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:	Amanda Garvey	**MJ License #:**	33560		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	White Rabbit Nursery				
Premises Address:	4795 S McKechnie Loop				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Mailing Address:	4795 S McKechnie Loop, A				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Designated Licensee:	Amanda Garvey		
Main Phone:	(907)795-0627	**Cell Phone:**	(907)795-0627
Email:	whiterabbitnursery@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:

A sign shall be posted on the entrance to the licensed premises that shall state: "No one under 21 years of age allowed."

The sign shall be larger than 12 inches in width and 12 inches in height, with letters at least 1.5 inches in height and with sufficient contrast to the background of the sign that the text will be readable.

Valid identification to verify age will be required for entry into any restricted access area or prior to any transactions involving marijuana items.

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:

At least the main entrance/exit and entrance into the work room/surveillance room will have separate locks. Only the licensee or employees will have the access codes and keys to unlock these rooms, and each lock will have a separate access code or key. The garage door will be secured from the interior by a lockable deadbolt and cannot be opened from the exterior unless it is unlocked. All entry points will be covered by security cameras which will monitor continuously. The exterior of the building has no windows. All entry points will be equipped with door opening sensors.

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

Visitors will be required to present valid identification to ensure that they are at least 21 years of age. No more than 5 escorted visitors may be in the restricted access area at a time. Information on all visitors into the restricted access area will be required to be entered into the Visitor's Log, which includes: Visitor's name, date, and entry time-frame. Visitors will be required to wear a visitor's badge and be escorted by licensee or employees.

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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:

All exterior areas to the licensed premises that are required to have surveillance will be equipped with photocell light fixtures.

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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:

A wireless security system will be installed with entry sensors on all doors. There are no exterior windows on the licensed premises. The security system is monitored by a contracted third party 24/7 and will be armed after business hours or when the licensed premises is unoccupied by licensee or employees for an extended period. Local law enforcement will be called if any of the sensors are triggered while the system is armed, and the security system base station will emit a siren to deter the intruders. Licensee will contact the local law enforcement agency to ensure that the breach has been reported, and will cooperate with law enforcement representatives to address the situation.

Licensee will notify AMCO not more than 24 hours after unauthorized access to the licensed premises or after reasonable circumstances that may indicate theft, diversion, or unexplained disappearance of marijuana or marijuana products.

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

All entry points into the licensed premises, and all rooms within the licensed premises, will be equipped with video surveillance that records 24/7. All surveillance data will be stored on site for a minimum of 40 days, in a format that is easily accessible for viewing. All recordings within the minimum window will be time stamped and archived. Employees acknowledge that any diversion of marijuana or marijuana products will result in immediate termination of responsible parties. Employees will comply with all tracking and handling procedures, and will log their hours daily. All marijuana inventory will be checked regularly.

3.7. Describe your policies and procedures for preventing loitering:

The licensed premises is on private property owned by the licensee. Unauthorized or unwelcome people will be escorted off of the property as needed.

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. [AS]

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. [AS]

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

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). [AS]

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:

High resolution cameras will be installed to cover the interior and exterior of each entrance to the facility, and in each room of the licensed premises. Interior cameras in areas where marijuana will be grown, cured, handled, or destroyed will be placed in fixed positions such that it faces the primary entry door. All cameras will be placed at height and position such that they will produce a clear and unobstructed view.

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:

Surveillance recording equipment will be kept in a locked metal cabinet in the Work/Surveillance Room within the licensed premises. The secured recording equipment will only be accessed by licensee and authorized employees, or by law enforcement or AMCO agents by request.

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)*; AJ

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;** AJ

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

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

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

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

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

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;** AJ

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

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

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 required records required under 3 AAC 306.755 ("Business Records") will be kept digitally for the current year and three preceding calendar years. Physical records will be kept in the Work Room and will be converted to digital form for storage annually.

Digital records for the previous six months will be stored on a computer on-site. All other required records will be stored on an external hard drive, which will be placed in a tamper and fire proof lock box.

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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. AJ

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

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. AJ

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. AJ

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. AJ

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. AJ

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

Employees will be trained to comply with health & safety standards, record keeping and reporting requirements, and security system and emergency protocols. Employees will be familiar with all aspects of their responsibilities, including all regulatory requirements regarding proper handling, packaging, transportation, or disposal of marijuana or marijuana products.

Licensee and employees will be required to obtain and upkeep their marijuana handler permits and complete state approved courses as necessary. Copies of all handler permits will be kept at the licensed premises and presented if required. Employees will be required to keep a badge with their marijuana handler's permit number in their immediate possession at all times when on the licensed premises.

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. AS

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. AS

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. AS

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). AS

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):

Sinks for hand washing are available in the licensed premises. Toilets are available outside, in the Occupied Premises / dwelling also owned by the licensee. Employees will be required to sanitize in the clean entry room prior to entering any of the other rooms in the licensed premises and before handling any marijuana / marijuana products.

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 transported in a sealed and locked, hard-sided plastic transfer container in wholesale packages not exceeding 10 pounds each or not exceeding the current maximum weight as defined by 3 AAC 306.470 ("Packaging of Marijuana"). Each wholesale package will be in a food-safe, tamper evident plastic or glass container consisting of a single strain.

Transfer containers will be kept in a locked transportation vehicle at all times unless at registered points of exchange as listed on the transport manifest.

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 signage or advertising will be posted on the establishment.

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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):

White Rabbit Nursery will advertise within the limits of 3 AAC 306.770 or as updated, including but not limited to: apparel, stickers, social media, fliers, or other merchandise. Any advertisements done by means of a web page will utilize appropriate control measures to ensure that individuals visiting the page are 21 years of age or older.

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

Signature of licensee

Amanda Garvey

Printed name of licensee

Official Seal
Helen A. Duarte
Notary Public-State of Alaska
My Comm. Expires 12/1/2024

Notary Public in and for the State of Alaska

My commission expires: 12-01-2024

Subscribed and sworn to before me this 10th day of August, 2022.

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(Additional Space as Needed):