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:	L&H Enterprises LLC	**MJ License #:**	29493		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	L&H Enterprises LLC				
Premises Address:	29945 Aspen Ave				
City:	Sterling	**State:**	Alaska	**ZIP:**	99672

Mailing Address:	29945 Aspen Ave				
City:	Sterling	**State:**	Alaska	**ZIP:**	99672

Designated Licensee:	Shantell Hacker		
Main Phone:	907-398-0000	**Cell Phone:**	907-398-0000
Email:	shanalacie@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 doors to the building are not for general public, they will be for authorized personnel only. All access doors will be locked externally at all times. These doors will only be accessed via an electronic pin code.Once opened with a pin code, the commercial grade locks will automatically lock after 10 seconds. Back up to the electronic codes, will be by key, which only owners will hold. These door codes will be specific to each authorized user, if a user is terminated/leaves the company, the code will be deleted from the system. In addition to the automatic locks, all access doors will have the manual deadbolt locked after bussiness hours.

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 Extrerior doors will be locked at all times, with access only by pin code and with key back up. Pin codes will be granted to only authorized personnel, back up keys will only be held by the owners.
2. Proper signs according to 3 AAC 306.710 "Restricted access area, Visitors must be escorted." will be posted on all restricted access doorways.

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

A record log of visitors will be kept in the authorized area. This log will have details on, visitors name,ID/DL number (Confirming age of 21+), date, time, and authorized person's name escorting them. The escort will then assign them a visitor badge, the badge number will be noted on the visitor log. The visitors will remain with the escort at all times. If the visitor has personal issues to attend to, the authorized visit will end, and they will be escorted out of the un-authorized area. Furthermore, per AAC 306.710(b) the number of visitors per escort will be limited to 5 persons.

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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:

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:

There will be outside flood lights on each of the doorways as well as an extra large commercial security light on the peak of the North side of the facility.

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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 door sensors security systems will be ran through YoLink, All 4 doors will have alarm sensors that will be triggered manually, once the final person has left for the day.
If an alarm is triggered the owners will be notified on their mobile devices. We will then notify local authorities if deemed fit.
2. Security cameras will be ran through Lorex 24/7 with 40 days of storage being held in a secured area.
2.The owners will have remote access to live footage of the security cameras. This is to help prevent false alarms, but also to escelate notification to the authorites in a timelier manner if deemed fit.

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

Diversion of marijuana will not be tolerated at L&H Enterprises. Any person caught stealing, will be held to the fullest extent of the law. In refrence to AAC 306.730:inventory tracking. If at any time inventory tracking has discrepencies that cannot be explained, the business will close for operations until the discrepancies have been resolved. AS per inventory tracking regulations, L&H will keep active tracking up to date with Metrc

3.7. Describe your policies and procedures for preventing loitering:

1. No benches or outdoor seating available to the public
2. No public bathroom
3. No interior benchs or seating availableto the public
4. If loitering is apparent, they will be asked to leave the property, If, they need to be asked a second time to leave, local authorities will be notified.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use.

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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:

Security camera will be placed within the building, to allow no "black out" spots per 3 ACC 306.720. This will include all restricted areas. The enterance/exit to the restricted areas will also have security cameras placed per 3 ACC 306.720 regulations.

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:

1. All security surveillance footage will be kept per regulation 3ACC 306.720, a minimum of 40 days. of course, if there is any footage that is deemed to be criminal or maybe of interest to authorities, this will be held longer and handed over to the authorities as needed.
2. The surveillance storage devices will be in the restricted access area and will be kept in a locked cabinet. The access to this cabinet, will only by the owners and authorities.

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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)*; [SW]

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;** [SW]

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

d. **records related to advertising and marketing;** [SW]

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

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

g. **all records normally retained for tax purposes;** [SW]

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;** [SW]

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

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

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:

1. Physical documents and records will be kept in the restricted access area.Current records and documents will be kept in a locking filing cabinet. Documents older then 60 days, will be housed in a secured cabinet; this cabinet will only be accessed by the owners.
2. The computers or hard drives storing any electronic documents will be locked physically by a cable to a secure point, in the restricted access area. These locks will only be managed by the owners.
3. Periodically, these digital files will be backed up to a hard drive and stored with the physical documents under lock and key.

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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):

Weighing , packaging, transporting & labeling, will be some of the in house training for all authorized personel. Following all guidelines and laws is of utmost importance to L&H Enterprises.

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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. [initials]

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. [initials]

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. [initials]

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). [initials]

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):

Facilities are located in the building next door to the cultivation facility & are accessible to all authorized personel.

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 prepared for transport, in opaque, air tight, food grade bags. These bags will be shipped in the secure trunk area, inside a tamper-apparent container,of a descrete vehicle. To prevent movement during transportation, the containers will be secured in the vehicle using the appropriate tie downs. The vehicle will not be labeled or have advertisements for the company as to mitigate any unwanted attention. Appropriate shipping documents, transport manifest, and handling will be the sole responsibility of the driver. After loaded, the vehicle will remain locked and secure at all times. Per 306.750 the vehicle will travel directly to the retail/manufacturing facility, with no unnecessary stops in between.

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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):

No signs will be posted on the cultivation facility

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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):

Our Logo will be a simple bold print L&H with enterprise written underneath

L&H
enterprises

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

Signature of licensee

Shane Hooker
Printed name of licensee

OFFICIAL SEAL
Michele Turner
Notary Public - State of Alaska

Notary Public in and for the State of Alaska

My commission expires: 9/20/2023

Subscribed and sworn to before me this 10th day of May, 2021.

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(Additional Space as Needed):

N/A

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