AMCO
DEC 7 2023

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:	Snow Capped Gardens LLC	**MJ License #:**	36794		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	Snowcapped Gardens				
Premises Address:	13150 E Soapstone Road Building #2				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Mailing Address:	3253 W Coghlan Circle #B				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99623

Designated Licensee:	Martin Brown Sr		
Main Phone:	907-232-8687	**Cell Phone:**	907-232-8687
Email:	martyb@mtaonline.net		

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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:

Any and all persons requesting access into the premise will be required to provide A valid form of photographic identification showing that person is 21 years of age or older includes, an unexpired, unaltered passport; an unexpired, unaltered driver's license, instruction permit, or identification card of a state or territory of the United States, the District of Columbia, or a province or territory of Canada; an identification card issued by a federal or state agency authorized to issue a driver's license or identification card in accordance with 3 AAC 306.350 either I the licensee or an employee or agent of the marijuana establishment will check the ID and verifying it is a legal ID and the visitor is 21 years of age or older prior to entering the license premises.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

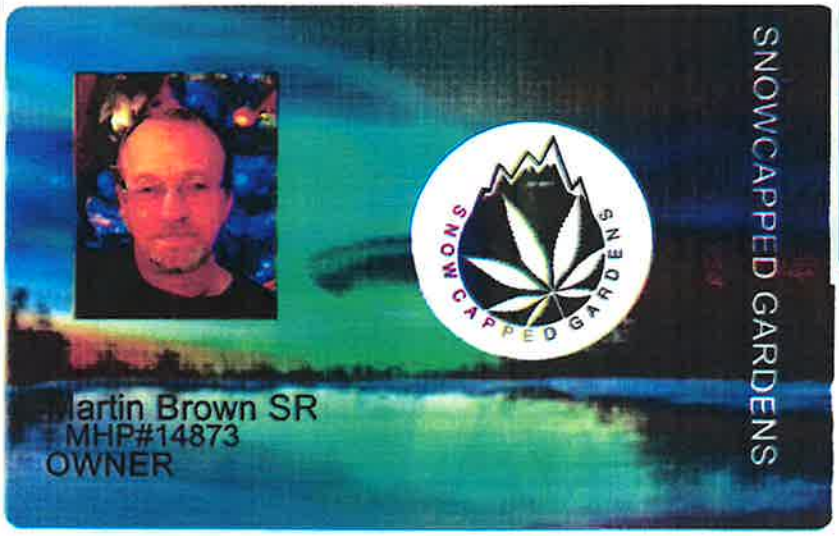
3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

There will only be 2 points of entry into the building through the front and rear entry doors these doors will have an automatic door locking mechanism, The door will remain locked at all times, the door will be monitor by security cameras and motion sensors. The exterior door will have signs attached to the door stating "No Loitering", "Restricted Access Area", "Visitors Must Be Escorted","You Must Be At Least 21 Years of Age To Enter"

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

All visitors will be meet at the front entry door and enter into the entry they will be asked to show their ID after examining their ID and verifying that it is a legal ID in acordance with 3 AAC 306.350 the visitor will be asked to sign into the visitor log and issued a visitors badge and an escort, Snowcapped Gardens shall limit the number of visitors to not more than 5 visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors. Any visitor in the restricted access area must be escorted at all times by a licensee, employee, or agent of the Marijuana Establishment.

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:

The exterior lighting that is required to facilitate surveillance will be placed in a way that produces a clear view adequate to identify an individual within 20 feet of each entrance to the licensed 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:

Snowcapped Gardens has signed a contract with Cardoso Integrated Security Alaska to monitor the security system 24 hours a day, we will be installing cameras on the exterior of the building monitoring the front and rear entry doors, door sensors on the entry doors, motion detectors in the entry and the office. The security system will be activated by a coded keypad during the hours the facility is closed if there is an unauthorized entry the alarm will notify the security company, owner, employee, or agent, in the event the security company cannot reach the owner, employee, or agent the security company will notify the local police department. Upon notification from the security company the security company will be advised weather or not to notify the local police department or the owner, employee, or agent will notify the local police department after receiving notification the person that was notified will proceed to the facility and assist the local police in any way they can. Snowcapped Gardens shall notify the Department of Commerce, Community, and Economic Development, Alcohol and Marijuana Control Office as soon as reasonably pratical and in any case not more than 24 hours after any unauthorized access into the premises or the establishment's knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of Marijuana, Marijuana products, or Money from the License premises.

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

Owners, employees, visitors and other individuals will be held to a zero-tolerance policy on the diversion of any marijuana or marijuana concentrates and products.
Our extensive inventory and quality control plans are geared towards maintaining a solid chain of custody on the product from seed or clone to deliver at purchasing facility and all possible outcomes in between.

