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 miller	**MJ License #:**	30567		
License Type:	standard marijuana cultivation facility				
Doing Business As:	alaska farms				
Premises Address:	12806 s ella louise circle				
City:	wasilla	**State:**	Alaska	**ZIP:**	99623

Mailing Address:	1125 w gail dr				
City:	wasilla	**State:**	Alaska	**ZIP:**	99654

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

Received by AMCO 9.15.21

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 Alaska Farms Operations (hereinafter referred to as Alaska Farms) premises will be a restricted access area and surrounded by an eight foot (8') tall or taller land barrier such as a chain link fence with privacy screen or similar, that will be inaccessible by an unauthorized individual on foot, vehicle, or an ATV. This barrier will block foot traffic, vehicle traffic, smell, and vision. In addition to the land barrier around the outdoor cultivation, any other areas where marijuana is being grown or processed will be in secure buildings on the premises. There will be signage posted around the premises' perimeter stating "Restricted Access Area - Visitors Must Be Escorted," "Video Surveillance in Progress," and "No One Under 21 Years of Age Allowed." Signs must be at least twelve inches by twelve inches (12"x12"), with letters at lease one-half inch (1/2") in height and in high contrast with the sign's background color. Video surveillance cameras will be visible throughout the premises and will continuously monitor for unauthorized or underage individuals attempting to access the cultivation. In order to access Alaska Farms, all visitors must produce a valid government-issued photo identification to confirm they are twenty-one (21) years of age or older. The following are acceptable forms of ID: an unexpired, unaltered passport; an unexpired, unaltered driver's license, instruction permit, or ID card of any state or territory of the United States, the District of Columbia, or a province in Canada; or an ID card issued by a federal or state agency authorized to issue a driver's license or ID card. Any individual who cannot provide a proper ID will be escorted from the premises immediately. Law enforcement may be contacted to help enforce this policy.

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 entirety of Alaska Farms is a restricted access area and not open to the public. Alaska Farms's security measures include creating a land barrier that will prevent any individual from walking in or using alternative methods of transportation to enter the premises. The only area that is not blocked by a land barrier is the driveway, which has a gate that is locked and does not allow for a visual of the licensed premises from the right-of-way. There will signs posted throughout the cultivation stating "Restricted Access Area - Visitors Must Be Escorted" and "Video Surveillance in Progress" to help deter unauthorized individuals from accessing the premises. Security cameras will continuously monitor the premises. Any buildings on the premises used for marijuana cultivation, packaging, curing, and storage will have commercial-grade locks on the exterior doors, which will remain locked at all times. All visitors must visibly wear their provided visitor badges at all times. All employees must visibly wear their facility ID badge at all times.

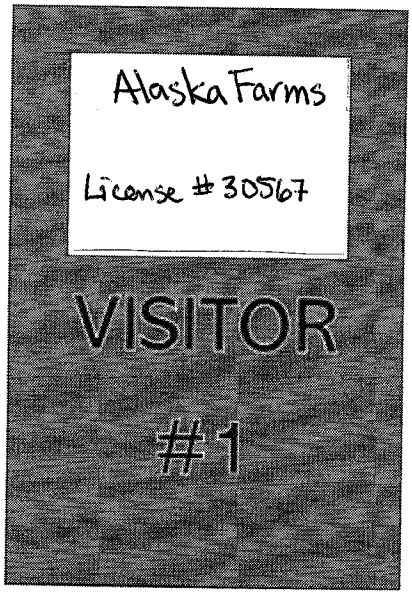
3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

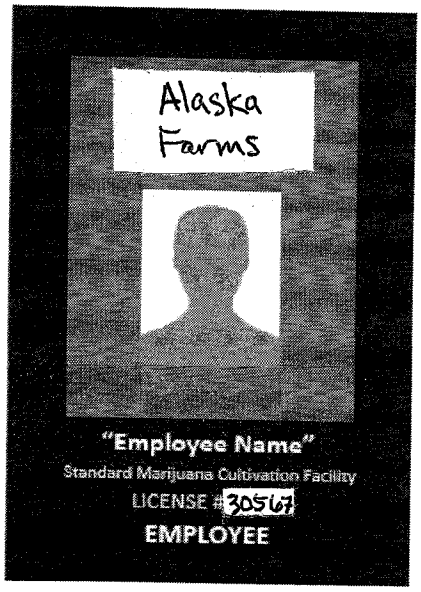
Any visitors to Alaska Farms will be required to schedule an appointment with a licensee before visiting the premises, with the exception of AMCO agents, law enforcement, or other duly authorized individuals. Per Alaska Farms's policies, visitors will also be required to call upon their arrival, and before being allowed access to the facility. Upon arrival to Alaska Farms, visitors must present to the staff a valid photo ID for inspection. After ID inspection, visitors will log into the Visitor Log, recording their name, date, entry time, and exit time. All visitor logs will be kept as an official business record and will be made available to AMCO upon request. Visitors will then be given a visitor's badge to wear visibly on their person at all times during the visit. Visitors must be escorted and monitored by a licensee or designated employee at all times, with no more than five (5) visitors per each supervising employee. At the end of the visit, all visitors must log out, return their visitor's badge, and immediately leave the premises.

