Alcohol and Marijuana Control Office
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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Why is this form needed?

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:	Tundra Terps, LLC	**MJ License #:**	34781		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Tundra Terps				
Premises Address:	12521 W Westen Dr.				
City:	Houston	**State:**	Alaska	**ZIP:**	99694

Mailing Address:	PMB 469 3060 N LazyEight ct. suite 2				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Designated Licensee:	Sage Wear		
Main Phone:	(907)671-4348	**Cell Phone:**	(907)671-4348
Email:	Sage907wear@gmail.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:

Tundra Terps will not be open to the public and the entire designated premises will be a restricted access area. Signage will be posted at entry stating, "Restricted Access Area" "Visitors Must be Escorted" as well as signs stating, "No one under 21 years of age allowed." As well as, signs stating "Video and Audio Surveillance in progress." will be posted visibly on the exerior of the building. Continuous monitoring of the premises will be ongoing to deter unauthorized, and underage individuals from attempting to enter premises. Any visitors entering Tundra Terps will present a valid, government issued photo identification proving they are 21 years of age or older. With the exception of law enforcement, AMCO Enforcement or other duly authorized individuals, visitors will be pre-arranged with either a licensee, or member of the management team.

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:

Tundra Terps will not be open to the public and will remain secured at all times. Signage will be displayed and state that the premises is secured, surveillanced and that visitors must be escorted. The licensed premises will be designated as a restricted access area. The exterior of the facility will be equipped with outdoor lighting to ensure the 24 hour video surveillance system can record individuals approaching the facility and keep signage visible to the public. Individuals such as licensed retailers (given facility tours for the purpose of securing sale), contractors, security personnel and consultants will be allowed escorted access to the property by appointment or pre-arragement only. All visitors to the facility must be pre-scheduled by the licensee.

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

Aside from emergency personnel, City of Houston officials, agents of the MCB or local law enforcement, visitors must be pre-approved and pre-scheduled by the licensee before access to the facility will be granted. Once a visitor has been approved and scheduled, they will be directed to enter through the only entrance to the facility where they will be met by either a licensee or manager. The visitor will be asked to produce a valid form of government issued, photo identification proving they are 21 years of age or older and confirming their identity. The visitor will then sign into the visitor log recording their full name, date, time in and out of the facility and the reason for their visit. The visitor will be given a visitor badge to be clearly displayed, and worn for the duration of their visit and returned upon exiting the facility. The licensee or employee will always actively supervise, and escort visitors. When the visit is complete, all visitors must exit the premises.

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:

Exterior lighting will be fixed to the perimeter of the building in a tamper proof fashion, and ensure sufficient, obstruction free lumen output throughout the premises. Photo cell sensors will be integrated into the fixtures allowing them to come on automatically, and stay on when the day is transitioning to, and is dark. The fixtures will keep the premises and signs well-lit and allow the surveillance cameras to record individuals from beyond twenty (20) feet from the entry point of the building. The exterior lighting will be checked periodically to ensure that each light in the system is operational, and positioned for optimum recording clarity, and to deter unauthorized presence on the premises.

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:

The alarm system in use will be set up to monitor for intrusions during all hours, utilizing door sensors on the entrance door (the only entrance to the building) there will be no windows. When the door is opened the alarm will give a countdown to enter the security code. If the code is not entered or is entered incorectly in the given time a high pitched alarm will sound, and law enforcement will be notified automatically by the alarm system, and sent to the address. The licensee will also be notified promptly via cell phone by the alarm system. Once it is safe to do so, and if necessary licensee will inspect for property damage, theft, and take inventory and submit all necessary and requested documentation to law enforcement officials and to AMCO enforcement. Additionally, any event that occurs on the licensed premises that involves local law enforcement will be reported to AMCO Enforcement by email within 24 hours.

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

Security cameras will be strategically placed inside the facility to monitor all activity. All flower will be securely stored. Inventory counts will be taken weekly to ensure business records match. If it is discovered or suspected that theft or diversion has occurred, employee will alert licensee immediately. A zero-tolerance policy towards theft or diversion/inversion will be practiced by Tundra Terps. If it has been determined that an employee is caught stealing marijuana the company will notify law enforcement immediately, comply with all law enforcement and AMCO directives, and provide the necessary information and records for a thorough investigation. Once a theft is reported, licensee will update the product records, and the business records to maintain accurate and complete accounting for all marijuana in the inventory. Continued.

3.7. Describe your policies and procedures for preventing loitering:

"No Loitering" signs will be visibly displayed around the premises and will be well lit by exterior lighting. If an individual is found loitering outside the facility, they will be informed they are trespassing/loitering and asked to leave immediately. Law enforcement will be contacted if the individual refuses to leave. AMCO will be notified within 24 hours, any time law enforcement is utilized.

