Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

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 Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	MIDNIGHT SUN MANUFACTURING, LLC	**License Number:**	13424		
License Type:	Marijuana Concentrate Manufacturing Facility				
Doing Business As:	MIDNIGHT SUN MANUFACTURING, LLC				
Premises Address:	28011 Old Parks Highway				
City:	Willow	**State:**	ALASKA	**ZIP:**	99688

Mailing Address:	660 East Steel Loop				
City:	Palmer	**State:**	ALASKA	**ZIP:**	99645

Primary Contact:	Phillip Schneider		
Main Phone:	907-230-3612	**Cell Phone:**	
Email:	phil@ak.net		

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Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

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

The manufacturing facility and surrounding premises will be subject to 24-hour monitoring with controlled access at all times. The property will be equipped with ample outdoor lighting, mounted video surveillance equipment, an alarm system, and exterior signs directing that the premises is private and monitored and trespassing is strictly prohibited. Those with unrestricted access will include: ownership, the daily on-site manager, authorized agents, and any emergency personnel during a time of emergency. No loitering will be permitted inside or outside of the facility, and all access points, including all doors and windows, will remain locked at all times. The exterior of the building will have motion-sensor lights and cameras to record all activity around the facility. Security cameras will be mounted throughout the interior of the facility to monitor, at a minimum: all access points, the manufacturing, processing, and packaging areas, all restricted access areas, the office, and all safes and storage areas. Employees and any visitors will be directed to enter through the front entrance door and each person must check in with employee designated to supervise visitor. All visitors must be pre-approved by Phil - no other person has the authority to per-approve visitors and will not gain entry into the facility without Phil's direct approval. The immediate preceding sentence DOES NOT apply to AMCO agents, law enforcement and emergency responders. All visitors, no matter how familiar, including AMCO staff, will be required to provide provide government-issued photo identification, with no exceptions. Visitors will be given a company-issued visitor badge to display on their person at all times. A visitor's log will record the visitor's name, date and time, and purpose of the visit, available to AMCO upon request. All visitors will be escorted by an authorized employee at all times on the premises, and will immediately exit the property once their escorted visit ends. The policies above should, excluding criminal activity, prevent unescourted members of the public from entering the restricted access areas.

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

All visitors granted access to the facility will have a set reservation for their visit and must be approved by Phil prior to arrival (with the exception law enforcement, AMCO agents and Emergency Responders) and will arrive through the front entrance door to check in with the employee that was assigned to escort and supervise visitor. All visitors will be escorted at all times while on the premises and will be continuously monitored by their employee escort and video surveillance while inside any restricted access areas. Entrants will be required to provide photo identification upon their entrance to the facility, and will be given a company-issued visitor badge to be displayed on their person at all times. Government-issued IDs will be thoroughly examined by a designated employee. A visitor log will be kept recording the date, time in and out of the restricted space, and purpose of the visit, available upon request to AMCO. Visitors must be physically present with their designated escort at all times in restricted areas, and once the visit has concluded all visitors must leave the premises immediately. No loitering will be permitted within the facility or about the property. At no time will the ratio of employees to visitors be more than 5 to 1 and all visitors must remain within eye sight of the designated employee tasked with accompanying the visitor(s) through the restricted access area.

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Describe your recordkeeping of visitors who are escorted into restricted access areas:

All visitors granted access to the restricted areas will be signed into the visitor's log noting their name, the date, time in and out of the restricted space, and the purpose of their visit.
The visitor's log and copies of all visitor information will be stored on-site as business records, and scanned into the company computer system, and will be made available to AMCO upon request. Visitors will be escorted by an employee at all times while inside the restricted access areas, and any additional information, activity, or behavior will be recorded, as necessary, during the visit and made part of the visitor log. Employees escorting visitors will continuously monitor them during the visit and record any notable activity in the visitor log. The log and associated notations will be kept as a regular business record and will be readily produced to AMCO upon request.

Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:

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Security Alarm Systems and Lock Standards (3 AAC 306.715):

Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

External light fixtures will be encased and mounted along the exterior perimeter of the facility, and about the exterior of the building and position focus will be gear towards any potential point of entry into the building (ie windows & doors). Additionally, the external light fixtures will be positioned to keep the premises, signs, and all access points well lit, and to maximize visibility for the video surveillance system. Video surveillance will be positioned around the building to clearly record individuals up to twenty (20) feet from all entry points. All exterior lighting and surveillance fixtures will be mounted in inaccessible areas with sturdy housings to deter vandalism and prevent rapid weathering. Exterior lighting fixtures will be inspected daily by employees to ensure that the system is operational and has no obstructions. Phil will conduct in-depth inspection and cleaning of the lighting system himself every six months and will make a report to his business records indicating status and any repairs that were needed.

An alarm system is required for all license types. Describe the security alarm system for the proposed premises:

The alarm system will be installed and maintained by a third party security company. The security company will regularly test the alarm system and will provide 24-hour monitoring off site to protect the property, systems and infrastructure, equipment, products, and agents. Phil will provide training to employees to educate on how to control the alarm system by the security company, including: proper use, troubleshooting, and police response. The on-site manager or Phil, will, each day will disable the alarm system upon opening the facility, and will inspect all security cameras and recordings daily. The last employee to leave the facility at close will activate the security sensors, and secure all doors and windows. Sensors will be installed on all access points, including all doors, and windows to detect for motion and intrusions. Attempted intrusions will send automatic, electronic alerts to the off site security company who will then contact Phil on his mobile device - Phil will determine, based on the situation, whether to contact law enforcement. If Law enforcement is contacted, then Phil will report event to AMCO Enforcement officers.

The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

All doors and windows will be equipped with sensors to register motion, intrusions, and other activity when the alarm system is activated. All doors and windows that are not self-locking will be secured at close, and the security devices will be activated. Once active, any motion or intrusion will initiate an immediate and electronic notification to the off-site security center, prompting a response. Phil or a employee that Phil has trained and authorized, will disable the alarm system at opening and inspect all surveillance cameras and recorded footage to ensure that the system is functioning as intended. Phil will have remote access to all video surveillance to access the property recordings at any time on his mobile device.

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Describe your policies and procedures for preventing diversion of marijuana or marijuana product:

Video surveillance will continuously monitor the manufacturing facility. Employees will perform mandatory inventory counts each week and document the reports as business records. The company has a zero tolerance policy for theft and diversion, and all employees will complete mandatory training in recognizing such activity. In the event that theft or diversion is suspected, all employees will alert management immediately. In the event that an employee is caught stealing marijuana, Midnight Sun Manufacturing will notify local law enforcement immediately, comply with all directives, and provide all necessary information and records for the investigation. Ownership will take the necessary steps to ensure that illegal conduct by an employee does not compromise the facility's license and legitimate business operations and follow company disciplinary protocols, including employee termination when necessary. Once a theft is reported, ownership will update the product records in the tracking system, as needed, to maintain an accurate and comprehensive accounting for all marijuana products and inventory. Ownership will comply with all inquiries and investigations lodged by AMCO as a result. Documentation related to marijuana theft will be maintained as a business record for five (5) years and made available to AMCO and Enforcement upon request. All marijuana product will be secured in the locked storage areas of the manufacturing facility once it is ready and waiting for packaging. Only designated personnel will have access to marijuana storage. Constant surveillance will monitor the marijuana storage spaces and all individuals entering the area. Video recordings will be backed up and stored for forty (40) days. Cameras will be prominently displayed in the manufacturing facility and will provide a full view of the facility. Security monitors and video recording equipment will be located in the main office on the second floor of the building.