License # 30567

Received by AMCO 9.15.21

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:





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:

Outdo is an outdoor cultivation in operation during the summer months when lighting is not typically an issue. The security cameras installed will be able to perform in low light conditions. A light will be placed at the entrance/exit of the property to ensure security cameras can have a clear and quality image, as well as lighting any activity during hours with no sunlight. Additionally, outdoor lighting will be installed along the land barrier perimeter and around any buildings on the premises. Light fixtures will installed at an inaccessible height to prevent vandalism and obstructions, and angled to help illuminate the premises while minimizing light pollution in the surrounding area. Outdoor lighting will allow surveillance cameras to record individuals up to twenty feet (20') from all premises' entry points. A licensee or designated employee will frequently patrol the perimeter to check that all cameras and lights are functional and in optimum positions to best enhance video recordings.

Received by AMCO 9.15.21

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:

Alaska Farms will contract with a third party security company to install and maintain an alarm system, and monitor the premises from an off-site location or Alaska Farms will install and maintain a regulatory compliant alarm system and designate a licensee or designated employee to monitor and maintain the system. Gate keeping sensors will be installed, as well as motion sensors on all windows and entry doors of facility buildings. If sensors are triggered, an audible alarms will sounds and an automatic electronic alert will be sent to the licensees and security company. The alarm system will be active at all times when the facility is closed. At the start and end of each business day, the first licensee or employee to arrive will disarm the alarm system and the last licensee or employee to leave will arm the alarm system. If there is an unauthorized entry during business hours, a licensee or designated employee will evacuate the premises to a pre-determined safe location. Once evacuated, a licensee or designated employee will take a head count of all persons, including any visitors, to ensure everyone is accounted for. The licensee or designated employee will await direction from law enforcement and cooperate with all directives. Once it is deemed safe to return, all evacuated persons will return to the premises. Employees and licensees will check for property damage and theft, and take inventory. All necessary or requested documentation will be submitted to law enforcement officials and AMCO. Any event occurring on the premises that involves law enforcement will be reported to AMCO via email within twenty-four (24) hours of discovery.

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

The entire premises will be a restricted access area and under continuous supervision with video surveillance. Video records will be stored for at least forty (40) days. Alaska Farms will conduct weekly on-hand inventory counts that will be reconciled with Metrc-generated reports. These counts will be documented and maintained as an official business record. All employees must complete training in identifying theft, inversion, and diversion of marijuana. If theft, inversion, or diversion is discovered or suspected, employees will alert a licensee immediately. If it has been determined an employee has been stealing, law enforcement will be notified immediately. Alaska Farms will comply with all law enforcement and AMCO directions, and provide any necessary information and records for investigation.

3.7. Describe your policies and procedures for preventing loitering:

The premises will be well-lit and have 24-hour video surveillance installed. "No Loitering" signs will be prominently posted around the facility. Employees will perform routine but unscheduled patrol around the entire premises perimeter to deter loitering and prevent unauthorized access. Any loiterers or unauthorized personnel will be directed to promptly leave the premises. If such individuals refuse to comply, law enforcement will then be contacted to help enforce this policy. Visitors must immediately vacate Alaska Farms once their visit concludes.

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. EM

License # 30567

Received by AMCO 9.15.21

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:

Multiple cameras will be installed to record the entirety of the premises. Cameras will be angled and placed at inaccessible heights to avoid blockages from fixtures, posts, or other equipment. Paired with bright lighting, security cameras will be able to capture the best possible facial image of anyone present inside the premises and within twenty feet (20') of the premises' gate entrance and any building exterior doors. A failure notification system will also be installed to alert of any surveillance system failures with an audible and visual notification. In the event of a power outage, the security cameras and recording equipment will continue to run on emergency power (via a battery backup system) for at least one (1) hour. A licensee or designated employee will regularly check cameras and recording equipment to confirm cameras are properly working and cover all areas of the licensed premises.

