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:	Greatland Ganja, LLC	**MJ License #:**	32606		
License Type:	Marijuana Concentrate Manufacturing Faciltiy				
Doing Business As:	Greatland Ganja, LLC				
Premises Address:	56475 Sterling Hwy				
City:	Kasilof	**State:**	Alaska	**ZIP:**	99610

Mailing Address:	PO Box 534				
City:	Kasilof	**State:**	Alaska	**ZIP:**	99610

Designated Licensee:	Leif Abel		
Main Phone:	907 252-5172	**Cell Phone:**	907 252-5172
Email:	leif@greatlandganja.com		

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 premise is inside a locked 6' sight obscuring chain link fence whose yard is entirely monitored by security cameras set to record for over 40 days. The entry gates of the perimeter fence are protected by a burglar alarm system. The building containing the Marijuana Concentrate Manufacturing Facility has comercial grade locks, bars on the windows, a burglar alarm system that calls the Alaska State Troopers, owners and managers. It has full camera coverage inside and outside the doors. We I.D. everyone at the gate and put them in our visitor log, only those with valid identification showing them to be 21 years of age or older are allowed inside the fence or on the premises.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

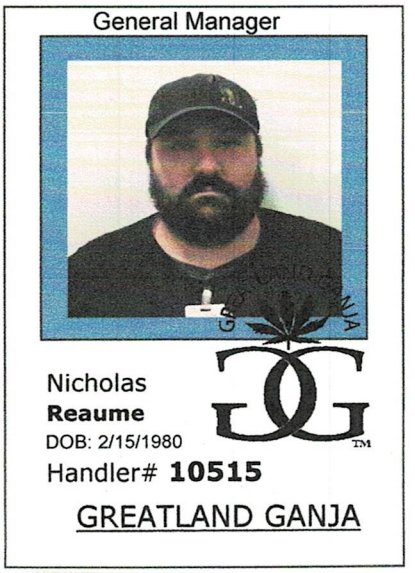
3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

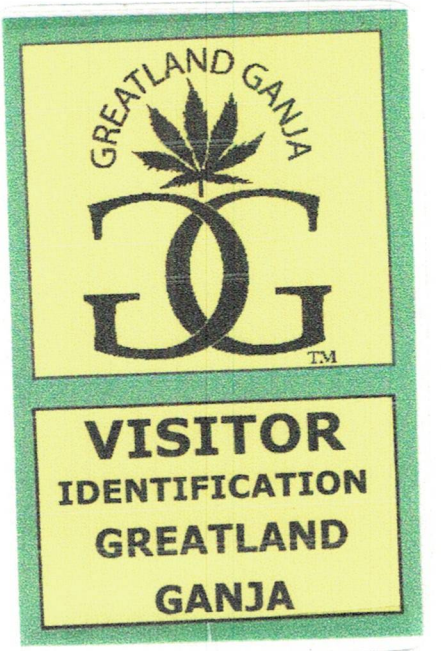
The premise is inside a locked 6' sight obscuring chain link fence whose yard is entirely monitored by security cameras set to record for over 40 days. The entry gates of the perimeter fence are pretected by a burglar alarm system. The building containing the Marijuana Concentrate Manufacturing Facility has comercial grade locks, bars on the windows, a burglar alarm system that calls the Alaska State Troopers, owners and managers and full camera coverage inside and outside the doors. We escort all visitors, service folks or delivery drivers while in the fencline or in the Restricted Access area of the Concentrate Manufacturing Facility. The premise is inside a locked 6' sight obscuring chain link fence whose yard is entirely monitored by security cameras set to record for over 40 days. The entry gates of the perimeter fence are pretected by a burglar alarm system. The building containing the Marijuana Concentrate Manufacturing Facility has comercial grade locks, bars on the windows, a burglar alarm system that calls the Alaska State Troopers, owners and managers and full camera coverage inside and outside the doors. We I.D. everyone at the gate and put them in our visitor log, only those with valid identification showing them to be over 21 years of age are allowed inside the fence or on the premises. Since the premises is a restricted access area the visitors will always be escorted and monitored. We have a policy of no loitering on our property outside the fence and enforce it accordingly.

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

We I.D. everyone at the gate and put them in our visitor log, only those with valid identification showing them to be over 21 years of age are allowed on the premises. We record thier full name, I.D. number, birthday, reason for being there, date and time arrived and departed, and the ID of the escorting employee. Since the premises is a restricted access area the visitors will always be escorted and monitored. No more than five visitors per escortig hadler. See additional

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:

We have comercial grade exterior security and street lights activated by a photo cell that illuminates the exterior door and gate areas.

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:

We have a security alarm system that is connected to the phone line. It is monitored remotly and notifies the Alaska State Troopers, the owners, and the managers if it is breached or malfunctions. The sensors protect every door. The windos have bars. The system was installed and is monitored remotely and maintained by Kenai General Alarm.

In the event of an alarm we go to the facility or remotely view our security cameras to see if it is a breach or a malfunction. If there were to be an unathorized breach the State Troopers would be called by the Alarm company. If we see a breach when monitoring the cameras we will call the State Troopers immediatly.

We will contact AMCO within 24 hours should we become aware of unauthorized access to the premises or if we find evidence of theft, diversion or unexplained disappearance of marijauna, marijauna products or money from the licensed premises.

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

Through strict access control to the facility and restricted access areas, constant escort and monitoring of authorized visitors, constant camera recording, security lights, and strict inventory tracking through METRC and secondary ssytems we prevent diversion. We have a strict policy of inventory management and audits (daily, weekly, monthly) in place. We educate our employees about the regulations and security measures so that they help prevent diversion. Our SOP's require reporting the diversion of cannabis, or any other crime should it be perpitrated on our premises.

