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:	MMW Hash Factory LLC	**MJ License #:**		28615	
License Type:	Concentrate Manufacturing				
Doing Business As:	MMW Hash Factory				
Premises Address:	13840 W Shangrila Ave Shop #2 Unit #2				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99623

Mailing Address:	7362 W PARKS HWY #655				
City:	WASILLA	**State:**	Alaska	**ZIP:**	99623

Designated Licensee:	ANTHONY OLIVIERI		
Main Phone:	9073156866	**Cell Phone:**	9078410594
Email:	MATANUSKAMEDICINEWOMAN@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:

To prevent under age entry, our staff will be trained to comply with the following procedures.

*All exterior entrances to remain locked during work shifts to prevent unauthorized persons from entering facility unnoticed.
*All visitors will be asked to provide valid photo identification to verify proper age before entering premises and signing into visitor log.
*All staff to be trained in Identification Verification.

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:

To prevent unescorted persons from entering the facility, our staff will be directed to implement the following measures.

*All visitors to be accompanied by staff in restricted areas, no more than FOUR visitors at a time.
*All exterior entrances to remain locked during work shifts to prevent unauthorized persons from entering facility unnoticed.
*All exterior entrances to be locked and double checked by additional staff at the end of each shift.
*Vivint security system to be armed at the end of each shift, system to include door sensors.
*Security system armed at end of each shift to include motion sensors in all main restricted access areas.

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

MMW Hash Factory will generally discourage visitors to prevent spread of pests and molds. When admitting and escorting visitors, our staff will be trained to comply with the following procedures.

*Before entering premises, all visitors will be asked to provide valid photo ID. Upon ID verification, visitor will be asked to sign into the visitor log. Visitor log to require: DATE,NAME,ID NUMBER,REASON FOR VISIT, TIME IN, AND TIME OUT.
*Hard copy original visitor logs to be stored on site indefinitely, as well as PDF scanned copy on file.
*Once signed in, visitors will be required to remove bulky clothing and leave all bags at the door.
*All visitors will be required to wear visitor identification badges, as well as protective gear including shoe covers, lab jackets, and sun glasses.
*All visitors to be accompanied by staff AT ALL TIMES while in restricted access areas, no more than FOUR visitors at a time.

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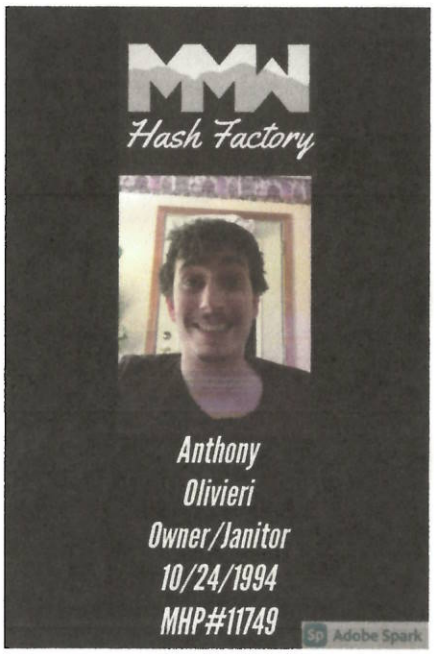
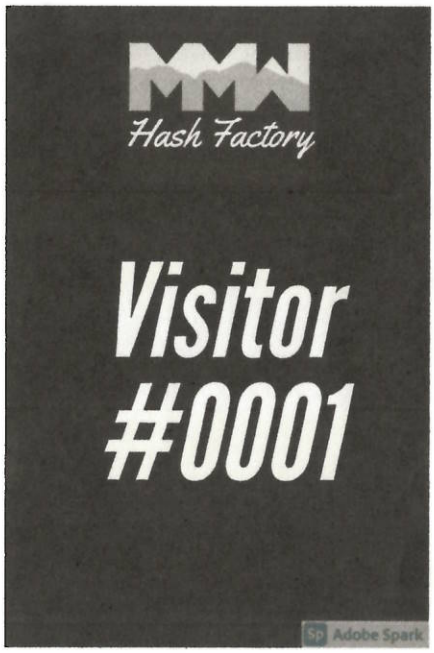
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





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:

Each entrance into the facility will be equipped with motion sensor photocell LED flood lights. See facility diagram.

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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:

Our facility will be protected by VIVINT security systems. This system will include recessed DW-20 door sensors on both exterior doors. The security system contains a garage door sensor and incorporates 3 motion sensors located near the entrances. The low profile sensor design makes the devices hard to detect and access. In addition, all devices provide tamper protection. If any devices are manipulated or damaged, VIVINT monitoring station will be automatically notified. Furthermore, VIVINT security systems includes a back up power bank and and continues to operated in the event of a power outage or severed phone line.

Security systems are a fundamental aspect of any business, but they only work when armed. MMW Grow Labs will implement strict closing procedures to be followed by all employees. At the end of each shift the alarm system will be armed and recorded in the daily security log. Moreover, owners and manager will have VIVINT security app witch allows user to check system status and even arm the system remotely.