Describe your policies and procedures for preventing loitering:

The property will be well lit and equipped with 24 hour video surveillance, and have clearly posted signs directing "No Loitering" and "No Trespassing." The building will have a single and marked entrance and an emergency exit, and all access points will be secured, locked and have signs stating "no public entrance - authorized personal only". Phil and any employees that Phil hires will roam the property every one to two hours creating a noticeable presence to monitor for entrants and to deter trespassing. A designated employee will politely request any loiterers leave premises and will, without physical force, guide and escort any loiterers from the premises. Persons found outside the facility will be informed that they must leave the premises or law enforcement will be notified, and local law enforcement will be contacted when necessary for assistance. Loitering will also not be permitted within the facility. Once a visitor has completed their escorted tour, they will be escorted back to the front entrance to exit the facility and the premises. Employees will politely state that the company has a "No Loitering" policy and request that the visitor exit through the lobby.

Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:

The interior alarm system will monitor all access points, including all doors and windows, with motion detecting sensors. Any attempted intrusion will send an automatic, electronic alert to the third party security company who will then contact local law enforcement and ownership. Motion detecting exterior lighting, in addition to the stationary mounted lighting, will allow for additional security at night to ensure all exterior cameras can capture a clear recording of individuals entering the premises. Each device in the alarm system will be inspected daily and tested every six (6) months to ensure that it is functioning as intended.

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Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

During emergencies, Phil and management will evacuate the building and agents of the company will await the arrival of local emergency officials in a safe and accessible location. All visitors present on the premises will be escorted immediately to the nearest exit in a safe and organized manner. If a visitor is the cause of the the emergency, then a employee will detain the visitor to the extended needed to minimize the danger to the safety of other crew members until police arrive. A designated employee will take roll of employees on duty that day to ensure everyone is accounted for. When any dangerous, threatening, or unauthorized activity is reported to local law enforcement, employees will comply with directives and remain in a safe location while the incident is addressed. After the emergency is resolved, employees will look for property damage, verify cash and inventory, and submit all necessary documentation to law enforcement officials for a police report. Surveillance footage will be downloaded and submitted to police officials to aid in their investigation, and authorized officials will be given direct phone numbers to ownership and agents to ensure a good working relationship. All police reports and any surveillance showing the emergency will also be given to AMCO enforcement.

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	✓	
Both the interior and exterior of each entrance to the facility	✓	
Each point of sale area	✓	

Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	✓	
Clearly and accurately displays the time and date	✓	
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	✓	

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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:

Video surveillance cameras will be positioned along the perimeter of the building and about the property to ensure all areas of the facility inside and outside are captured with a variety of angles, and a clear, unobstructed view. Cameras will be checked daily to prevent obstructions and weathering, and to ensure the best facial image may be captured of anyone inside or within twenty (20) feet of the building. Coverage will include all exterior doors, restricted access doors, and all marijuana processing areas. Video coverage will also include the parking lot will to record entering and exiting vehicles.

Describe the locked and secure area where video surveillance recording equipment and 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 board:

All surveillance recording equipment and footage will be stored in the office with backups on site. The recordings will also be backed up off site. Only authorized agents that Phil specifically designates will have physical access to the office and the surveillance storage. The office will be locked at all times, and the door will be equipped with a smart lock and a spring-loaded hinge to ensure closing. The security system will be accessible by password to prevent data tampering. Recorded data will be stored for a minimum of forty (40) days, and will be uploaded to a separate hard drive and stored longer in the event of a criminal, civil, or administrative investigation. Recordings will be stored with a time and date stamp, and archived in a format to prevent against alteration. Recordings will be available to AMCO and local law enforcement upon request. Phil will have remote access to recordings and to monitor the premises and all operations virtually via his smart phone.

Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	✓	
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	✓	
Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board	✓	
Video surveillance records are stored off-site		✓

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Business Records (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. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:	Yes	No
All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises	✓	☐
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	✓	☐
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	✓	☐
Records related to advertising and marketing	✓	☐
A current diagram of the licensed premises including each restricted access area	✓	☐
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	✓	☐
All records normally retained for tax purposes	✓	☐
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	✓	☐
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	✓	☐

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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:

Facility records will be managed by Phil and as the business grows Phil may designate an employee to help assist with management of the records, who will be trained in standard retention policies prior to beginning work to ensure that all business records are stored and maintained in a standardized, consistent, and organized fashion. All business records, including operational and regulatory documents, recordings, surveillance, financial books, inventory and employment records, logs, manifests, and communications, will be stored in the office and backed up on an off-site server to protect against loss and destruction. Records within the facility will be stored in the secured office, and only Phil and maybe a designated employee will have access (absent direct request from AMCO or law enfocement to inspect office physically). All records will be made available to AMCO upon request.

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Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements 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 propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer "Yes" to all items below.

Marijuana Tracking and Weighing:	Yes	No
A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used	☑	☐
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	☑	☐

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

Midnight Sun Manufacturing will use the Metrc inventory tracking system to track the production and movement of all inventory, to increase product security, and to deter and prevent diversion & inversion activity. Data will be collected and recorded during all manufacturing and processing activity, and also during the subsequent sale, sample, transport, disposal, and/or destruction. The facility will assign a tracking number to all marijuana material accepted into the facility, and record the tracking information in Metrc. Employees will be trained to use the tracking system to ensure that: (1) all marijuana products created, processed, and packaged are identified and tracked through sale, transfer, or destruction; (2) all establishments transacting to purchase or otherwise receive marijuana products from the facility are licensed; and (3) any loss or theft of marijuana products is promptly reported. Employees will record all sales, testing, and transportation arrangements in the system, and generate a transport manifest to accompany all shipments. Marijuana and by-products used to prepare and package samples will also be recorded, including: (1) the amount of each sample; (2) the facility that received the sample; and (3) the disposal of any expired or outdated promotional sample returned to the facility. Employees will use the tracking system to verify all shipments, and identify any individuals at the facility for the purpose of conducting business. Any products flagged for disposal will be recorded in Metrc and notified to AMCO enforcement at least three (3) days prior to any disposal and destruction action. Any destruction, loss, or theft of marijuana will be promptly recorded in Metrc to notify AMCO and Enforcement.

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Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, 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, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer "Yes" to all items below.

Marijuana Hander Permit:	Yes	No
Each licensee, 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	☑	☐
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 premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	☑	☐
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	☑	☐

Describe how your establishment will meet the requirements for employee qualifications and training:

Employees will be hired and expected to complete a three (3) month probationary and training period. Training will include marijuana Industry topics, safety, legal issues, state and federal regulations, and OSHA. Employees will learn: (1) Alaska laws, regulations, and codes governing the marijuana Industry and marijuana establishments; (2) all of the licensing requirements to act as a handler in a marijuana establishment; (3) company standards, protocol, and best practices for the creation of marijuana products and concentrates; (4) general safety procedures and protocol, and how to think defensively in threatening situations; (5) in-depth information about particular products, infusions, and concentrates; (6) in-depth information on the requirements of each task, machine, and system; and (7) the general federal, state, and local employment regulations by which the company is governed. Employees will meet with management monthly, or as topics arise which require clarity and for general tune up training. The state and local marijuana regulations and laws will be available on site for employees to access. Managers will be trained in open and close procedures and in the Inventory tracking system. Managers will learn procedures for quality control, inventory control, and sanitation, and will understand how to operate and control all equipment and systems. Managers will be responsible for overseeing operations and accounting. Employees will be educated on the company's standards, protocol, and best practices for the creation of marijuana products. Employees will be educated on quality control procedures, Inventory control, sanitation, opening and closing, organic growing mediums and methods, and security protocol. Employees will also be trained on how to use the inventory tracking system, how to work in each area of operations, how to minimize contamination, and how to handle security and emergency procedures. Employees will learn to package and label products for shipment, notable cannabis risks and effects, and all of the information required for the handler's permit. Phil, any employees, and any independent contractors that work in the facility must obtain their marijuana handlers' permit prior to commencing any operations that involve the handling or processing of marijuana.

