All data can and will be made accessible for upload to a separate hard drive to maintain records for as long as necessary in the event of a civil, administrative or criminal investigation. All recordings will be available to law enforcement or AMCO agents upon request.

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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)*; BP

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;** BP

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

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

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

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

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

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;** BP

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

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

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 required six month business records will be stored in the facility office, either electronically on a hard drive or in a locked filing cabinet. The business records will only be accessible to the licensee. Records will be managed in accordance with standard retention policies to ensure that they are stored in a consistent and accessible manner. These stored records include inventory and employment logs, manifests, financial books, surveillance records, operational and regulatory documents and communications.

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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.

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

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.

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.

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.

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.

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

Aside from completing their required state marijuana handler's card training, all employees will be required to complete facility-implemented training. Training topics include (but are not limited to) learning about different types of cannabis, cannabinoids and their properties; internal policies; licensed facility buyer procedures; cleaning protocols; hygiene; diversion, inversion, and theft prevention; cultivation techniques; Metrc use; safety procedures; state statutes and regulations, and relevant North Pole codes. Federal laws concerning marijuana will also be discussed and if the need arises, each employee will be taught specific answers regarding this topic that are acceptable responses to provide to customers (marijuana licensed establishments), regulatory officers, or others to ensure that there is no legal opinion rendered but, provide information on the law in its current state. Training will commence upon initial employment and will be refreshed as needed.

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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.

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.

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.

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).

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:

All marijuana in transit will be accompanied by a Metrc-generated transport manifest. A copy of the manifest will be sent with the products, and an additional copy will filed on the premises as a business record. The manifest will contain the strain name, type of product, batch number, weight, transporter's name and their handler's ID, departure time, anticipated delivery time, and the transporting vehicle's make, model, and license plate. The transport vehicle must travel directly between destinations without making any unnecessary stops. Marijuana must be sealed in no more than ten (10) pound containers inside a locked storage compartment inside the vehicle or truck bed for wholesale transactions, and up to one (1) ounce containers for re-sale by retailers without re-packaging. Marijuana will not be visible outside the vehicle at any time during transit. The shipping container will have a label indicating a licensed testing facility tested each shipment batch and will also list the following: (1) the final testing date, (2) the cannabinoid potency profile, expressed as a range of percentages that extends from the lowest to highest percentages of concentration for each cannabinoid listed from every test conducted on that marijuana strain from Green Corner within the last three months, (3) a statement listing results of microbial testing, and (4) a statement listing the contaminants for which the marijuana was tested, including molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals. (cont. on pg 11)

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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.

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.

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.

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.

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.

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.

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

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):

Green Corner does not intend to have any signs posted with their business name on the exterior of the licensed premises.

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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):

Green Corner may use any of the following advertising mediums:

- Radio ads
- Magazines
- Social media platforms
- Newspaper ads
- Industry platforms (i.e. LeafLinks, Leafly,WeedMaps, etc.)
- Sporting events' sponsorships
- Company website

All advertisements will contain the AMCO required warning labels verbatim.

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

Signature of licensee

Barbara Paschall

Printed name of licensee

ELIJAH BERRIOS
My Commission Expires
NOTARY PUBLIC
June 20, 2023
STATE OF ALASKA

Notary Public in and for the State of Alaska

My commission expires: June 20, 2023

Subscribed and sworn to before me this 4th day of June, 2021.

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(Additional Space as Needed):

8.1 Continued: Any packaging done at the facility will be performed in a designated packaging area that is under continuous video surveillance. Packaging shall be uniform with secured and prominently displayed labels. The facility will use certified scales (in compliance with the Alaska Weights and Measures Act) and maintain registration & inspection reports at the facility. Once marijuana is packaged, it will be put into sanitized, air-tight containers that are labeled with all compliant labeling information, and then given a Metrc barcode. Plastic packaging shall be heat-sealed without an easy-open dimple, corner, flap or tab. The packaged marijuana will then be stored in a secured area until transport. All packaging will be reviewed, accepted or rejected, and recorded in the log. The licensee or a designated employee will inspect all final packages to ensure that they will secure the marijuana from contamination and not impart toxic or harmful substances. Labels will include the following: (1) Green Corner's name and license number, (2) the marijuana's harvest date, (3) the marijuana's assigned harvest batch number, (4) the marijuana's packaging date, (5) the net weight and quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system, and (6) a complete list of all pesticides, fungicides, and herbicides used in the marijuana's cultivation. Green Corner may contract a third-party transport company, and will ensure all transporters & handlers follow all regulations and have valid AMCO marijuana handler permits.

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