Due to location and limited trooper resources, law enforcement will only be notified if suspicious activity or indication of an intrusion has occurred or is in progress. We do not want this system to be burdensome on our otherwise limited law enforcement. Several things can trigger a false alarm.

In case of a triggered alarm and owners are off-site:
SEE ADITIONAL SPACE PROVIDED

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

*A daily log book will track each days activities
*The Metrc system by Franwell will provide marijuana tracking
*No individual other than an owner or future employee will be permitted in a restricted access area without an escort
*All daily activities will be kept on video for 40 days
*Daily inspection of plants and inventory
SEE ADITIONAL SPACE PROVIDED

3.7. Describe your policies and procedures for preventing loitering:

MMW Hash Factory is located on private property in a remote location. Due to the nature of our business we do not deal with the public. Anyone that is not part of MMW staff will be directed to leave immediately and escorted off the property. If the owner in unable to deescalate, law enforcement 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:

2 cameras high definition cameras will be placed facing each other to provide a full view of the space. High Definition cameras will also be used at points of entry, inside and outside to ensure adequate image quality for identifying individuals. Exterior flood lights placed at all entrances will increase visibility within 20ft and beyond. All cameras are equip with infrared night vision capability. MMW keeps spare cameras on hand due to the fact that grow room conditions are hard on electronics, MMW Hash Factory will do the same.

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 off site monitoring service and off site storage of video surveillance records, your response must include how the off site facility will meet these security requirements:

All security equipment and recording devices will be stored within restricted access area in the work room. All footage will be internally stored for 40 days on a hard drive inside a locking tamper proof metal cabinet designed to house security equipment. Only owners will have keys to access security devices and surveillance storage.

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Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*; [ ]

b. **a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;** [ ]

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

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

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

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

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

h. **accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;** [ ]

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

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

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All digital records will be stored on a USB drives and kept in our digital cloud storage. Any paper records, including METRC transfer manifests, sales receipts, visitor logs, and employee info and scale inspection reports will be filed in a locking metal file cabinet on site. At such a time when the physical space needed to store previous years paper records exceeding available space on premise, owners will scan and store documents digitally. All marijuana and marijuana products from seed to sale will be diligently tracking using the METRC system. Both owners and managers will have access to METRC seed to sale tracking systems to ensure accurate accounting of marijuana plants and marijuana products.

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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):

*MMW operating system basic training including but not limited to use of daily task logs, waste logs, and scales.
*MMW operating system advanced training including but not limited to use of scheduling programs, METRC tracking, and arming/disarming security system.
*PPE personal protective equipment training including proper use of eye protection, clothing requirements, and mask requirements when dealing with particulate.

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

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

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

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded.

7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace.

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d).

Answer "Yes" or "No" to each of the following questions:	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	✓	
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	✓	

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Bathroom shared with unit 1

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:

Incoming marijuana and trim will be stored in a locking freezer until ready to process.
Once processed, ice water concentrates will be laid out on drying screens to dry.
Once dried batch will be weighed and recorded in METRC.
Product will then be weighed into individual containers and rolled into infused prerolls.
Next, finished products will be stored in locking freezer until a transfer manifest is created.
Finally, products will be secured in locking steel safe during transportation.

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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):

Our establishment will not have any signs advertising our business. As a manufacturer we do not need to advertise our facility to the public, nor do we want to bring attention to our facility as it poses a security risk.

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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):

Sticker, hats, shirts, banners, pens, lanyards ect.

HASH FACTORY

Hash Factory

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

Signature of licensee

Anthony Olivieri

Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: Nov 29. 2025

Subscribed and sworn to before me this 24 day of Febuary, 2022

NATALIE PEREZ
Notary Public
State of Alaska
My Commission Expires Nov 29, 2025

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(Additional Space as Needed):

3.5 continued -In case of a triggered alarm and owners are off-site:
1) View premise on remote video cameras
2) If no activity is detected, we will proceed to premise and inspect outside of building for signs of vandalism
3) If there is any indication of intrusion, law enforcement will be notified and we will wait for their arrival to proceed.
4) If there is no indication of intrusion, we will proceed cautiously to inspect premises

3.6 continued - MMW Hash Factory understands diversion of marijuana is a serious issue that cant be prevented by tracking systems alone. That is why we take extensive measures to prevent product diversion in our existing facility, and our policies will be carried over to the new facility. In addition to METRC tracking and ubiquitous surveillance, MMW implements strong business practices to combat theft by employee. All inventory will be accounted for by at least two staff at the end of each shift to ensure any discrepancies can be investigated immediately. Moreover, an established schedule will be strictly followed for inventory counting procedures to ensure in depth inventory accounting is preformed at regular intervals. Because theft by employee accounts for 90% of diversion in the marijuana industry, MMW builds employee loyalty as a second layer of diversion protection. We believe providing staff with adequate wage and opportunity for career advancement reduces turnover and product diversion.

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