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:	FONTAINE BROOKS & BROWN INC	**MJ License #:**	30219		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	KGB Cultivation				
Premises Address:	8933 S Polaris Ln				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99623

Mailing Address:	PO Box 875737				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99687

Designated Licensee:	Lacey Brooks		
Main Phone:	(907)631-1368	**Cell Phone:**	(907)631-1368
Email:	fontainebrooksbrown@gmail.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 will be under 24-hour video surveillance. There will be coded entry at locked and secure doors. Only authorized personnell will have access to codes for entry. Persons under age 21 will not be allowed access to the premises.

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 licensed premises will be under 24-hour video surveillance. There will be coded entry at locked and secure doors, in addition to gated entry to the property. There will be a live-in caretaker on site and security system in place.

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

All visitors will be required to submit current, valid, photo identification. Visitors will be required to sign, date, and time-log entry to facility upon entering the main office. This record will be kept on site in the main office. Visitors will be issued a badge, escorted and supervised through the restricted access area. Individuals who do not possess a marijuana handlers card will not be allowed to physically touch or handle any plants or product.

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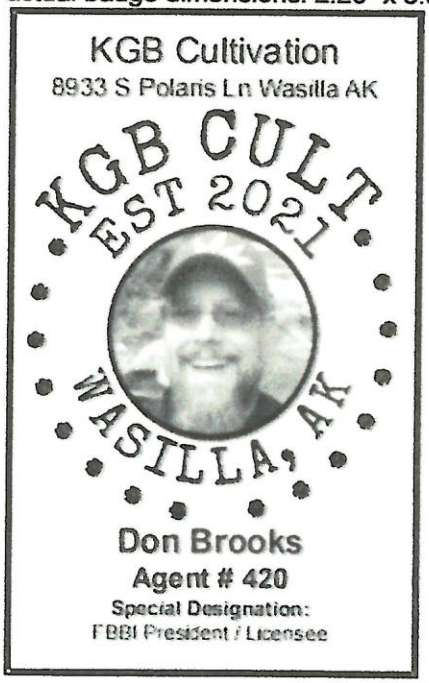
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

Marijuana Establishment Agent Badge
actual badge dimensions: 2.25" x 3.5"



Marijuana Establishment Visitor Badge
actual badge dimensions: 2.25" x 3.5"

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:

LED lighting activated by motion sensor will be installed on all sides of the building.

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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 licensed premises will be protected by a wireless alarm system and 24/7 professional monitoring. There will be contact sensor security alarms on all three exterior doors. These alarms will be activated at all times when the premises is unoccupied. The licensed premises has no windows. If the door alarms are triggered, an audible alarm will sound and agents of the marijuana establishment will receive mobile alerts via cell phone. 24/7 professional monitoring service will alert local law enforcement.

There will be a motion detector in the office, monitoring the office and the entrance to the secure room. The motion detector will be armed only when the premises is unoccupied. If the motion detector is triggered, an audible alarm will sound, agents of the establishment will receive mobile alerts, and 24/7 professional monitoring service will alert local law enforcement.

There will be a keypad to arm and disarm the alarm in the office, which acts as a second siren when the alarm is triggered. The security system provides options to set a duress code, provides a panic button feature to trigger response by law enforcement, fire, or medical personnel in the event of an emergency. The duress code and panic buttons will only be used in the event of an emergency when an agent of the marijuana establishment is present at the premises.

In the event the alarm system alerts local law enforcement of an unathorized breach of security, an agent of the marijuana establishment will arrive on the premises in person and/or speak to local enforcement telephonically as necessary.

An agent of the marijuana establishment will ensure the security of the property and that licensees/owners are aware of the security breach/contact with law enforcement within 24 hours of the event. An agent of the marijuana establishment will document any case number and officer contact information related to an unauthorized breach of security, and provide this information to licensees/owners within 24 hours.

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

All licensees, agents, and employees of the marijuana establishment will be trained in diversion prevention. There will be 24 hour camera surveillance of all licensed areas of the establishment where marijuana is present in any form. An alarm system will alert agents of the establishment and law enforcement of any unauthorized entry to the establishment when it is unoccupied.

All marijuana plants will be tagged with a tracking ID number and tracked in METRC. All marijuana will be weighed, labeled, and tracked in METRC according to regulations.