All marijuana, marijuana products will be diligently recorded in METRC to ensure tracking of all product to avoid diversion by staff. All waste products will be secured in a locking bin until they are converted to waste. Additionally, security cameras will be placed in accordance with 306.715 and 306.720 in an effort to further prevent diversion by staff. Staff will supervise all visitors, and if diversion is suspected, require them to remain in the building until law enforcement arrives.

3.7. Describe your policies and procedures for preventing loitering:

Signs will be posted stating "No Trespassing" or "No Loitering" is permitted, and that the area is video monitored 24/7. Video surveillance of the exterior areas will be available to employees inside the facility. Standard policy is to notify those who are loitering inform them that they are loitering and ask them to leave. If they will not leave voluntarity law enforcement will be contacted immediately to deal with the situation.

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. MB

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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. MB

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. MB

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

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). MB

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:

All security cameras will be positioned in such a manner to produce a clear and unobstructed view to get the most identifiable view of any individual inside the licensed premises or within 20 feet of each entrance to the licensed premises. Each Restricted Access Area and all entrances to any Restricted Access Area and in any area where Marijuana and Marijuana products is located. Cameras will be placed at a height to insure unobstructed viewing of all marijuana, marijuana concentrates, marijuana products, and persons insuring all are captured on a maximum clear sight picture. Cameras will be installed in processing areas, packaging areas, curing areas, storage areas, and designated waste processing area to insure 360-degree coverage of the secure areas.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

All surveillance recording equipment will be stored in a secured, locked cabinet. The Cabinet will only be accessible by authorized personnel. Data will be stored on the security system's DVR for a minimum of forty (40) days, and will include a time and date stamp. In case of a pending criminal, civil, or administrative investigation, the data has the ability to be uploaded on a separate hard drive to maintain records longer. The security system will be accessible by authorized individuals only, to ensure there will be no data tampering. All recordings will be available to AMCO, AMCO enforcement and local law enforcement upon request.

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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)*; MB

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;** MB

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

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

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

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

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

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;** MB

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

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

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 paper records will stored at the facility and at a remote location. The computer at the facility and at the remote location will have back up drives that will be down loaded and stored at the remote location on a separate hard drive.

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

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.	MB
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.	MB
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.	MB

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

Snowcapped Gardens in an attempt to share compiled educational information and training manuals on marijuana and related products that we know to be factual and credible in the industry. Snowcapped Gardens also ensures that the mission of a transparent and regulated industry is maintained in every employees work ethic. Snowcapped Gardens will incorporate this proprietary material with materials supplied by the Marijuana Control Board as well as materials collected from outside resources. Snowcapped Gardens will have a copy of the latest AMCO rules and regulations a copy of Snowcapped Gardens Operating Plan, and a copy of the METRC training manual each employee and agent will have access to both of these items and will be made aware of where they are located.

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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.	MB
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.	MB
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.	MB
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).	MB

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:

The marijuana product will be processed after the process is complete the Product will be separated from the waste and any other product it will be tested after passing testing it will sorted into appropriately sized portions, weighed, labeled, identified and then stored in a locked secured area until ready for transportation. The marijuana will be packaged in a sealed tamper resistance container, a package tag will be made the shipment will be entered into the marijuana inventory tracking system to record the type, amount, and weight of the marijuana product being transported, the name of the transporter, the time of departure and expected time of delivery, the make, model, and license plate number of the transporting vehicle. A complete printed transport manifest on a form prescribed by the board will be kept with the marijuana product at all times. The marijuana product will be in a locked secured container and stored in a secure storage compartment in the vehicle transporting the marijuana or marijuana product. The sealed package may not be opened during transport. A vehicle transporting the marijuana or marijuana product must travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and may not make unnecessary stops in between except to deliver or pick up marijuana or marijuana product at another licensed marijuana establishment.

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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. MB

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. MB

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. MB

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. MB

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. MB

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. MB

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

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):

Snowcapped Gardens does not intend to have any signage identifying the facility or around the establishment. All advertising for the establishment is face to face in negotiating wholesale product sales. If in the future Snowcapped Gardens should choose to advertise its product to consumers all advertising will adhere to all regulations in 3AAC 306.770 that govern advertising of marijuana.

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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):

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.

MB

Martin D. Brown Sr.
Printed name of licensee

Martin D Brown Sr.
Signature of licensee

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(Additional Space as Needed):

Advertising will consist of our Logo printed on Baseball hats or other hats of the similar type, shirts, sweat shirts or other type of similar clothing, stickers, key chains, bags of various types.