Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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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:	Black Bear Budz, LLC	**MJ License #:**	30548		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Black Bear Budz				
Premises Address:	2100 N. Spruce Drive, Lower Level				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Mailing Address:	2100 N. Spruce Drive				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Designated Licensee:	Prissy Stephens		
Main Phone:	907-232-7757	**Cell Phone:**	907-232-7757
Email:	prissystephens841@yahoo.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:

Black Bear Budz will not be open to the public and will be designated as a restricted access area in its entirety. Visitors to the facility will be strictly limited. Any visitors wishing to enter the facility must present valid, government-issued photo identification or a tribal identification card, issued by a federally recognized tribe, that has a photograph, signature, date of birth and security feature as identified by AS 28.15.111(a)(4) proving they are at least 21 years of age before being granted access. No persons under the age of 21 will be allowed to enter. All approved visitors will be required to sign into a Visitor's Log. (AMCO agents, law enforcement, and local government regulators are not considered "visitors" for the purpose of logging and recording visits in the Visitor's Log.)

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:

Black Bear Budz will have clear and legible signage indicating that the facility is a restricted access area with signs that state, "Restricted Access Area: Visitors Must be Escorted". Surveillance cameras will continuously monitor all interiors and exteriors of the facility. All doors have commercial-grade locks and will remain locked at all times. All employees are required to wear ID Badges and any visitors in the facility are required to wear visitor badges.

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

Black Bear Budz is not open to the public. Any visitor who wishes to tour the facility will need to have a pre-scheduled and prearranged tour appointment set with a licensee. No walk-in visitors or tours will be allowed, with the exception of AMCO enforcement or local law enforcement. Black Bear Budz visitors must show valid, government-issued photo identification proving that said person is 21 years of age or older. All visitors will be required to sign into the Visitor's Log and indicate their arrival time, date, name and time of exit. Visitors will also be issued a visitor badge to be visibly worn during the entirety of the facility tour. Visitors will be escorted and actively supervised at all times by a licensee or designated staff member. Only 5 visitors per supervising licensee or staff member will be allowed into the facility at the same time, with no exceptions. Upon completion of the tour, the visitor(s) will be required to indicate on the visitor log the time exiting the facility as well as return the visitor badge and promptly exit the facility. The Visitor's Log will be maintained by the licensees and filed as an official business record. All business records will be made available to AMCO enforcement upon request.

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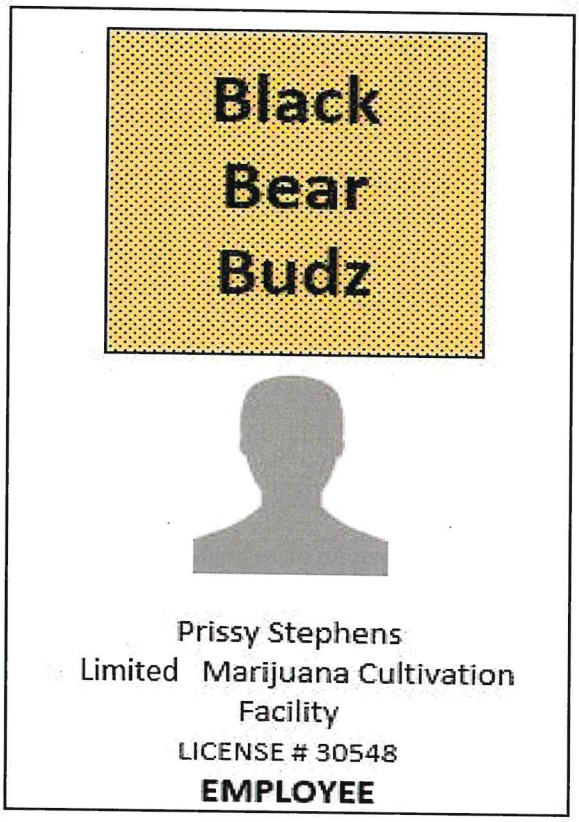
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



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:

Black Bear Budz will install commercial-grade exterior lighting. The exterior lighting will be positioned in a way that will allow the premises, signs and doors to be well-lit and will ensure surveillance cameras can record a clear image of any individual within twenty feet (20') of any entrance/exit to the licensed premises. All exterior lighting fixtures will be installed at an inaccessible height to deter vandalism and common obstructions. A licensee or a designated staff member will perform regular checks to ensure that all exterior lighting is operational and replace any bulbs, if needed.