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 surveillance and business records will be stored on-site in a locked cabinet in the secured office area for at least six (6) months. Business records include, but are not limited to, operational and regulatory documents, recordings, surveillance, financial books, inventory records, employment files, logs, manifests, and communications. Records older than six (6) months may be stored off-site. All hard copy business records will be kept for a minimum of five (5) years. Recorded data will be stored as an official business record for a minimum of forty (40) days. All security footage will be accessible for upload to a separate hard drive in the event it is needed longer for criminal, civil, or administrative investigations. All footage will be date and time stamped, and saved in a format that prevents alteration. The security system will be password protected to prevent data tampering. Only the licensees and/or a designated employee will have access to and manage facility records to ensure all records are stored in a consistent and searchable manner, and in accordance with standard record retention policies. All records must be stored separately from any marijuana, marijuana product, and currency.

Received by AMCO 9.15.21

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:

All video surveillance footage will be kept for at least forty (40) days. A minimum of six (6) months of business records will be stored on-site in a locked cabinet in the secured office. Only the licensees and/or a designated employee will have access to and manage facility records to ensure all records are stored in a consistent and searchable manner, and in accordance with standard record retention policies. Hard copy business records will be kept for at least five (5) years, but records older than six (6) months may be securely stored off-site.

License # 30567

Received by AMCO 9.15.21

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):

All licensees and employees must have current marijuana handler permits that are kept current during the duration of their employment. Additionally, all employees will be required to complete an in-house training program before beginning any regular job duties. Trainings will be refreshed on a weekly (or as-needed) basis to update and improve processes. Training topics will include (but are not limited to) internal policies and procedures; state statutes and regulations; diversion, inversion, and theft prevention and recognition; marijuana industry topics; cultivation techniques; sanitation and hygiene; Metrc use; and safety protocols.

License # 30567

Received by AMCO 9.15.21

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):

Alaska Farms will contract with a third-party to provide a portable toilet, which will include hand-washing facilities. Hand sanitizer will also be readily available. The portable toilet will be serviced on a weekly basis.

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:

A Metrc-generated transport manifest will accompany all marijuana being delivered. A manifest copy will be sent with shipment and another copy will maintained as a business record. The manifest will contain the strain name, weight, batch number, transporter's name and handler's permit, departure time, anticipated delivery time, and the make, model, and license plate of the transport vehicle. The vehicle must travel directly between destinations without unnecessary stops. Under no circumstances during transit shall marijuana be visible from outside the vehicle. Marijuana will be sealed in containers holding no more than ten pounds (10 lbs.) and stored inside a locked storage compartment within the vehicle or truck bed for wholesale transactions. The shipping container will have a label stating that licensed testing facility has tested each batch in the shipment and will list the following: final testing date; cannabinoid testing 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 strain of marijuana with the last three months); statement listing the results of microbial testing that includes molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals. All packaging will be performed in a designated packaging area and under continuous 24-hour video surveillance. Packaging shall be uniform with labels secured and explicitly displayed. Alaska Farms will use certified scales (in compliance with the Alaska Weights and Measures Act), and maintain registration and inspection reports. Once the marijuana is packaged, it will be put into sanitized, air-tight containers, labeled with all information needed for regulatory compliance, and given a Metrc barcode. Plastic packaging will be heat-sealed without an easy-open corner, flap, tab or dimple. (Continued on Pg 11)

Received by AMCO 9.15.21

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):

Alaska Farms does not intend to put up any signs with a business name or logo at the facility.

License # 30567

Received by AMCO 9.15.21

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):

Alaska Farms currently does not have a logo. If a logo is to be developed, it will be submitted to AMCO once complete.
Alaska Farms may use the following medium types with distributing advertisements: -
Newspapers ads
- Radio ads
- Social media (to feature specific strains)
- Magazine ads
- Sponsorships and fundraisers
- Alaska Farms's company website
- Online platforms such as LeafLinks, Leafly, WeedMaps, etc.

*All advertisements will contain the AMCO-required warning statements 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

Greg miller
Printed name of licensee

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

Notary Public in and for the State of Alaska

My commission expires: 11/18/2023

Subscribed and sworn to before me this 11 day of September, 2021.

Received by AMCO 9.15.21

(Additional Space as Needed):

(Continued from Pg 8) Packaged marijuana will be stored in a secured area until transport. All packaging will be reviewed, accepted or denied, and documented in the log. A licensee or designated employee will check all final packages to ensure that they will prevent contamination and not impart dangerous substances. Labels will include Alaska Farms's name and license number; the marijuana harvest date; the assigned harvest batch number; packaging date; the net weight and quantity of usable marijuana packaged (in a standard of measure compatible with the inventory tracking system); a complete list of all pesticides, fungicides and herbicides used in cultivation. Alaska Farms may contract with a third-party transport company to assist in marijuana transportation, and will make sure that all drivers and handlers follow AMCO regulations and have active, valid marijuana handler permits.

Received by AMCO 9.15.21