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Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to the statement below.

Marijuana Waste Disposal:	Yes	No
The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it	☑	☐

Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:

The facility has a disposal plan for marijuana product waste and all concentrate that do not meet state testing requirements or the company's internal quality standards. All marijuana materials marked for disposal will be stored in a secured container separate from all other products until it can be disposed of. Marijuana waste will be rendered unusable before departing the facility for disposal. Designated employees will grind any solid marijuana waste and incorporate it with non-compostable and/or compostable solid wastes until the resulting mixture is at least fifty percent (50%) non-marijuana waste. Non-compostable solid wastes will include paper waste, plastic waste, cardboard waste, and soil. Compostable solid wastes will include food waste, yard waste, and vegetable-based grease or oils. Management will inspect the resulting mixture to ensure it is composed of no more than fifty percent (50%) marijuana by solid and liquid volume, and will log the composition in a disposal log, available to AMCO upon request. The log will list the status of all marijuana products marked as waste, including the type, date of disposal, date it was rendered unusable, and date that it was picked up by the disposal company. The company intends to dispose of: (1) waste from water-, food-, and solvent-based extraction mediums; (2) marijuana concentrate and product that is contaminated, infected, or fails to meet quality or purity testing; and (3) run off water from the manufacturing process. This process will be completed a minimum of once per day, before the facility closes, and the resulting mixture will be securely stored in locked containers located within the premises. All locks will comply with be commercial grade, and only authorized agents will have access to the keys. Phil will ensure waste is disposed of, after three day notice to Enforcement and recording in Metrc, properly at the waste station. All disposal information including notice to AMCO date, grind date, disposal to waste station, identification of person who transported waste, will be recorded and entered into the disposal log and stored as a business record.

Describe what material or materials you will mix with the ground marijuana waste to make it unusable:

All marijuana waste material will be ground up and mixed with other compostable food waste, yard waste, vegetable oils, or with non-food paper waste or cardboard until the resulting mixture is less than fifty percent (50%) marijuana waste by volume. AMCO Enforcement will be notified via (3) days before disposal.

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Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. Describe the process or processes that you will use to make the marijuana plant waste unusable:

Midnight Sun Manufacturing will render waste unusable by grinding solids and incorporating the material with either non-compostable or compostable wastes so that the resulting mixture is at least fifty percent (50%) non-marijuana. After flagging and logging material for disposal in Metrc, authorized agents will use paper waste, plastic waste, cardboard waste, soil, food waste, yard waste, and/or vegetable-based grease or oils, and grind the material with the marijuana waste. All waste material will be secured in designated storage within the facility, separate from all other marijuana products, until such time it is delivered to waste station. The on site manager or Phil will inspect the final mixture to ensure it is composed of no more than fifty percent (50%) marijuana by volume, and will record the composition of the mixture in the disposal log.

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Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to all items below.

Marijuana Transportation:	Yes	No
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	☑	☐
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	☑	☐
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	☑	☐
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	☑	☐
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	☑	☐
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	☑	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	☑	☐

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

For all transports of marijuana (once regulation is signed into law that allows for all licensees to transport MJ) and concentrates the establishment will create a Metrc generated Trip Manifest. All Trip Manifests will be sent with the products, and an additional copy will be stored and filed on the premises as official business records. The Manifest documents will clearly have the type of product, batch number, weight, name of the transporter and handlers ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. All marijuana product will be in a sealed package or container not exceeding more than five (5) pounds for wholesale transactions and one (1) pound for retail transactions and then stored in a locked storage compartment within the transport vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops and at no time during transit will marijuana products be directly visible. All marijuana product packaging will have a label stating that a licensed testing facility has tested each batch in the shipment. All packaging materials that will be sold to marijuana establishments for sale to consumers will be child-resistant and unappealing to children. All packaging done at the facility will be performed in a specific 24 hour surveillance monitored area and will then be packaged in a uniform matter with labels secure and clearly displayed. Packaged marijuana product will be stored in a secured area until ready for display or transport, and will be inspected, accepted or rejected, and recorded in an official log. Phil or a designated employee will check all packages to make sure that they will keep all marijuana product from contamination and will check to make sure that the packages will not impart any toxic or deleterious substance to marijuana product. Midnight Sun Manufacturing will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility. Reports will be available upon request for AMCO.