3.7. Describe your policies and procedures for preventing loitering:

Loitering is not allowed on the property outside the fence or anywhere on the premises. We train our team to ask people to leave if loitering outside the fenceline were to occur. If it is an unsafe situation our SOP says to call for the State Troopers to help.

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. JA

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:

The Marijuana Concentrate Manufacturing Facility is one small room. The fish eye camera gets full coverage inside and there is camera coverage and a security light for the exterior doors covering over 20 feet around the entrance. One door leads from the Manufacturing to the Cultivation packaging. It is monitored by cameras from both sides. The cameras have a darkvision feature and record footage for 40 plus days and nights.

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 office of our Standard Cultivation Facility (same address as the Manufacturing) has a locked Metal and Glass Hard Drive Cabinet that stores the camera footage and contains the recording equipment for the camera system. All visitors to this area must be authorized, signed in to our visitor log, and constantly minitored and escorted. The area is under constant survielance by our camera system and remains locked up with comercial grade locks and protected by burglar alarms when not occupied by our personnel.

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:

We maintain a hardrive in the Security Office of our Cultivation facilty that is a back up to our business records stored on the cloud.

For physical paper records we utilize metal file cabinets in either the Security Office or the Manufacturing Facility itself.

Both records are therefor stored in a constantly monitored, alarmed, and locked when unmanned room.

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):

We train our team in Worker Protection Standards. We train them about safety, using SDS sheets and PPE as well as equipment and general ladder and slip trip fall saftety as well as fire lane and exit safety. We train them yearly with a non-harrasment program. Some maintain yearly respirator fit tests. We train them about the regulations and our SOP designed to meet the MCB regulations and create a safe working environment and safe product. We train them in visitor sign in/escorting, security monitoring, security system use, METRC inventory tracking and loss prevention. We train our team in Food Safe sanitary procedures for product handling and hand washing. See aditional

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):

The bathroom is not on the Licenced Premises of the Concentrate Manufacturing Facility. It is showed in the diagram inside the Cultivation Warehouse, part of the Cultivation Facility Premises. The Manufacturing team will have full access to these facilities.

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:

The concentrated marijuana products will be packaged and labeled according to Marijuana Control Board regulations. They may be packaged directly for retail use or for bulk transfer. The individual packages will be transported in a labeled tamper evident container, locked in a closed compartment of a secure vehicle by an authorized MHP holder. All shipments shall be manifested and tracked in the METRC system.

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):

We will post restricted access signs on the Concentrate 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):

We use Leaflink, phone or email to directly reach our licesned retail customers. We request copies of thier current marijuana license to begin a relationship. Our packaging is also a primary way we advertise.

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

Signature of licensee

Leif Abel

Printed name of licensee

OFFICIAL SEAL
NICOLE E. FISHER
NOTARY PUBLIC-STATE OF ALASKA
My Comm. Expires October 31, 2022

Notary Public in and for the State of Alaska

My commission expires: october 31st 2022

Subscribed and sworn to before me this 8th day of June, 2022.

(Additional Space as Needed):

Cultivation Facility Security Procedures (Training)
*Priority: The prime directive is the safety of people. This means personnel and the public.
*Key Control: Always Keep your Master Key on your person. Protect your key at home as well. You do not want to get locked out.
*Communication: Try to be near a communication device. Keep a phone on you when you leave the building.
*Training: Refresh yourself or ask management for a reminder of alarm and security procedures.
*Immediate Danger: In the event of a life-threatening emergency, or if your feel your person may soon be in threat of harm, retreat to safety if needed, and dial 911 and then the owner on call. In the event of an obvious external danger lock yourself in the security room and dial 911 and then the owner on call.
*Monitoring: Note and report any lapse of security protocol or malfunction of security equipment. This includes the alarms, cameras, fence, gates, doors, locks, lights, phone service, internet service, and alerts. Report to management and record all suspicious activity.
*Admittance: When on shift alone lock all exterior doors and gates. Avoid opening gates unnecessarily. Do not let any unannounced visitors enter unless they are members of the team. If a manager has scheduled a visit for you, follow all protocol for ID checks, visitor badges and the visitor log. Escort all visitors. No more than five per one staff. Delivery shall not be accepted at night, unless scheduled and authorized by management.
*Arriving to Work: When arriving on shift look carefully around the area for vehicles or people. If at night, look around from your vehicle after the light comes on, then get out and unlock the gate. If you notice something suspicious as you approach the gate, call the facility, and confer with the staff, they can look at the cameras, or may have missed what you see.
*Departing Work: Before leaving work, glance at the camera monitor and survey your exit. Inform management or staff you are leaving so they may observe the monitor for your safety as you depart, especially at night.
*In the event that abandoning the facility is your safest option, use your judgement and do so if needed. Call 911 and then the owner on call as soon as possible if you carry out this procedure.
*Loitering: In the event there is activity at the fence line, look at the cameras and asses the level of danger. Check that your Master Key is on your person. If it appears to be loitering or some sort of unarmed juvenile attempt at the fence call the owner on call and proceed while on the line with them. Take the spotlight, megaphone, your phone, and security pack outside. Do not leave the security of the fence. Spotlight the area and notify the trespasser(s) that the police will be called, to leave immediately. If they do not leave call 911 and then the owner on call. Retreat to the security room the second you feel you are in harms way.

Visitor and Vendor SOP
o All visitors will be carded to assure they are 21 years of age or older.
o When opening the gate when there is any wind at all, use the chains for safety.
o An agent of Greatland Ganja shall check the each ID is current, record the visitors Birthday, ID # and the issuer, purpose of visit, and the date and time of arrival and departure from the facility.
o Each visitor shall be issued a Greatland Ganja ID Badge.
o Each visitor shall be escorted at all times while on the licensed premise.