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. SW

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. SW

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. SW

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

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). SW

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:

Surveillance cameras will be placed at the only entrance of the building with ample lighting and checked regularly to prevent obstructions and to obtain the best facial image of anyone within twenty (20) feet from the entrance. Video surveillance cameras will be placed strategically to record all areas of the facility inside and outside, at a variety of angles. All doors, record storage, and marijuana storage areas will have video coverage to clearly identify the faces of those present.The surveillance system will be checked regularly to ensure proper working order. During a power outage all video cameras and recording equipment will be run on emergency power with a battery backup system to ensure that they can continue to operate for at least one (1) hour.

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 video surveillance recording equipment, video record, and business records will be stored in a locked metal filing cabinet in the facility record keeping/surveilance area (as seen on premises diagram) that is only accessible by the licensee, authorized person, AMCO agents or Alaska State Troopers. The video security system will have password protection to prevent data tampering, and recorded surveillance video will be stored for a minimum of 40 days as official business records. Recordings will be time and date stamped in each frame and archived in a format that prevents alteration of the recording image. Recordings will be made available in a format suitable for review by AMCO upon request. The record keeping/surveilance area will be monitored at all time as part of the security monitoring system.

Section 4 – Business Records

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

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

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

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

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

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

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

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

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

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

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

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

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

6 months of business records including; electronic records consisting of security logs, accounting logs, and all other business records will be saved on the facility computer and backed up monthly on an external hard drive and stored in a lockable cabinet for no less than 5 years. Hard copies and files will be stored in a lockable secured area and will be kept for no less than 5 years. Video surveillance records will be stored on a hard drive in a lockable cabinet and will be kept for no less than 40 days unless there is an active/pending investigation then, video surveillance records will be kept until investigations are closed. Only the licensee, authorized, and designated employees will have access to the record keeping/surveilance area where business records and surveillance equipment are stored. The facility's business records will be managed by the licensee in accordance with standard retention policies in accordance with 3 AAC 306 755 to ensure that business records are stored in a consistent, searchable and retrievable manner.

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. SW

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

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. SW

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. SW

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. SW

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. SW

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

All new employees will be trained on company policies, procedures, and Metrc protocols. Refresher training will be provided at regular interval. Metrc training by licensee will be conducted before employee access is granted. Employees will be trained and expected to understand all aspects of AAC 306. All employees will receive a basic security training session on how to react in emergency situation. The licensee will ensure that current and updated copies of all regulations specific to marijuana production and sales will be available to all employees.

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. SW

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. SW

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. SW

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). SW

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. Tundra Terps 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 handler's 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 pound 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 that 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 percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from the same marijuana cultivation facility within the last three months; Continued

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. SW

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. SW

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. SW

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. SW

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. SW

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. SW

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

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):

Tundra Terps will not be posting any signs on the exterior of the facility that contains their company name or logo. The only signs will be the "Restricted Access Area", "No Loitering", "Visitors Must be Escorted", "Premises Under Video Surveilance", and "No One Under the Age of 21 Allowed".

9.2. Describe any advertising you intend to distribute for your establishment. Include medium types and business logos (photos or drawings may be attached):

- Radio ads- Magazines- Social Media platforms- Newspaper ads

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

SW

Sage Wear
Printed name of licensee

Sage Wear
Signature of licensee

(Additional Space as Needed):

3.6 Continued: Documentation related to any theft will be maintained as part of the business records for five (5) years and be available to AMCO or law enforcement agency's upon request. Licensee will take steps to ensure illegal conduct by any employee or visitor does not compromise the facilities license, or legitimate business operations. Only designated personnel will have access to marijuana storage areas. Continuous video surveillance will record and monitor the marijuana storage areas and individuals entering and exiting these areas. Video records will be stored for up to forty (40) days with the ability to record up to ninety (90) days should AMCO policy change in the future.

8.1 Continued: (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 24-hour 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 agent's package marijuana they 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 easyopen tab, dimple, corner, or flap. Packaged marijuana will be stored in a secured area until ready for transport. 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; (6) a complete list of all pesticides, fungicides, and herbicides used in the cultivation of the marijuana. Vehicles that will be used for transportation of marijuana will contain a secure and sanitary area affixed to the inside of the transportation vehicle that will lock and will ensure the marijuana cannot be seen by anyone from outside of the transportation vehicle. Prior to departure, a manager will ensure all marijuana is in sealed packages, and locked in the safe and secure storage compartment in the transport vehicle. All employees will be trained and will understand that under no circumstances (absent instruction from a duly authorized law enforcement officer) shall a sealed package containing marijuana be opened during transportation. The vehicle storage box will be a large rectangular industrial container mounted and secured within the vehicle, accessible by a combination or key lock. The structure will be formed of steel, hard plastic or like materials. Tundra Terps may contract with a third-party transport company and will ensure they have their marijuana handler permits.