Describe the type of locked, safe, and secure storage compartments that will be used in any vehicles transporting marijuana or marijuana product:

Any vehicle transporting marijuana products will be unmarked and inconspicuous. Vehicles that will be used for transportation of marijuana products will contain a secure and sanitary area affixed to the inside of the transportation vehicle that will lock and will ensure the products cannot be seen by anyone from outside of the transportation vehicle. The secure storage area within the transportation vehicle will be sanitized before and after each use. Prior to departure, Phil will ensure all marijuana or marijuana product 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 or attached to the vehicle, accessible by a combination lock or commercial grade key lock. The structure will be formed of steel, hard plastic, or like materials. Phil also reserves the right to contract a third party to transport MJ and MJ products and will ensure said third party has a valid and current MJ handlers' card and Alaska drivers license.

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Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

There will be no signs with the business name, or otherwise indicating that the facility is manufacturing marijuana products, which are visible to the general public. All labels, logos, and advertisements will be developed in accordance to AMCO regulations. The facility will affix and display all required postings on, around, and within the building, and maintain the visibility and quality of the signs, including: (1)certificate of fire safety approval, (2) the State of Alaska marijuana establishment license certificate (to be displayed prominently), state of Alaska business license, and Mat Su Borough Business license, (3) approval to operate the facility, (4) "No Loitering" and "No Trespassing" signs at the front entrance and at each access point of the property, (5) "Surveillance Cameras In Use" signs, (6) "Restricted Access" signs, (7) age requirement signs, and (8) any required postings by the local jurisdiction such as Exit and Fire Extinguisher signs.

If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.

Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

Applicants should be able to answer "Agree" to all items below.

No advertisement for marijuana or marijuana product will contain any statement or illustration that:	Agree	Disagree
Is false or misleading	☐	☐
Promotes excessive consumption	☐	☐
Represents that the use of marijuana has curative or therapeutic effects	☐	☐
Depicts a person under the age of 21 consuming marijuana	☐	☐
Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana	☐	☐

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No advertisement for marijuana or marijuana product will be placed:	Agree	Disagree
Within one thousand feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21	☐	☐
On or in a public transit vehicle or public transit shelter	☐	☐
On or in a publicly owned or operated property	☐	☐
Within 1000 feet of a substance abuse or treatment facility	☐	☐
On a campus for post-secondary education	☐	☐

Signage and Promotional Materials:	Agree	Disagree
I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)	☐	☐
The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products	☐	☐
All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)	☐	☐

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Section 8 – Control Plan for Persons Under the Age of 21

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:

At no time will a person under the age of twenty one (21) be permitted on the premises. If at any time an agent suspects that a person on property is a minor, the employee will have the individual escorted off the premises immediately, notifying law enforcement when necessary. The front entrance door will have a sign posted stating "No one under 21 years of age allowed". All individuals granted access to the property will enter the facility through the front entrance door and check in with the designated security agent. All entrants will be required to present a valid photo identification showing that they are twenty one (21) years of age or older. A valid form of identification will include: (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. Employees will be trained to spot inconsistencies and signs of forgery in IDs, and will have an ID guide on hand to help recognize IDs from other states and countries. The facility will refuse entrance to all visitors who fail to produce photo identification, regardless of how old they appear.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

Phillip B Schneider
Printed name

CHRISTINA THIBODEAUX
Notary Public
State of Alaska
My Commission Expires Mar 31, 2021

Subscribed and sworn to before me this 19th day of July, 2017.

Christina Thibodeaux
Notary Public in and for the State of Alaska.

My commission expires: March 31, 2021

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(Additional Space as Needed):