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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:

Black Bear Budz will install a compliant alarm system which will be monitored by either a third-party company or by the licensees. The system will always be activated after operating hours. The alarm system will be capable of detecting any unauthorized intrusion or activity, and shall notify the licensees or local law enforcement if necessary. The licensees will have access to the cameras and alarm system on their cell phones. The alarm system will be tested every six (6) months to ensure that the equipment is working properly. Black Bear Budz will have motion detectors active in all areas of the licensed premises during closed hours. Each morning, the whichever licensee or staff member is first to arrive will be responsible for disabling the alarm and reviewing all security cameras and recording equipment to ensure all equipment is operational and in good working order. The last Black Bear Budz licensee or staff member to leave the facility each night will be responsible for activating the alarm and any other security device in addition to ensuring all facility doors are locked before exiting. In the event of an unauthorized breach, the licensees will receive a virtual alert, and will then contact local law enforcement. A licensee or a designated staff member will vacate the building (if safe to do so and necessary) to a pre-determined safe location. After law enforcement has deemed the facility safe to enter, a licensee or a designated staff member will take inventory and submit all necessary and requested documentation to local law enforcement officials and to AMCO enforcement. AMCO enforcement will be notified electronically within 24 hours of all events that involve law enforcement.

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

All marijuana and marijuana product at the licensed premises is inspected to ensure the inventory count is accurate before the start and end of each business day. All marijuana will be stored in a restricted access area, which will be under constant video surveillance. Surveillance cameras will have complete coverage of all areas where marijuana and/or marijuana product is present. Employees may be required to sign an employee regulatory compliance agreement before beginning work at Black Bear Budz.

3.7. Describe your policies and procedures for preventing loitering:

Black Bear Budz will prevent business practices that might entice or allow loitering. The exterior will be well-lit and equipped with continuous video surveillance and "No Loitering" signs. Black Bear Budz will have a noticeable presence around the facility to monitor for and deter loitering. Any individuals found loitering outside the building will be asked to "leave the premises or law enforcement will be contacted". If a loiterer refuses to comply with this warning, law enforcement will be contacted to assist in removing them. Once a visitor has completed their visit and no longer has a purpose inside the facility, they will be escorted off the premises. No visitors will be permitted to remain on the property after their escorted visit has concluded. The licensees will contact local law enforcement for assistance when necessary.

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. PS

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. PS

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

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). PS

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Video surveillance cameras are positioned along the exterior of the building, with ample lighting, and checked frequently to ensure there are no obstructions and to make sure cameras are capable of capturing a clear facial image of anyone within twenty feet (20') of any access point. Video surveillance cameras are placed strategically to record all areas of the facility inside and outside, at a variety of angles. All doors, growing, packaging and marijuana storage areas have video coverage to clearly identify the faces of those present. Cameras at the external corners of the facility will record activity on each side of the building including the parking area. The cameras will be capable of identifying vehicles and persons on the premises. A failure notification system has been installed to provide audible and visual notification of any failure in the surveillance system so that it can be immediately resolved. During a power outage, all video cameras and recording equipment can run on emergency power with a battery backup system to ensure continued operation for at least one (1) hour. Video surveillance footage will be remotely viewable by the licensees via their cell phones.

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 for a minimum of forty (40) days, ready to be made available to law enforcement or AMCO agents. All surveillance footage will be accessible for upload to a separate hard drive in case it must be stored longer for criminal, civil, or administrative investigations. All recordings will be archived in a format that prevents tampering of the recordings, with date and time stamps. Only licensees will have access to business records. The business records will be stored in the licensed premises which will have a reinforced security door that is locked at all times with commercial-grade locks. Records will be stored separately from any marijuana or currency.