3.7. Describe your policies and procedures for preventing loitering:

Loitering on the licensed premises will not be permitted. The licensed premises is located on a gated, private property. Only authorized agents of the marijuana establishment will have access codes or keys to permit entry at the gate. Law enforcement will be contacted as necessary in the event of unauthorized or unwelcome access to the property.

Any visitation to / tours of the licensed premises by individuals who are not agents of the marijuana establishment must have prior authorization by licensees/owners. All visitors will be required to submit current, valid, photo identification. Visitors will be required to sign, date, and time-log entry to facility upon entering the main office. This record will be kept on-site in the main office. Visitors will be issued a badge, escorted and supervised through the restricted access area. Visitors will be expected to leave the premises upon the end of the visit.

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:

There will be eighteen (18) total video cameras installed: Seven (7) cameras will be placed outdoors, monitoring each entry/exit and front and perimeter of the building. Three (3)cameras will monitor the arctic entryways, a camera for each arctic entryway. Four (4) cameras will monitor the main flower room, a camera placed in each corner of the room. There will be one (1) camera monitoring the curing room, one (1) in the office, one (1) in the secure room, and one (1) in the veg room.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

The locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored is called the "secure room" on the floor plan of the marijuana establishment. The secure room will be locked at all times. Only authorized agents of the marijuana establishment will have access to the key or code to open the door. Authorized agents of the marijuana establishment will provide access to law enforcement or an agent of the Marijuana Control Board as necessary according to regulation.

All records will be kept onsite in the secure room.

A motion sensor will be installed in the office to alert agents of the marijuana establishment to unauthorized activity near the secure room when the premises is unoccupied.

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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)*;

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;**

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

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

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

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

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

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;**

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

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

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:

Electronically maintained records will be backed up and stored on hard drive in the secure room. This room will be locked at all times, and only authorized agents of the marijuana establishment will have access to the key or code to enter the room.

Hard copies of documents/business records will be kept in a locking filing cabinet. Only authorized agents of the marijuana establishment will have access to documents and business records kept in this filing cabinet. A copy of all records will be made and stored off-site after the period of required record retention expires. Copies of records and files will be constantly updated and made in duplicate for the purpose of having back up copies available when needed.

Certain authorized agents of marijuana establishment may keep some electronic records on file on a laptop computer or tablet which is property of the company. Any computer or tablet issued to an authorized agent will be password protected, and utilized for the purpose of business. Authorized agents will keep the computer or tablet on their person or in a secure location at all times. Records kept on the computer or tablet will be backed up by hard copy or on hard drive at the licensed premises.

Records will be evaluated for completeness and accuracy on at least a quarterly basis by an authorized agent of the marijuana establishment.

Accounting software will keep record of financial records.

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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):

All employees and agents of the marijuana establishment will be trained in all policies and procedures relating to safety, security, diversion prevention, and record keeping.

Employees and agents of the marijuana establishement will be provided hands-on training as needed for specific tasks they will be doing. For example, agents or employees working in the curing room will be taught how to properly trim and store marijuana for curing. Agents or employees responsible for record keeping will be trained in METRC and will be required to display a basic knowledge of computer and filing systems. Agents or employees working in the veg or flower rooms will be trained in the care and production of growing marijuana plants, specific to the proprietary methods of the licensees/owners.

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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):

n/a

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:

Marijuana will be properly cured and inspected for quality. It will be packaged in a sealed plastic bag and labeled with the type, amount and weight, the name of the transporter, time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle. A board approved transport manifest will accompany the marijuana at all times.

During transport, marijuana will be in a locked safe mounted securely in the vehicle. The safe will remain locked and the package will remain sealed during transport. The marijuana will be transported directly from the marijuana establishment to its destination (another licensed marijuana establishment).

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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):

There will be no signage posted on the establishment.

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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):

We do not intend to use paid, printed ads at this time. We may do radio ads using our name, KGB Cultivation. We may use electronic media such as a website and/or social media. We may print our own brochures, flyers, or business cards to distribute manually at events or directly to licensed marijuana retailers, manufacturers, or testing facilities.

KGB CULT. EST 2021 WASILLA, AK

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

Lacey V. Brooks
Signature of licensee

Lacey V. Brooks
Printed name of licensee

Official Seal
M. Sales
Notary Public-State of Alaska
My Comm. Expires 11/18/2023

M Sales
Notary Public in and for the State of Alaska

My commission expires: 11/18/2023

Subscribed and sworn to before me this 26th day of July, 2021.

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(Additional Space as Needed):