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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)*; PS

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;** PS

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

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

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

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

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

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;** PS

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

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

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 recordings are automatically backed up to ensure that at least forty (40) days of recording is preserved in the case of primary hard drive failure. All required business records are electronically secured on the firewall-protected server and backed up automatically. All business records such as operational and regulatory documents, leases, NOVs and responses, approved operating plan changes and approved diagram changes, employee records, employee handler card copies, company policies and procedures, recordings, surveillance, financial books, inventory and employment records, logs, manifests, and communications will also be stored on-site in a locked cabinet, in addition to being stored electronically as described above.

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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. PS

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

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. PS

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. PS

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. PS

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. PS

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

Licensees will fully vet, interview and train employees. Training will include marijuana industry topics, safety precautions and procedures, legal issues and state, federal and local regulations. Training will take place throughout the year, as well as when topics arise that need further explanation. Training will be updated on an as-needed basis, if there are facility concerns or updates or if requested by an employee. Licensees will personally present or arrange training and education to employees. Employees are required to meet with the licensees to learn Black Bear Budz's business plan and standard of service. Training will discuss relevant cannabinoids in the marijuana plant, strain ratios, marijuana benefits and risks and general Alaska marijuana laws and regulations, safety procedures, security for inversion and diversion, confidentiality, and federal laws.

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

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

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present. PS

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. PS

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. PS

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). PS

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:

A Metrc-generated transport manifest will accompany all marijuana in transit. Black Bear Budz will send a copy of the manifest with the products and file an additional copy on the premises as a business record. The manifest will document the strain name, type of product, batch number, weight, name of the transporter and handlers ID, time of departure and expected delivery, and the make, model and license plate of the transporting vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops and marijuana will be sealed in not more than ten (10) pound containers inside a locked storage compartment within the vehicle or bed of a truck for wholesale transactions and up to one (1) ounce containers for re-sale by retailers without re-packaging. At no time during transit will marijuana be visible outside the vehicle. The shipping container will have a label stating hat a licensed testing facility has tested each batch in the shipment and list: (1) the date of final testing; (2) the cannabinoid potency profile, expressed as a range of percentages that extends from the lowest to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain... (Continued on Page 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. PS

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. PS

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. PS

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. PS

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. PS

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. PS

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

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):

Black Bear Budz does not intend to have any signs on the exterior of the facility containing the company name or logo.

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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):

Black Bear Budz will utilize the following medium types when distributing advertisements:

- Newspaper Ads
- Radio Ads
- Social Media to feature specific strains
- Magazine Ads
- Sponsorships and/or Fundraisers
-Black Bear Budz's website
-Marketing platforms such as Leafly, Weedmaps, etc.

All advertisements will include each warning statement verbatim as they are listed in the regulations. Black Bear Budz is currently working on the company logo. Once it is completed, a copy will be sent to AMCO enforcement.

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

Signature of licensee

Prissy Stephens

Printed name of licensee

BRENDA BUTLER
My Commission Expires
NOTARY PUBLIC
May 27, 2025
STATE OF ALASKA

Brenda Butler

Notary Public in and for the State of Alaska

My commission expires: May 27, 2025

Subscribed and sworn to before me this 7th day of October, 20 21.

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(Additional Space as Needed):

8.1 Continued: ...of marijuana from the same cultivation facility within the last three months; (3) a statement listing the 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. Any packaging done at the facility will be performed in an area specifically set aside for packaging and monitored with continuous surveillance. Packaging will be uniform with labels secure and prominently displayed. The facility will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility. After the licensees or designated staff package marijuana, it will be placed in sanitized air-tight containers, labeled with all compliant labeling information, and given a barcode for the inventory control system. Plastic packaging will be heat-sealed without an easy-open tab, dimple, corner, or flap. Packaged marijuana will be stored in a secured area until ready for transport. All packaging will be inspected, accepted or rejected, and recorded in the log. A licensee or designated employee will check all final packages to ensure that they will secure marijuana from contamination and not impart toxic or deleterious substances. Labels will include: (1) the name and license number of the cultivation facility; (2) the date the marijuana was harvested; (3) the harvest batch number assigned to the marijuana; (4) the date the marijuana was packaged; (5) the net weight and the 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 cultivation of the marijuana. Black Bear Budz may contract with a third-party transport company and will ensure that all transporters have valid marijuana handler permits.

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